

NOTICE

ZEELAND CITY COUNCIL Rescheduled Work-Study Session

TAKE NOTICE that the Zeeland City Council whose chambers are located at the City Hall, 21 South Elm Street, Zeeland, Michigan, and whose telephone number is 772-6400 is rescheduled for:

MONDAY, FEBRUARY 16, 2026

5:45 P.M.

City Hall Council Chambers

KRISTI DEVERNEY
CITY CLERK

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

Dated: February 11, 2026



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
February 16, 2026, 5:45 p.m.

DISCUSSION ITEMS:

1. MPPA Purchase Power Commitment 2028 – 2031
2. Rescue-Pumper Apparatus Purchase
3. Traffic Control Order – Peck/Rich
4. Police Tahoe Purchase
5. Master Plan RFP Award
6. Division Street Vacation Request
7. Plumbing & Mechanical Contractor Contract
8. Snowmelt Special Assessment Public Hearing
9. SARB Reappointments
10. Strategic Action Plan Review
11. Closed Session – Attorney Opinion

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
February 16, 2026, 7:00 p.m.

CALL TO ORDER:

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

PUBLIC HEARING:

7:10 P.M. – Snowmelt Special Assessment

ACTION ITEMS:

1. Snowmelt Special Assessment Resolution #3
2. MPPA Purchase Power Commitment 2028 – 2031
3. Rescue – Pumper Apparatus Purchase
4. Traffic Control Order – Peck/Rich
5. Police Tahoe Purchase
6. Master Plan RFP Award
7. Division Street Vacation Request
8. Plumbing & Mechanical Contractor Contract
9. SARB Appointments
 - Eric Barnes
 - Brian VanHoven
 - Doug Vos

REPORTS FROM CITY COUNCIL MEMBERS

ANNOUNCEMENTS

CONSENT AGENDA

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

1. Approve minutes of the City Council Work Study of February 2, 2026.
2. Approve minutes of the Regular City Council meeting of February 2, 2026.
3. Receive for information draft minutes of the February 12, 2026, Shopping Area Redevelopment Board meeting.
4. Receive for information draft minutes of February 10, 2026, Board of Public Works meeting.
5. Ratify BPW Action #26.009 – Approve Cash Disbursements and No Regular Monthly Transfers.
6. Ratify BPW Action #26.010 - Approve the Transfer of the PFAs settlement funds, estimated to total \$2,356,231 to the Michigan Professional Insurance Authority.
7. Ratify BPW Action #26.011 - Approve Award of Purchase of ten (10) single-phase pad mounted transformers to RESCO using ERMCO transformers for a total of \$34,904. and approve Award of Purchase of six (6) three-phase pad mounted transformers to IRBY using GE transformers for a total of \$81,784.
8. Ratify BPW Action #26.012 - Approve Fairview Riley 69k V Breaker Price Increases Due to Tariffs.
9. Ratify BPW Action #26.014 – Approve a contract, totaling up to \$42,435.00, be awarded to Northern Boiler Mechanical Inc. for the mechanical installation portions of Scope Items #1 & #2. Furthermore, staff recommend that a contract totaling \$21,657.88 be awarded to Forberg Smith Process Solutions for the purchase of four (4) natural gas meters to be installed on Units #9, #10, and #11, and the boiler as part of Scope Item #2. Finally, staff requests that a budget of \$80,000.00 be approved for the project along with a \$10,000.00 budget amendment, as the FY2026 Capital Improvement Plan included an allocation of \$70,000.00 for this project.
10. Ratify BPW Action #26.015 – Approve the proposal 2026-2027 professional marketing and communications services provided by Yellow Lime Creative LLC.

Council Meeting
Common Council
February 2, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, February 2, 2026. Mayor Rick VanDorp called the meeting to order at 7:00 P.M.

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

ABSENT: None

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

The Invocation was offered by Councilmember Perkins.

The Pledge of Allegiance to the Flag

Consent Agenda

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

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

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

No Vote: None

Absent: None

Communications

None

City Managers Report

City Manager Klunder reported:

Citizen's Academy – The opportunity to apply for the 2026 Citizen's Academy is open from February 2 – February 13. Citizens can apply via the city's website at www.cityofzeeland.com.

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

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

Action Items

26.015 Employee Handbook Amendments

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to accept the Personnel Committee's recommendation to approve updates to the Employee Handbook as presented

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

No Vote: None

Absent: None

26.016 Employee Appreciation Policy Amendment

Motion was made by Councilmember Timmer and Supported by Councilmember Lam to approve the Personnel Committee's recommendation to amend the Employee Appreciation Policy as presented.

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

No Vote: None

Absent: None

26.017 Snowmelt Special Assessment – Resolution No. 2

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to authorize Snowmelt Special Assessment Resolution No. 2 which sets a public hearing of February 16, 2026, to hear feedback on the proposed special assessment.

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

No Vote: None

Absent: None

26.018 17 E. Main Boiler Design Contract Amendment

Motion by Councilmember Langeland and Supported by Councilmember Lam to approve Amendment No. 1 to the professional services agreement with GMB, in the amount of \$29,670, increasing the total contract amount to \$199,230.

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

26.019 Paw Paw Park Vegetation Management Contract Award

Motion by Councilmember Perkins and Supported by Councilmember Timmer to approve a contract with the Outdoor Discovery Center in the amount of \$10,000 for the continuation of the Paw Paw Park Vegetation Management Plan for its second year.

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

26.020 2025 Performance Incentive Program Approval

Motion by Councilmember Bult and Supported by Mayor Pro-Tem Gruppen to approve the Fiscal Year 2025/2026 Organizational Performance Incentive updated payment of 1.0% based on the measured achievement of the 2025 Strategic Action Plan and the pay calculation methodology outlined in the City's Organizational Performance Incentive Plan.

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

There being no further business, motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to adjourn the meeting at 7:33 p.m. Motion carried. All voting aye.

Mayor Richard Van Dorp III

Kristi DeVerney City Clerk

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, February 2, 2026
6:00 P.M.

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

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

ABSENT: None

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

Employee Handbook Amendments

City Manager Klunder noted that at the January 28, 2026, Personnel Committee meeting, these changes were presented to the Committee with the Committee subsequently recommending that they be brought to City Council for approval.

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

- Overall: Updated terminology to replace City Clerk/Personnel Assistant with Human Resources
- Exemption Status: Clarified language to better define exempt vs non-exempt positions
- Promotions and Transfers: Removed requirement to send all open positions to each department for posting. Instead allow flexibility to post based on position and departmental needs.
- Paid Vacation:
 - Aligned with 2025 Union Contracts, adding 6 weeks of vacation for 29 years of service.
 - Clarified qualified overtime to align with tax changes⁸
 - Defined distribution of paid time off upon separation
- Alternate Paid Vacation: Added 6 weeks after 23 years of service, consistent with 2025 Union Contract changes. Paid Personal Leave: Reduced years of services required to receive an additional day, in line with 2025 Union contracts
- Holidays: Added holiday benefit guidelines for part-time employees
- Tuition Reimbursement Program: Updated approval process and adjusted reimbursement amount to match IRS standards.
- Longevity Pay: Increased amounts to align with 2025 Union Contracts
- When You Leave: Clarified that group insurance ends on the day active employment ends
- Travel Appendix F: Added guidance on carpooling for cost savings and developed guidelines outside of the policy for paid travel time
- Health Appendix G: Increasing the opt-out health amount from \$1,000 to \$2,500
- Fire Provisions Appendix H:
 - Updated to ensure employees attending required training or certification are paid for their time.
 - Adjusted work period to align with FLSA standards for overtime exemption.

- Matched vacation benefits (6th week) to regular employees.

Employee Appreciation Policy Amendment

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

The proposed Amended Employee Appreciation Policy changes wording from the City Clerk/Personnel Assistant to the HR Department. Additionally, while we're updating the policy, we recommend that the referenced Meals and Incidental Expenses rate (currently \$64.00) be updated to the most current rate (\$74.00) for our area.

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

Snowmelt Special Assessment Resolution No. 2

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

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

17 E. Main Boiler Design Contract Amendment

Assistant City Manager Plockmeyer reported that at its July 7, 2025, meeting, City Council approved a professional services contract with GMB for the design of the boiler plant at 17 East Main to support current and future snowmelt expansion. As design work progressed, an unforeseen condition was identified that requires modification of the originally approved contract scope.

Midway through the design process, it was discovered that the proposed vertical chase intended to be used for boiler venting had already been fully occupied by venting equipment serving the restaurant located at 17 East Main. As a result, the original venting approach was no longer feasible. To address this condition, GMB was required to redesign the venting system and reorganize the layout of the boiler equipment within the basement.

These changes were not known or reasonably identifiable at the time the original contract was approved and represent a changed condition encountered during design. To keep the project moving forward and aligned with the planned snowmelt expansion schedule, the redesign work should move ahead as part of the overall design effort.

Approval of the amended design services, in the amount of \$29,670, is necessary at this time to maintain project momentum and avoid schedule impacts.

Paw Paw Park Vegetation Management Contract Award

Assistant City Manager Plockmeyer stated that over the past year, the City has been implementing the first phase of a comprehensive vegetation management plan for Paw Paw Park. This effort was initiated in response to concerns regarding overgrowth, reduced visibility within the park, and the increasing presence of invasive plant species.

The vegetation management plan was intentionally developed as a multi-year approach. Many of the invasive species present in Paw Paw Park require repeated treatments over several growing seasons to be effectively controlled or eradicated.

Year one focused on initial invasive species control, assessment of site conditions, and establishing a framework for ongoing management, while year two will build on that work by continuing targeted treatment of invasive species, monitoring areas previously addressed, and adjusting management strategies as needed based on observed conditions. Continuing into the second year is critical to maintaining progress already made and preventing re-establishment of aggressive species, and pursuing this plan supports the City's long-term vision for Paw Paw Park as a natural, accessible, and well-managed public space.

To complete the second year of work, we recommend entering into a contract in the amount of \$10,000 with the Outdoor Discovery Center, whose staff have the specialized expertise necessary to perform invasive species management and monitoring within sensitive natural areas.

2025 Performance Incentive Program Approval

City Manager Klunder reported that in the 2025/2026 Budget City Council authorized up to 1% of base wages for an organizational performance incentive payment. Under the program guidelines the calculated payment is based on the City's measured performance in relation to our strategic action plan.

Despite a significant amount of time, albeit necessary time, shifted toward working through the oversight of the potential Mead Johnson project and some unfortunate disruptions in service delivery within the City Clerk's Office, our team still managed to make substantial progress, or complete, several action steps in 2025. To name just a few, they included things such as downtown parking management, snowmelt expansion, support for JR Automation, new electric generation planning, financial sustainability report and the hiring of an HR Specialist. With these accomplishments, plus progress on many other action steps and operational goals, based on our assessment of the 2025 Strategic Action Plan scorecard, our city team accumulated 77 points on the 2025 scorecard. For reference, point totals since the program inception have been:

| | |
|--------------|-------|
| 2015 | 87.14 |
| 2016 | 85.96 |
| 2017 | 93.38 |
| 2018 | 84.81 |
| 2019 | 91.70 |
| 2020 (Covid) | 62 |
| 2021 | 83 |
| 2022 | 80 |

| | |
|---------|-------|
| 2023 | 85 |
| 2024 | 87 |
| 2025 | 77 |
| Average | 83.36 |

Under the program’s pay calculation methodology, a measured point total of 70 – 79.99, equates to a 90% distribution of the budgeted amount per the program’s guidelines. Thus, if approved by City Council, qualifying employees are eligible for a .9% payment (min. \$50) given the 77 points on our scorecard assessment.

After the City Council reviewed the scorecard assessment of 77 points (.9% payment), it was a unanimous decision to raise the points to 80 and raise the payment to 1% due to the significant amount of time some projects took, and unfortunate disruptions of service that occurred in 2025.

2026 Strategic Action Plan Framework

City Manager Klunder reported that on January 26 and 27 City Council and the administrative leadership team met to review accomplishments in 2025 and to set the framework for the 2026 Strategic Action Plan. When we left the planning session on January 27, we had a listing of 48 goals that had been voted upon by Council and our administrative team. While discussion ensued on how many of the 48 goals would be incorporated into the annual strategic action plan, we did not finalize that list. Nor did we spend time determining if the goals fit within existing commitments (vibrant downtown; strong, safe and connected neighborhoods; economic and community development; infrastructure and city services; culture, parks and recreation; financial sustainability; organizational culture) or if new proposed commitments emerged.

Since the end of the January 27 session, members of our administrative team have been evaluating the ranked goals in order to suggest a framework for the 2026 Strategic Action Plan to City Council at your February 2nd work/study session. Based on our evaluation, we suggest the following for City Council’s consideration:

- Our recommendation is that City Council maintains goals that received 6 or more votes with one addition of a goal that received 5 – Implementation Plan for New Electric Generation. We have identified these goals on the spreadsheet that lists all goals with their corresponding vote tally. A few notes:
 - We recommend 4 individual goals related to Washington Avenue and Parking get combined into 2 goals – Washington Avenue and Parking.
 - We recommend “concrete recreational games” moves from a goal to more of an operational item.
 - With the above recommendations, we would maintain 22 goals (30+ in the previous two years) in the Strategic Action Plan.
 - The recommendation to add “Implementation of New Electric Generation” to the goals list is because electric generation would be an ongoing goal from 2025, and because of the significant long-term impacts this will have on our entire community.

CC Goal Setting 1.27.26

| Goal | Votes | Downtown | Neighborhood | Econ. Comm Dev. | Infrast. city service | Park/Rec | Financial | Org. Cult | Notes |
|------------------------------------------------------|-------|----------|--------------|-----------------|-----------------------|----------|-----------|-----------|--------------|
| Washington Avenue Development | 13 | x | | x | | | | | Combine |
| Mead Johnson Implementation | 12 | | x | x | x | x | | | |
| JR Automation Implementation | 12 | | | x | x | | x | | |
| Park & Rec Master Plan Update | 12 | | | | x | x | | | |
| Roundabout at Main and Fairview | 11 | | | x | x | | | | |
| Feel the Zeel 20th Anniversary Planning | 11 | x | x | x | x | | | x | |
| Facility Improvement Plan | 10 | | | | x | | | | |
| Regional Biosolids Facility | 9 | | x | x | x | | x | | |
| Master Plan Rewrite | 9 | x | x | x | x | x | | | |
| Funding Mechanisms for Capital Facility Improvements | 9 | | | | | | x | | |
| Underground Utilities - State, Washington, Lincoln | 9 | | x | | x | | | | |
| Future Visioning with Schools | 9 | | x | | x | | | | |
| Second Exit From Public Safety Building | 9 | | | | x | | | | |
| Legal Succession Planning | 9 | | | | x | | | | |
| Snowmelt Expansion Phase 3 | 8 | x | | x | x | | | | |
| Business Loop I-196 Beautification | 7 | | | | x | | | | |
| Finance Staffing | 7 | | | | x | | | x | |
| Succession Planning | 7 | | | | | | | x | |
| Concrete Rec Games at Parks | 7 | | | | | x | | | Support goal |
| Business Loop I-196 Crossing | 6 | | x | | x | x | | | |
| Expand Parking Options | 6 | x | | x | x | | | | Combine |
| Purchase Property for Washington Ave Redevelopment | 6 | | | x | | | | | Combine |
| Main Street Auto Redevelopment | 6 | x | | x | | | | | |
| Parking Ordinance Review | 6 | x | | x | x | | | | Combine |
| Implementation Plan for New Electric Generation | 5 | | | x | x | | | | |
| Aggressively Pursue Filling Empty Buildings | 5 | | | | | | | | |
| Cherry Ave Medical Office Building Redevelopment | 5 | | | | | | | | |
| Fire/Rescue Staffing | 5 | | | | | | | | |
| Additional Murals | 5 | | | | | | | | |
| Name Recognition Policy | 5 | | | | | | | | |
| Parking Deck | 4 | | | | | | | | |
| Permanent Story Walking | 4 | | | | | | | | |
| Recreation Center | 3 | | | | | | | | |
| Single Refuse Hauler | 3 | | | | | | | | |
| Greater Transparency - Stream Meetings | 3 | | | | | | | | |
| Washington Avenue Beautification | 2 | | | | | | | | |
| Lincoln Avenue Improvements | 2 | | | | | | | | |
| 474 W Main Ave Redevelopment | 2 | | | | | | | | |
| Howard Miller Site Reuse | 2 | | | | | | | | |
| HMCC as Welcome Center | 2 | | | | | | | | |
| Huizenga Park Pickleball Court Lighting | 2 | | | | | | | | |
| Unhoused Population Plans | 2 | | | | | | | | |
| Maple St Two-Way Conversion | 2 | | | | | | | | |
| Employee Retention | 1 | | | | | | | | |
| Small Footprint Housing | 1 | | | | | | | | |
| More Pickleball Courts | 0 | | | | | | | | |
| Overnight On street Parking | 0 | | | | | | | | |
| More EV Chargers | 0 | | | | | | | | |

- An analysis of the suggested goals for 2026 would indicate that they do align with the 7 commitments to achieve the Vision (Feel the Zeel) the city has pursued since 2021 (and variations of the commitments in years prior to that). As a reminder, we define those commitments as follows:
 - Vibrant Downtown – Revitalize the heart of the community and encourage a downtown that is financially affordable and competitive, physically attractive, fun and energetic.
 - Strong, Safe and Connected Neighborhoods – Encourage and maintain pedestrian friendly neighborhoods that are attractive, welcoming and inclusive, while offering a variety of housing types including high quality, historically-preserved housing stock that reflects residents’ pride in the community and where social interaction and resident engagement are valued.

- Economic and Community Development – Lead and facilitate strategic growth that is consistent with the City’s vision by building collaborative relationships and promoting a climate that is accommodating, identifies and utilizes resources to create development opportunities, and is responsive to emerging issues and trends.
- Infrastructure and City Services – Pursue excellence through the provision of quality infrastructure and comprehensive City services that are well maintained, inclusive and accessible, responsive, efficient and offer good stewardship of public resources.
- Culture, Parks and Recreation – Provide a robust array of engaging activities and public spaces throughout the community that are accessible, affordable and designed for people of all ages and stages of life. Individuals and families living outside the community will actively seek opportunities to travel to Zeeland for cultural and recreational endeavors.
- Financial Sustainability – Exemplify long-term financial strength through continuous improvement and innovation, planning for projects/programs beyond inception, diversifying financial resources and holding adequate financial reserves.
- Organizational Culture – To fulfill the commitments to spread Zeel, support an organizational structure that consistently holds to the City’s core values, seeks to build leaders, and celebrates our historic attributes, while also providing an organizational culture that is equitable and inclusive.

Should City Council agree with the above recommendations, our administrative team can then further develop the written 2026 Strategic Action Plan. That process will involve input from City Council over the next several work/study sessions identifying each goal’s outcome indicator and value statement. Our target is to have the plan completed in late March to early April.

There being no further items to discuss, Work study was adjourned at 6:48 P.M.

Kristi DeVerney, City Clerk

MEMORANDUM OF MEETING
Shopping Area Redevelopment Board (SARB)
Thursday, February 12, 2026 at 9:00 A.M.

PRESENT: Board members: Barnes, Bult, Dick, Gentry, VanKampen, VanHoven
ABSENT: Vos
Staff: Marketing Director deRoo, City Clerk DeVerney
Guest: none

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

1. **APPROVE MEETING MINUTES**

A motion was made by VanHoven and supported by Dick to approve the January 8, 2026, meeting minutes. All present voting aye, Motion Carried.

2. **APPROVE MEETING MINUTES**

A motion was made by Gentry and supported by VanHoven to approve the January 22, 2026, meeting minutes. All present voting aye, Motion Carried.

3. **INTRODUCTION**

deRoo noted SARB has three (3) members (Vos, Barnes, VanHoven) whose terms are expiring on February 16, 2026. Because all of these members have completed the Consideration for Appointment form, their reappointments will be on the City Council's meeting on Monday, February 16, 2026.

4. **PARKING**

deRoo received a 2nd draft, from Mission North, which included recommendations for midterm action.

The Parking Steering Committee (deRoo, Barnes, Gentry, VanHoven along with two (2) Planning Commission members, Community Development Director, City Manager, and Assistant City Manager/Finance Director) met on January 12, 2026, to discuss what has worked and how to address new concerns. Some of the concerns and comments that were noted by the SARB members that attended the meeting were as follows:

- Tenants stress having to move their vehicles every day along with parking during snow removal times
- Current long term parking caps at 48 hours before having to move their vehicles and reduces to 24 hours (during winter with snow removal)
- There is still confusion about where to park
- Parking for the new El Rancho restaurant will need to be watched closely

- Options for city ticketing on private property
- Stripe lines on Elm & Cherry
- Stripe lines on W Main
- Striped lines create extra parking spots
- More signs are good
- Vehicles can park on Central Ave
- Education, signage, communication, and enforcement are priorities
- Elm Street, north of the railroad tracks, could potentially be a parking lot for tenants but would need safety protocols
- Police Department can enforce tickets within the City's leased parking lots

deRoo reminded the SARB members that their top priorities regarding parking are as follows:

- 1st Priority – Customers
- 2nd Priority – Tenants
- 3rd Priority – City employees

Also noted, the off-street parking is a combination of 27 public and private lots (public parking is offered in 6 lots) which many lots but a relatively small area.

The Mission North report addressed some other discussion items such as:

- Recommendations for Quick Action
 - o Prioritize management and education by improving signage along loading areas on the business sides of the North and South municipal lots. The members considered adding a fire lane striping or painted curb. For compliance, increase enforcement to the extent needed which may include raising the ticket price.
 - o To enhance the Police Department's effectiveness in parking enforcement, explore ways to provide ticket-writing software and hardware to track time in parking lots. Writing tickets does not need to be done by a police officer. One SARB member suggested to have a person that could be in a golf cart (or something similar) to shuttle people back and forth to their vehicles, especially if they parked in one of the outer lots. This person could also potentially write tickets.
- Targeted Supply Enhancements
 - o Explore adding a lot as a free and less restricted option for residents to park on the east side of Elm just north of the railroad tracks. Contacts have been made with Zeeland Family Dentistry to potentially partner with them to use their parking lot after hours. Private property owners would be responsible for signage and enforcement. Potentially Macatawa Bank and Hulst Jepsen would consider a lease agreement with the City for after-hour parking.
- Recommendations for Midterm Action
 - o Consider residential parking permits: close parking spaces for a fee with further-out parking free. Consider using spaces in the far ends of the North and South lots.

- Continuing managing parking in the long term, the City will need to assess their capacity and use. SARB members stated contractors use too many parking spots.
- Cost sharing options include:
 - Charging for certain parking, such as residential or employee permits, parking for construction, etc. This is helpful when managing where people park.
 - Special assessment for parking
 - Potentially from Brownfield Authority, tax increment financing to support parking infrastructure
 - Developments pay into a City fund dedicated to parking operations and/or infrastructure based on the development's parking demand.
- Longer-Term Recommendations
 - Consolidate parking into larger City-owned lots or a parking garage for off-street parking options & improve the City's long-term ability to provide parking. SARB members discussed a parking deck downtown that could eventually replace the North parking lot. New development on Washington would also need parking.

Parking will continue to change in the next several years due to how many parking spaces are needed for customers, tenants, and employees.

5. **DOWNTOWN PROJECTS**

None to report.

6. **OTHER**

deRoo stated there may be street events that will be impacted by the Church Street construction project this year. Some events may not fit the original footprint (ex. Car Show). Because of this, SARB may need to consider a smaller footprint downtown or move events from downtown to another location. SARB members want to keep events downtown with the potential of closing traffic on Main Street during events.

deRoo suggested closing Elm Street (between Cherry Street and Main Street) for events like Zeelmania. The SARB members were not necessarily in favor of that and noted that Zeelmania could potentially head north on Elm Street instead.

deRoo noted the goal will be to always keep access to the South parking during Church Street construction.

A motion was made by Gentry and supported by VanHoven to close the meeting at 10:09 A.M. All present voting aye, Motion Carried.

Kristi DeVerney, City Clerk

Regular Meeting
 Board of Public Works
 Water Warehouse
 February 10, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, February 10, 2026. Chairperson Boerman called the meeting to order at 3:35 p.m.

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

ABSENT: Commissioners – Query

Staff Present: BPW General Manager Boatright; Electric Power Supply & Market Operations Manager Mulder; 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 January 13, 2026, Regular Meeting. Motion carried. All voting aye.

Public Comment

None.

Safety Minute

Easy tips to avoid Phishing Scams.

26.009 Approve Cash Disbursements and No Regular Monthly Transfers

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

Cash and Investments as of: December 31, 2025

| | <u>Electric</u> | <u>Water</u> |
|----------------------------------------------|----------------------|----------------------|
| Receiving | \$ 3,737,275 | \$ 305,901 |
| Accumulated Debt Service (in Receiving Fund) | - | - |
| Plant Improvements and Contingencies | 13,287,928 | 13,823,112 |
| Bond and Interest Payment Reserve* | - | - |
| Totals | <u>\$ 17,025,203</u> | <u>\$ 14,129,013</u> |

* Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month:

December-25

| | <u>Electric</u> | <u>Water</u> |
|--------------------------------------|-----------------|--------------|
| Receiving | (\$57,645) | - |
| Accumulated Debt Service | - | - |
| Plant Improvements and Contingency | - | 65,000 |
| General Fund (per charter provision) | \$57,645 | - |

Notes on Recommended Transfers:

- 1 The annual operating transfer for FY 25-26 from the Electric Fund to the General Fund is a combination of 1% of net fixed assets as of June 30, 2024, and 1% of gross sales, less sales tax, for the year ended June 30, 2024, less any franchise payments. The annual operating transfer is divided into twelve monthly payments.
- 2 Assumed carrying amounts (minimum) in Receiving accounts are established at approximately 10% of budgeted operating expenses, before depreciation.

Electric = 10% of \$ 37,423,451 or approximately \$ 3,742,345

Water = 10% of \$ 4,721,757 or approximately \$ 472,176

- 3 No transfers are recommended for December 2025.

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:

December 2025 Customer Metrics

- Overdue/Disconnect Notices = 239
- Active Accounts = 8,004
- Total Bills Sent = 8,269
- Paperless Bills = 1,566
- NorthStar Pre-Authorized Payment Customers = 2,229
- Invoice Cloud = 2,992
 - Credit Card = 2,224
 - EFT = 768

November 2025 Customer Metrics

- Overdue/Disconnect Notices = 243
- Active Accounts = 8,024
- Total Bills Sent = 8,015
- Paperless Bills = 2,565
- NorthStar Pre-Authorized Payment Customers = 2,216
- Invoice Cloud = 2,718
 - Credit Card = 2,029
 - EFT = 689

26.010 Authorize Investment of PFAS Settlement Funds through the Michigan Professional Insurance Authority (MPIA) Investment Portfolio

At its May 10, 2024, meeting, the BPW Board approved an allocation agreement between the Zeeland Board of Public Works and the Holland Board of Public Works related to a class action settlement resolving claims associated with PFAS contamination in drinking water systems. As previously reported, the Board took formal action to commit the PFAS settlement proceeds for potential future PFAS treatment needs.

Since that time, the City and BPW have continued to receive additional settlement proceeds. Based on current estimates, the total PFAS settlement funds expected to be received now equals \$2,356,231. These funds remain restricted by the terms of the settlement and are intended to address potential future PFAS related costs should treatment or mitigation become necessary.

While the Board has already committed these funds for PFAS related purposes, they are currently held within BPW reserve accounts. Staff is recommending an additional step to further protect and segregate these funds by transferring the committed PFAS settlement proceeds from BPW reserves to the Michigan Professional Insurance Authority (MPIA).

Moving the committed funds to the MPIA will provide greater separation from BPW operating funds and reduce the risk of the funds being inadvertently used for non PFAS related purposes. In addition, the MPIA allows these funds to earn market rate interest, which will help preserve and potentially grow the settlement proceeds over time to offset future PFAS related expenses.

This approach strengthens the original intent of the Board’s commitment action and demonstrates continued prudent financial management by clearly isolating the funds while maintaining their availability for their intended purpose.

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the transfer of the PFAS settlement funds, estimated to total \$2,356,231, to the Michigan Professional Insurance Authority (MPIA). The funds would remain committed to potential future PFAS treatment or mitigation needs unless a future Board takes formal action to reallocate them.

2025 Holiday Power Dollars

The 2025 Holiday Power Dollars Program was a continued success, with 1,612 customers claiming a total of \$24,180 in Power Dollar Certifications. As of February 1st, a total of \$19,195 Power Dollars has been redeemed, resulting in a redemption rate of approximately 79.38%.

| <u>Merchant</u> | <u>Redemption</u> |
|----------------------------|--------------------------|
| MAIN STREET AUTO REPAIR | \$ - |
| MAIN STREET BICYCLE CO. | \$ - |
| CRITTER BARN | \$ 15.00 |
| ZEELAND PRINT | \$ 15.00 |
| DEKKER'S JEWELRY STORE | \$ 45.00 |
| CAPTAIN SUNDAE | \$ 85.00 |
| ADORNED HOME | \$ 90.00 |
| LORNA LOU | \$ 105.00 |
| WESTSIDE SERVICE CENTER | \$ 120.00 |
| BEECHWOOD DRY CLEANERS | \$ 170.00 |
| PARADISE BOUND | \$ 230.00 |
| TRIPELROOT | \$ 240.00 |
| BUNTE'S PHARMACY & GIFTS | \$ 275.00 |
| LA CREME | \$ 315.00 |
| ZEELAND BAKERY | \$ 480.00 |
| DRIP COFFEE | \$ 565.00 |
| STREATS TACO KITCHEN | \$ 630.00 |
| DON'S FLOWERS & GIFTS | \$ 660.00 |
| DE BRUYN SEED CO., INC | \$ 835.00 |
| VEE'S GRILL & CONEY ISLAND | \$ 890.00 |
| OUT OF THE BOX | \$ 1,555.00 |
| FRANK'S | \$ 1,565.00 |
| ZEELAND ACE HARDWARE | \$ 1,670.00 |
| COMMUNITY RESTAURANT | \$ 1,810.00 |
| THE FARMHOUSE RESTAURANT | \$ 2,225.00 |
| VITALES PIZZA | \$ 4,605.00 |

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
- Other work projects
- Water Administration Projects

Manager Postma noted the three pick-up trucks (2 Water & 1 T&D) that the Board had approved, at their January 13th meeting, had a purchase price of \$147,235.00, however, the final purchase price was \$127,721.00, a difference of \$19,514.00.

Transmission & Distribution Department Projects Update

Electrical Transmission & Distribution Manager Coots memo updated the Board on current activities including:

- New Residential Developments
- Fairview Circuit Breaker Replacement
- Outage Statistics

26.011 Bid Recommendation Distribution Transformer Purchase

The following bid award recommendation is submitted for Board approval. All items listed are included in the FY2027 Capital Improvement Plan. These transformers are for stock replenishment and upcoming projects in FY2027.

Ten (10) single-phase and six (6) three-phase pad mounted transformers are for upcoming street projects, other construction coming the spring/summer and inventory replacement. Lead times were taken into consideration for this bid evaluation along with overall evaluated pricing.

Motion was made by Commissioner Cooney and seconded by Commissioner VanAst to award purchase of ten (10) single-phase pad mounted transformers to RESCO using ERMCO transformers for a total of \$34,904 and to award purchase of six (6) three-phase pad mounted transformers to IRBY using GE transformers for a total of \$81,784.

26.012 Fairview Riley 69k V Breaker Price Increases Due to Tariffs

At your January 14, 2025, regular Board of Commissioner meeting, the Commissioners approved the purchase of six (6) - 69kV circuit breakers for the Fairview and Riley Substations as part of the FY2026 Capital Improvement Plan (See attached 6. B. 2. Fairview & Riley 69kV Breaker Purchase). The approved action authorized procurement of three breakers for the Fairview Substation and three breakers for the Riley Substation at a unit price of \$84,672, within the established \$500,000 project budget for each substation. The three (3) circuit breakers associated with the Fairview 69kV breaker replacement project are now approaching shipment in early February, prompting a mandatory vendor pricing review prior to delivery in accordance with the terms and conditions for this purchase.

Per the manufacturer's quoted terms, circuit breaker pricing is subject to adjustment approximately 120 days prior to the originally acknowledged delivery date, based on changes in the Bureau of Labor Statistics (BLS) Producer Price Index. Pricing is tied specifically to BLS index PCU335313335313 (switchgear and switchboard apparatus manufacturing). If the index fluctuates by more than $\pm 3\%$ from the time of order, the equipment cost must be adjusted accordingly.

It is also important to note that all bidders responding to the original purchase solicitation included some form of cost escalation language in their proposals, citing market volatility in materials pricing and the potential for tariff related impacts prior to shipment. Therefore, this adjustment is consistent with broader industry practice and the bid conditions received at the time of award.

To date, the following costs have been committed for the FY2026 Fairview Substation project:

- 3 Engineering services (PKM): \$17,500
- 4 Original breaker purchase (3 units): \$254,016

This left an estimated remaining balance of \$228,484 available for construction contractor costs and contingency. However, the circuit breaker manufacturer (MEPPI) has notified ZBPW staff that the order is subject to both:

1. BLS cost escalation, based on a +10.2% index increase since the quote date.
2. Additional tariff charges, which have become applicable since the original quotation.

As a result, the updated pricing per breaker is as follows:

- 5 Original Price (each): \$84,672
- 6 New Price with BLS Adjustment (each): \$93,309
- 7 Tariff Adder (each): \$6,889.29
- 8 Revised Total Cost (each): \$100,189.29

The revised total cost for all three (3) circuit breakers is therefore \$300,567.87, reflecting the required escalation and tariff adjustments prior to shipment.

Motion was made by Commissioner Walters and seconded by Commissioner VanAst to approve the updated recommendation that does not change the previously approved scope or quantity, but addresses required pricing adjustments associated with the Fairview breaker order as it approaches shipment, consistent with manufacturer escalation provisions and tariff impacts disclosed at the time of bid. Board approval is requested to authorize the updated purchase order amount of \$300,567.87 so the breakers may ship as scheduled and the Fairview Substation project may remain on track for FY2026 implementation.

Power Production and Buildings & Grounds Department Report

Power Supply & Market Operations Manager Mulder updated the Board on current operations status, Renewable Energy Credits, projects & department updates, and building & grounds which include:

- Operations & Power supply – December 2025
- Renewable Energy Credits (RECS) – December 2025
- Integrated Resource Plan (IRP) Update & Stakeholder Engagement
- Washington Avenue Generation facility – Title V ROP renewal
- LMR Deployment
- Employee Retirements
- BPW Office Remodel & Expansion Project
- General Facilities Work

26.013 MPPA 2028-2031 Power Purchase Commitment Recommendation

The Zeeland Board of Public Works (BPW) participates in the wholesale power market through the Michigan Public Power Agency (MPPA). That participation is guided by a Power Supply Risk Management Policy approved by the BPW Board, and Zeeland City Council. In accordance with these policies, the BPW must have committed energy resources in place to supply specific levels of its anticipated energy requirements extending into the future as specified under MPPA's 'Stability Plan' which the BPW has selected.

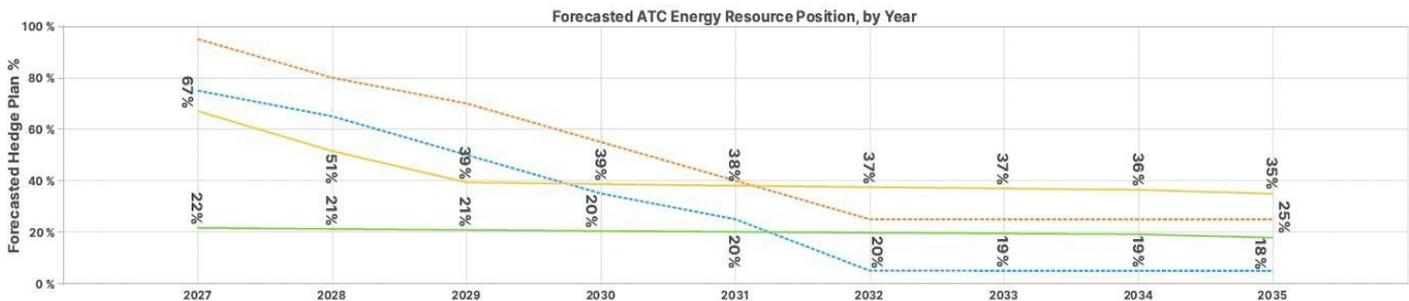
To ensure compliance with this policy, the BPW, with the support of MPPA, regularly reviews its portfolio and solicits purchase proposals to strategically address open positions in its energy portfolio.

In recent weeks, MPPA Power Supply staff have recommended that monthly energy purchase transactions be executed for the period of calendar years 2028 – 2031, to address open positions and mitigate risk by aligning the BPW's hedged position with its risk management policy. These include a combination of On-Peak (5x16), Off-Peak (5x8, 2x24), and Around-The-Clock (7x24) transactions. The resulting recommendations are summarized in the table below:

| Calendar Year | Delivery Period | Transaction Details | | | | BPW Hedge Position | |
|---------------|----------------------|---------------------|--------------------|------------------------|------------------------|----------------------------------|---------------------------------------|
| | | Max Mo. Qty (MW) | Total Energy (MWh) | Average Price (\$/MWh) | Total Cost (NTE) | Transaction % of Forecasted Load | Forecasted % Hedged After Transaction |
| 2028 | | | | | | | |
| | On-Peak (5x16) | 23.1 | 80,672.0 | \$81.57 | \$6,580,694.40 | 30.1% | 80.1% |
| | Off-Peak (5x8, 2x24) | 16.8 | 68,596.6 | \$57.55 | \$3,947,703.00 | 29.5% | 80.1% |
| 2029 | | | | | | | |
| | On-Peak (5x16) | 25.9 | 85,688.0 | \$84.11 | \$7,206,977.60 | 31.4% | 70.1% |
| | Off-Peak (5x8, 2x24) | 22.1 | 76,421.2 | \$59.50 | \$4,547,148.20 | 32.3% | 70.1% |
| 2030 | | | | | | | |
| | ATC (7x24) | 14.3 | 94,084.8 | \$71.96 | \$6,770,772.00 | 18.2% | 55.2% |
| 2031 | | | | | | | |
| | ATC (7x24) | 5.8 | 21,374.4 | \$73.71 | \$1,575,547.20 | 4.0% | 40.5% |
| Total | | - | 426,837.0 | \$71.76 | \$30,628,842.40 | | |

The total, not-to-exceed cost associated with the recommended volumes and products at the maximum stated strike prices yields a maximum commitment of \$30,628,842.40, averaging \$71.76 / MWh over the term. These transactions will be for Financially Firm Energy with physical delivery to the MISO Michigan Hub in the Day Ahead Market, at or below the annual not to exceed limits.

The chart below indicates the BPW's current hedged resource position forecast *prior to* the recommended transaction (MPPA - Zeeland Resource Position Report: 1/31/2026).



Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve the aforementioned energy purchase commitments, permitting the BPW Member Authorized Representative (MAR), or alternate MAR, to commit to the purchase of the following short-term energy products totaling a maximum not-to-exceed cost of \$30,628,842.40:

1. Calendar Year 2028:
 - a. On-Peak (5x16) firm energy up to \$6,580,694.40 for 80,672.0 MWh (\$81.57 / MWh avg.)
 - b. Off-Peak (5x8, 2x24) firm energy up to \$3,947,703.00 for 68,596.6 MWh (\$57.55 / MWh avg.)
2. Calendar Year 2029:
 - a. On-Peak (5x16) firm energy up to \$7,206,977.60 for 85,688.0 MWh (\$84.11 / MWh avg.)
 - b. Off-Peak (5x8, 2x24) firm energy up to \$4,547,148.20 for 76,421.2 MWh (\$59.50 / MWh avg.)
3. Calendar Year 2030:
 - a. ATC (7x24) firm energy up to \$6,770,772.00 for 94,084.8 MWh (\$71.96 / MWh avg.)
4. Calendar Year 2031:
 - a. ATC (7x24) firm energy up to \$1,575,547.20 for 21,374.4 MWh (\$73.71 / MWh avg.)

The BPW’s Energy Risk Management Policy Statement states that transaction terms greater than the prompt year, but not more than five years, shall be approved by a majority vote of the BPW Purchase Power Committee (PPC). The PPC consists of the BPW Chairperson, the General Manager (or alternate MAR), and any one of the remaining BPW Commissioners. If approved, staff will place this action item on the February 16 City Council Agenda for consideration, Upon City Council approval, staff will authorize MPPA to execute the recommended transactions once sufficient member authorizations have been received. Motion carried. All voting aye.

26.014 Bid Recommendation – Power Plant Natural Gas Replacement Project

In early 2025, BPW staff were approached by SEMCO Energy regarding their intentions to replace and retire the natural gas pipeline that supplies the BPW’s Washington Ave. Generation Facility due to the age of that infrastructure. SEMCO has proposed building a gas distribution stand on the east side of the facility and running new underground lines to each of the (3) existing points of connection with BPW’s piping where it enters the building. As part of this process, SEMCO will be consolidating the three (3) existing meters into a single meter. SEMCO will be responsible for the cost of their infrastructure upgrades, up to the point of connection to the BPW’s existing piping with their current equipment. The BPW will be responsible for modifications needed to connect our existing piping to SEMCO’s new piping, and any other changes on our side.

Since the age of the BPW’s piping aligns with that which SEMCO is replacing, staff decided the prudent course of action is to replace the small portion of exterior piping that extends through the wall inside the plant, to either the closest flange or point at which it can be easily connected. The majority of the plant’s natural gas piping is interior to the plant, has not been exposed to weather, and is in good condition. The scope of the proposed piping replacement are the portions that penetrate the concrete foundation and have been exposed to soil and weather on the plant’s exterior for decades and has likely degraded over time.

In preparation for the project, staff have been working with key account and engineering personnel from SEMCO to finalize details and establish a project schedule. Design drawings were received in December, and a scope of work for the BPW’s portion of the project prepared and submitted for bid by mechanical contractors. In addition to replacing the exterior portion of the BPW’s gas piping (Scope Item #1), staff also requested a cost to modify portions of the internal piping to accommodate the replacement of several internal gas meters that are used for individual unit operational metering and cost evaluation (Scope Item #2). With the consolidation of SEMCO’s meters from three (3) to one (1), staff identified a need for improved accuracy of our internal meters. A summary of those bids is provided in the table below.

| Vendor | Location | Scope Item #1 | Scope Item #2 | Total | Notes |
|-----------------------------------|------------------|---------------|---------------|--------------------|-----------------------------------------------------------------------------|
| Northern Boiler Mechanical, Inc. | Muskegon, MI | \$31,450.00 | \$10,985.00 | \$42,435.00 | |
| Rite-Way Plumbing & Heating, Inc. | Grand Rapids, MI | \$43,349.00 | \$14,710.00 | \$58,059.00 | <i>Scope #1 bid reflects removal of (3) strainer costs for equivalency.</i> |

Scope Item #1: Replace Piping for SEMCO Project

Scope Item #2: Modify Internal Piping for Replacement of (6) Gas Meters

As is apparent, Northern Boiler Mechanical submitted the low bid for both Scope Items 1 & 2.

In addition to the internal piping modifications associated with Scope Item #2, a proposal to replace the internal gas meters was also requested from a local vendor. Based on the usage and anticipated cost, the scope of work was limited to replacement of four (4) internal meters that carry the most volume; the plant boiler and Units #9 - #11. This proposal was sole-sourced, based on the vendor’s experience and ability to specify and provide the instruments best suited for this application. Staff would note that pricing aligns with the gas meters that were recently replaced at Riley Generation, although those utilized a different technology.

A summary of the anticipated project budget is provided below.

| Service | Vendor | Quote | Budget |
|------------------------------------------------------------------------------------|---------------------------------|---------------|--------------------|
| Scope Item #1: Replace Piping for SEMCO Project | | | |
| Natural Gas Piping - Mechanical | Northern Boiler Mechanical | \$31,450.00 | \$31,450.00 |
| Electrical, Other Trades, Misc. Materials | TBD | | \$2,500.00 |
| Engineering Support - As Required | TBD | | \$5,000.00 |
| | | Sub-Total: | \$38,950.00 |
| | | Contingency: | \$4,050.00 |
| | | Total: | \$43,000.00 |
| Scope Item #2: Replace (4) Internal Gas Meters & Modify Internal Piping | | | |
| Natural Gas Piping - Mechanical | Northern Boiler Mechanical | \$10,985.00 | \$10,985.00 |
| Natural Gas Meters - Qty (4) | Forberg Smith Process Solutions | \$21,657.88 | \$21,657.88 |
| Electrical, Other Trades, Misc. Materials | TBD | | \$2,500.00 |
| | | Sub-Total: | \$35,142.88 |
| | | Contingency: | \$1,857.12 |
| | | Total: | \$37,000.00 |
| Grand Total: | | | \$80,000.00 |

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve a contract, totaling up to \$42,435.00, be awarded to Northern Boiler Mechanical Inc. for the mechanical installation portions of Scope Items #1 & #2. Furthermore, staff recommend that a contract totaling \$21,657.88 be awarded to Forberg Smith Process Solutions for the purchase of four (4) natural gas meters to be installed on Units #9, #10, and #11, and the boiler as part of Scope Item #2.

Finally, staff requests that a budget of \$80,000.00 be approved for the project along with a \$10,000.00 budget amendment, as the FY2026 Capital Improvement Plan included an allocation of \$70,000.00 for this project. The requested total budget includes the services outlined above, and some contingency. If approved, all expenses associated with this expenditure will be allocated accordingly. Motion carried. All voting aye.

26.015 Approve Yellow Lim Creative LLC 2026-2027 Marketing Proposal

General Manager requests approval to continue professional marketing and communications services with Yellow Lime Creative, LLC (YLC). The proposed 2026-2027 agreement (included under this tab) maintains the core ongoing services that have supported BPW's customer communications, branding, and digital engagement efforts.

The proposal reflects a year-over-year cost increase driven by two primary factors. First, YLC has implemented an increase to its nonprofit hourly rate, resulting in a monthly retainer increase from \$5,000 (based on \$135/hour) to \$5,500 (based on \$150/hour). Second, the proposal formally includes website hosting services at \$80 per month through YLC's strategic partner, WP Harbor. Together, these changes bring the total annual contract cost to \$66,960.

A key enhancement in the 2026-2027 proposal is the inclusion of a clearly defined allowance of up to \$15,000 for additional out-of-scope marketing services. These funds may be utilized only with prior approval from BPW staff and are intended to address unplanned or emerging needs such as new program launches, major campaigns, landing page development, or other unique communications initiatives. Based on experience during the 2025-2026 contract term, when similar needs required a separate Board-approved amendment, this structure provides greater flexibility while maintaining appropriate oversight and

fiscal accountability.

Motion was made by Commissioner VanAst and seconded by Commissioner Cooney to approve the proposal 2026-2027 professional marketing and communications services provided by Yellow Lime Creative LLC. Motion carried. All voting aye.

Other BPW Business

General Manager Andy Boatright updated the Board on current activities including:

- Informational – Employee Handbook Updates
- Informational – Employee Appreciation Policy Updates:
- Informational – MMEA Spring Membership and MPPA Stakeholders Meeting Announcements:
- Informational – 2026 Zeeland Citizen’s Academy:

Upcoming Events

- **ZBPW Special Board Meeting – FY2027 Budget Review, Tuesday, February 17, 2026, Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- **Next Regular ZBPW Board Meeting, Tuesday, March 10, 2026, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- Zeeland Citizen’s Academy, Wednesdays, April 15 - May 20, 2026, Graduation – June 1, 2026
- ZBPW Business & Industry Breakfast, Thursday, April 23, 7:30 – 9:00 a.m., Howard Miller Community Center Banquet Room
- MPPA Stakeholders Meeting, Thursday, May 14, 12:00 noon to 6:30 p.m., Frederik Meijer Gardens

Motion was made and supported that the regular meeting adjourns at 5:09 p.m. Motion carried. All voting aye.

Kristi DeVerney, City Clerk

Motion was made and supported that the regular meeting adjourns at 5:09 p.m. Motion carried. All voting aye.

Kristi DeVerney, City Clerk



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

CITY COUNCIL MEMORANDUM

TO: Mayor Richard Van Dorp III and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: City Manager's Report

DATE: February 13, 2026

CC: City Management Team

Economic Development Recognition – I've heard that we don't celebrate our accomplishments in West Michigan nearly as well as we should. I tend to fit into that category. But, for several years I have consistently shared with City Council our recognition by iLabs, University of Michigan-Dearborn's Center for Innovation, recognition of Zeeland for our success and efforts in contributing to Michigan's entrepreneurial growth and economic development. For 2025, the city was once again recognized as a four-star city by iLabs in this economic development realm – please see attached information. Since 2018, we have been recognized as a four-star or five-star community. As you will read in the attached, the eCities study analyzed publicly available data from 277 communities from 54 counties in Michigan. Researchers focused on the five-year changes in property values, community assets, and tax rates, which can demonstrate the growth, investments, and cost of doing business within the community. Communities that have seen the strongest growth in business development over the past five years, while controlling the costs of doing business in town, are designated as five- and four-star communities.

Mead Johnson – With Mead Johnson's submittal of a request for City Council to consider the vacating of N. Division (Monday's agenda), it appears we are progressing closer to the submittal of a site plan for the city's consideration. It is possible that the initial submittal may come as early as March. In the meantime, discussions have been ongoing around the potential relocation of the playground equipment from Bethel CRC to a location at the Zeeland Public School athletic fields at the corner of Main and Fairview.

FEEL THE ZEEL



Fire/Rescue Chief – The Search Committee continues its efforts to find a replacement for our open Fire/Rescue Chief position. This past Monday we held “meet and greets” with our management team and Fire/Rescue members. It is possible that the Committee may have a recommendation for City Council’s consideration at your March 2 meeting.

FY 26/27 Budget – This week our team met to review department budget submittals and requests. Individually, each department does a nice job of submitting reasonable budget requests that attempt to address strategic plan initiatives for the city as a whole, and departmentally. Over the next several weeks, we will now look to combine all of those individual requests into an overall budget package to be presented to City Council on March 30 and 31.

Clean Water Plant Technical Review Committee – Our committee consisting of representatives of Holland Charter Township, Zeeland Charter Township, and the city, meets quarterly to help provide input on the operations of our Clean Water Plant that services our respective communities. On Monday, February 16 @ 2 p.m. the committee will primarily meet to review the financial performance of the plant for FY 24/25 (true-up of rates charged to the townships versus what the actual financial findings identify what the rates should have been) and review the projected budget for FY 26/27.

Monthly Reports – I recently noticed that I have accumulated several department monthly operating reports that I neglected to forward to City Council. My apologies. Please find attached several reports which include:

- Library/Community Center for Jan. 2026
- Fire/Rescue Department for Nov. 2025 and Dec. 2025
- Clean Water Plant for Dec. 2025 and Jan. 2026

City Manager Schedule – Next week Tuesday (Feb. 17) through Friday (Feb. 20) I will be participating in our Health Pool’s annual planning sessions. While I am out of the office, I will be checking my email and phone messages from time to time, and I will be able to respond as necessary. However, Kevin Plockmeyer will be around next week as well. In the

FEEL THE ZEEL



meantime, should you have any questions or concerns, please do not hesitate to contact me.

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

Timothy R. Klunder, City Manager

Fairlane Center South
19000 Hubbard Drive
Dearborn, MI 48126-2638
(313) 593-5460 Fax (313) 271-9838
umdearborn.edu/cob

Dear Community Leader,

Thank you for your participation in UM-Dearborn's 2025 eCities program!

Each year, the eCities project collects and analyzes data across Michigan communities as it relates to entrepreneurship, economic development, and job growth. Specifically, the study examines five-year's worth of publicly available data relating to community growth and investment metrics that impact the business community. This information is available on the performance report and showcases your community's progress on a number of key values. Further, the data points are benchmarked against the State of Michigan, as well as the other 276 participating communities, allowing you to easily interpret your results. Award certificates are included for communities that showed the most success numerically over the last five years. Top performers are considered five-star communities, while the next best performers are four-star communities.

Additional project details are available on the eCities website,
<https://umdearborn.edu/cob/business-community/ilabs-center-innovation/entrepreneurship/ecities>.

We would like to commend your community for its commitment to development and growth. We will send you an email when the next eCities project commences. We hope that you will join us so that we can continue supporting development across Michigan. If you have any questions before then, please feel free to contact me.

Thank you for your involvement in this project.



Kari Kowalski
Assistant Director of iLabs, Center for Innovation
College of Business
University of Michigan-Dearborn

CITY OF ZEELAND

PERFORMANCE REPORT



| | DATA POINT | FIVE-YEAR COMMUNITY TREND | FIVE-YEAR COMPARISON TREND |
|----|-------------------------------------|---------------------------|----------------------------|
| A1 | Real Commercial Property | 3.99% | 6.51% |
| A2 | Real Industrial Property | 14.44% | 7.00% |
| A3 | Total Real Property | 10.75% | 8.98% |
| A4 | Personal Commercial Property | 8.77% | 0.73% |
| A5 | Personal Industrial Property | -0.20% | 1.43% |
| A6 | Total Personal Property | 0.14% | 3.97% |
| A7 | Total Overall Property | 6.97% | 8.68% |
| B1 | Non-Depreciated Governmental Assets | 19.53% | 7.26% |
| B2 | Depreciated Governmental Assets | 0.51% | 2.98% |
| B3 | Total Governmental Assets | 1.73% | 3.43% |
| C1 | Non-Homestead Tax Rate | 0.39% | -0.05% |

eCities examines eleven data points relating to community growth and investment metrics. Using the past five years' data (2020-2024), this document reports your community's growth rate ("Five-Year Community Trend" column) for each data point. The equivalent growth rates, ("Five-Year Comparison Trend" column), are displayed for the state of Michigan values for the first seven points, and the last four points for the 277 eCities 2025 participating communities.

A1-A7 are property values within the community as reported by the Michigan Department of Treasury.

B1-B3 are the year-end governmental assets as reported on your annual audited financial reports.

C1 is the tax rate(s) for non-homestead (non-PRE) properties within the community as reported by the Michigan Department of Treasury.

eCities 2025

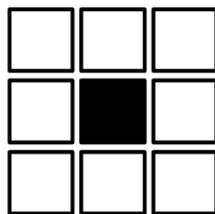


HONORED COMMUNITY



CITY OF ZEELAND

January 26-30, 2026
Book Sale!



DIRECTOR'S REPORT

January 2026

January 27, 2026
Winter Wonderland



Library Events/Programming Highlights

- January was a quiet month for programming – weekly story times were offered and our monthly Monday morning movie for special needs audiences was strongly attended with 50 patrons.
- We hosted an average of 100 students each day for the 3 half days of school this past month.
- 9 teens attended our evening Studio Art Night program to explore using different art media including oil pastels, watercolors, chalk, and colored pencils.

Staff Highlights

- The Library Director, Amanda Hanson, presented a Year in Review for the library and Community Center activities for 2025 to City Council – slides are attached.
- Amanda Hanson presented City Council with 2026 Department Operational Goals for 2026 – this information is listed below.
- Acoustics By Design engineers performed an acoustic test of the library atrium. A report with their findings and recommendations for sound mitigating finish installations will be submitted to the library in 4-6 weeks.
- The Library Advisory Board approved the recommendation for Library closures for 2026. A list of closed dates for the Library is attached. These additional closed days are unpaid for staff with the exception of the Staff Development day scheduled for October 12, 2026.

2026 Proposed Goals and Action Steps

Howard Miller Library

City Vision Commitment: Culture, Parks, and Recreation

Howard Miller Library Proposed Department Action Steps for 2026:

- 1. Train staff in the use of Library IQ, an online collection management tool that integrates with our current Integrated Library System (ILS) to provide real time circulation and cataloging information.**
Outcome indicator: Staff to perform collection audits to identify gaps in the collections, run weeding reports, track new releases, and streamline book ordering.
- 2. Complete sound-absorption installation project for library to treat acoustic issues.**
Outcome indicator: Use design specifications for sound mitigation project by ADB engineering firm to solicit bids for project completion and installation of sound absorption materials throughout library.
- 3. Digitize library registration cards and Library of Things waivers.**
Outcome indicator: Work with IT to purchase scanning equipment and set up the digital repository for these documents. Project to be completed by December 2026.
- 4. Develop a plan to ensure website compliance with WCAG 2.2 AA, or current standards, accessibility requirements.**
Outcome Indicator: The department will establish a coordinated, proactive approach to achieving WCAG compliance under the ADA Title II Web and Mobile Application Accessibility Rule by identifying responsible staff, aligning with City IT efforts, and evaluating tools to assess and address accessibility gaps. This process will be implemented in advance of the April 2027 compliance deadline to ensure ongoing accessibility in digital content and services.

Howard Miller Community Center

City Vision Commitment: Culture, Parks, and Recreation

- 1. Update pricing for Community Center rentals and revise informational brochure.**
Outcome indicator: Recommend rental price increase to City Council for implementation in FY 2026-2027; update and reprint informational brochure.
- 2. Evaluate alternative online event management platforms and assess the feasibility of replacing the current Planning Pod subscription.**
Outcome indicator: Research different online room reservation management systems and work with IT to determine if a switch is beneficial to the organization.

Update on HML Strategic Plan Goals

1. Strengthen community engagement through robust core services

Outcome indicator: Developing new working relationships with multiple book vendors to replace Baker & Taylor.

- Refocused purchasing partners: Ingram, Cengage Group and Center Point.

2. Enhance library spaces and operations for maximized usage

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

- Nothing new to report this past month.

3. Prioritize organizational culture

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

- 5 staff members participated in 4 online learning professional development classes.
- Contracted with ZingTrain to have their trainers come out to lead our Staff Development Day in October.

Looking Forward

- Budget review for FY 2026-2027 will happen in February.
- Staff are preparing for Quilt show in March.

HML by the Numbers – January 2026

| | January | | |
|---------------------------------|---------|--------|----------|
| | 2026 | 2025 | % Change |
| Visitors | 8,474 | 8,832 | -4% |
| Curbside Delivery | 17 | 17 | 0% |
| Digital Downloads | 7,254 | 7,360 | -1% |
| Physical Items (Circulation) | 25,306 | 25,375 | 0% |
| Computer Sessions | 388 | 414 | -6% |

Children’s Programs:

- 16 programs – 379 participants

Teen Programs:

- 4 programs – 336 participants

Adult Programs:

- 1 program – 50 participants

Outreach Programs:

- N/A

Passive Programs:

- N/A
-

Howard Miller Community Center Usage Statistics – January 2026

Number of events: 24

Number of events with fee-exempt room usage: 1

Number of monthly attendees: 1,118

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

Community Center Events/Updates: None

2026 HML Holiday Schedule

| | |
|----------------------------|---------------------------------------------------------------------------|
| New Years Day 2026 | Thursday, January 1 |
| Martin Luther King Jr. Day | Monday, January 19 |
| Memorial Day | Saturday, May 23 and Monday, May 25 |
| Independence Day | Friday, July 3 and Saturday, July 4 |
| Labor Day | Saturday, September 5 and Monday, September 7 |
| Professional Development | Monday, October 12 |
| Thanksgiving | Thursday, November 26 Friday, November 27 and Saturday, November 28 |
| Christmas Eve | Thursday, December 24 |
| Christmas | Friday, December 25 and Saturday, December 26 |
| New Years Eve | Thursday, December 31 Closing at 5:00 |
| New Years | Friday, January 1 and Saturday, January 2 |

Highlighted dates are in addition to City holiday closings as approved by the Library Advisory Board, 1/20/26.

ZEELAND FIRE RESCUE

NOVEMBER 2025 MONTHLY REPORT

MISSION STATEMENT

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

CORE VALUES

*Integrity
Teamwork
Honor
Professionalism
Dedicated
Compassionate*

STATISTICS

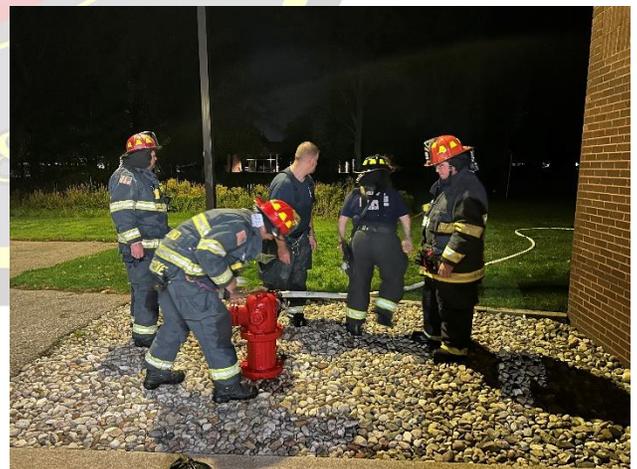
| Number of Calls 2025 | |
|----------------------|-----|
| Year to Date: | 884 |
| November: | 85 |

| Number of Calls 2024 | |
|----------------------|-----|
| Year to Date: | 792 |
| November: | 89 |

TRAINING

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

- November 03-05, 2025: Individual training topic: ICS 300.
- November 10, 2025: Department training topics: Ladder usage, patient assessment, and forcible entry.
- November 17, 2025: Officer development topic: Incident reporting system overview.
- November 24, 2025: Department training topics: EMS pediatric seizures, fire behavior
- Zeeland Fire Rescue logged 16 hours with new members on mentor work.
- In the month the Daytime crew trained on the following topics:
 - Vehicle stabilization
 - Emotional wellness / career survival
 - EMS Systems
 - Workforce safety and wellness
 - Lifting and moving patients
 - Med legal and ethical issues
 - Medical terminology
 - Chimney fire suppression



PUBLIC RELATIONS & FIRE PREVENTION

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

- Multiple school drills
- MERT Drill at a local school
- Conducted an alarm acceptance test
- PR event at local business
- Prepared Incident Action Plan for Turkey Trot 8k
- Assisted with traffic control for Turkey Trot
- Provided EMS standby for Turkey Trot
- Prepared Incident Action Plan for Christmas Parade
- Assisted with traffic control for the Christmas Parade
- Provided EMS standby for the Christmas Parade



ADDITIONAL DEPARTMENT INFORMATION

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

- MABAS meeting
- DOT Inspections for small apparatus
- Local Planning Team Meeting (LPT)
- Ottawa County HazMat/Tech Rescue Executive Committee Meeting
- Posted flags for Veterans Day



ZEELAND FIRE RESCUE

DECEMBER 2025 MONTHLY REPORT

MISSION STATEMENT

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

CORE VALUES

*Integrity
Teamwork
Honor
Professionalism
Dedicated
Compassionate*

STATISTICS

| Number of Calls 2025 | |
|----------------------|-----|
| Year to Date: | 953 |
| December: | 69 |

| Number of Calls 2024 | |
|----------------------|-----|
| Year to Date: | 850 |
| December: | 58 |

TRAINING

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

- December 08, 2025: Department training topics: Haz Comm, SCBA operation and air fill, pediatric airway.
- December 15, 2025: Officer development topic: ZFR operations year in review.
- Zeeland Fire Rescue logged 5 hours with new members on mentor work.
- In the month the Daytime crew trained on the following topics:
 - Building construction
 - Hoarder fires
 - Medical legal
 - Airways
 - Patient assessment
 - Human trafficking
 - Burn management
 - Prehospital childbirth
 - Respiratory emergencies
 - Capnography
 - EMS health and wellness



ADDITIONAL DEPARTMENT INFORMATION

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

- Chief Search Committee Meetings
- Conducted a station tour for the Mayor, City Council, and City Manager.

Chief Ross Tibbets has accepted a new position after more than 5 years of dedicated service to the City of Zeeland and Zeeland Fire Rescue. Best wishes to Chief Tibbets in his future endeavors.





Zeeland Clean Water Plant Update *December 2025*

Operations:

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

1. The CWP is running very well.
2. I would consider the start-up of the UV disinfection building a great success. While the building and equipment are completed and operating great, the weather has put a hold on the outdoor work such as concrete work and yard restoration. I'm guessing early spring is when we'll wrap up the project.
3. CWP Staff and Moore & Bruggink have begun the design process of the 2025-26 Capitol project to replace the mechanisms in final clarifier #2, this unit was last rebuilt in 1964. I would expect our request to come to city council for approval in March 2026.
4. Note that the water used in the attached report is correct, we needed to use city water while contractors moved our effluent water reuse pumps, this shows the benefits of using reclaimed water which is once again back in service.
5. Began working with two contractors to run fiber to both State St. and Washington lift stations.

Regulatory Compliance:

- Monthly DMR (daily monitoring report) was submitted as required by EGLE.
- Monthly requirements including Cyanide, Sulfates and Chlorides were performed and submitted to EGLE as required.
- Staff, Moore & Bruggink, and EGLE continue to work on establishing a Local Limit for several PFAS chemicals, once the study is complete we will be coming to city council for approval of our recommendation.

Spills/Overflows:

The facility did not experience any spills or overflows in December.

Safety:

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

City of Zeeland Clean Water Plant

December 2025 Monthly Operating Summary



| Metrics / Permit limits | Monthly Comparison | | | | Yearly Comparison | | |
|-----------------------------------------------------|----------------------------|---------------|----------|------------------|--------------------------|--------------|----------|
| | December 2025 | December 2024 | % change | Capacity | FY2026 Total | FY2025 Total | % change |
| Total Plant Flow Average (MGD) | 2.2 | 2.1 | 5% | 3.5 MGD | 2.3 | 2.3 | 1% |
| Plant Flow (MG) | 69.0 | 65.9 | 5% | | 430.2 | 426.0 | 1% |
| City and 425 flow (MG) | 45.7 | 43.3 | 6% | | 301.5 | 304.8 | -1% |
| Total City and 425 sewer flow billed (MG) | 37.8 | 38.4 | -2% | | 240.6 | 248.7 | -3% |
| Zeeland and Holland Twsp. metered flows (MG) | 23.4 | 22.6 | 4% | | 128.9 | 121.4 | 6% |
| Total precipitation, inches | 2.9 | 4.0 | -29% | | 14.6 | 17.2 | -15% |
| Influent BOD Total (Lbs/Day) | 2302 | 3427 | -33% | 5400 lbs./Day | 558950 | 652969 | -14% |
| Effluent BOD Total (Lbs/Day) | 38 | 44 | -15% | | 8299 | 9621 | -14% |
| Effluent BOD % Removal | 92% | 99% | | | | | |
| Influent TSS Total (Lbs/Day) | 3367 | 3725 | -10% | 5838 lbs./Day | 687556 | 787289 | -13% |
| Effluent TSS Total (Lbs/Day) | 112 | 127 | -12% | | 20817 | 23593 | -12% |
| Effluent TSS % Removal | 96% | 96% | | | | | |
| Influent P Total (Lbs/Day) | 69.9 | 74.2 | -6% | 146 lbs./Day | 13637.9 | 14253.5 | -4% |
| Effluent P Total (Lbs/Day) | 6.3 | 7.8 | -19% | | 1521.7 | 1579.6 | -4% |
| Effluent P % Removal | 91% | 90% | | | | | |
| Influent Ammonia (Lbs/Day) | 465 | 438 | 6% | 526 lbs./Day | 78757 | 83578 | -6% |
| Effluent Ammonia (Lbs/Day) | 0.5 | 0.4 | 14% | | 241.9 | 251.9 | -4% |
| Effluent Ammonia % Removal | 100% | 100% | | | | | |
| Electric (KWH) | 124200 | 133200 | -7% | | 711000 | 738600 | -4% |
| Natural Gas (100 cu ft) | 2839 | 2660 | 7% | | 5087 | 4788 | 6% |
| Water (100 cu ft) | 1341 | 65 | 1,963% | | 1520 | 359 | 323% |
| City of Zeeland | Average flow per day (MGD) | | | | Total flow for year (MG) | | |
| | 1.04 | 1.10 | -5% | 1.9 MGD | 212.00 | 223.40 | -5% |
| | 0.17 | 0.14 | 21% | 0.5 MGD | 28.80 | 25.10 | 15% |
| | 0.57 | 0.55 | 4% | 1.1 MGD Combined | 99.30 | 90.70 | 9% |
| Zeeland TWP (Area 425) | 0.19 | 0.18 | 6% | | 29.20 | 30.70 | -5% |
| Zeeland TWP (Liftstations 21, 23 & 29) | | | | | | | |
| Holland TWP (Liftstation 17) | | | | | | | |
| Thickened Sludge to holding tanks (MG) | 0.08 | 0.08 | 3% | 1.5 MG | 0.53 | 0.54 | -2% |



Zeeland Clean Water Plant Update *January 2026*

Operations:

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

1. The CWP is running very well.
2. Staff worked extremely hard keeping equipment running and walkways/parkways cleared with all the snow, while the frigid temperatures created a whole different challenge. The furnace in the headworks building failed, it took 10 days to get the new furnace in and installed, then the furnace in the biosolids building failed, that furnace was able to be fixed after several service calls. Overall, staff did a great job keeping everything running during record cold temperatures.
3. Doug Engelsman attended the Annual Wastewater Administrative Conference held in Frankenmuth MI.

Regulatory Compliance:

- Quarterly DMR (daily monitoring report) was submitted as required by EGLE.
- Quarterly requirements including PFAS, Mercury, Cyanide, Sulfates and Chlorides were performed and submitted to EGLE as required.
- The annual Pollutant Minimization Report was submitted as required by EGLE.
- Staff, Moore & Bruggink, and EGLE continue to work on establishing a Local Limit for several PFAS chemicals, once the study is complete we will be coming to city council for approval of our recommendation.

Spills/Overflows:

The facility did not experience any spills or overflows in January.

Safety:

The CWP had no OSHA recordable injuries in January.

Staff continues to receive safety training through GPI Learning program.

City of Zeeland Clean Water Plant

January 2026 Monthly Operating Summary



| Metrics / Permit limits | Monthly Comparison | | | | Yearly Comparison | | |
|---------------------------------------------------------------------------------------------------------------------|----------------------------|--------------|----------|------------------|--------------------------|--------------|----------|
| | January 2026 | January 2025 | % change | Capacity | FY2026 Total | FY2025 Total | % change |
| Total Plant Flow Average (MGD) | 2.3 | 2.3 | 3% | 3.5 MGD | 2.3 | 2.3 | 1% |
| Plant Flow (MG) | 72.0 | 69.9 | 3% | | 502.3 | 495.9 | 1% |
| City and 425 flow (MG) | 47.7 | 46.2 | 3% | | 349.2 | 351.0 | -1% |
| Total City and 425 sewer flow billed (MG) | 37.1 | 40.3 | -8% | | 277.7 | 289.0 | -4% |
| Zeeland and Holland Twsp. metered flows (MG) | 24.3 | 23.7 | 3% | | 153.2 | 145.1 | 6% |
| Total precipitation, inches | 2.3 | 1.2 | 92% | | 16.9 | 18.4 | -8% |
| Influent BOD Total (Lbs/Day) | 2809 | 3475 | -19% | 5400 lbs./Day | 646016 | 760682 | -15% |
| Effluent BOD Total (Lbs/Day) | 43 | 85 | -49% | | 9625 | 12246 | -21% |
| Effluent BOD % Removal | 99% | 98% | | | | | |
| Influent TSS Total (Lbs/Day) | 3323 | 3672 | -10% | 5838 lbs./Day | 790562 | 901133 | -12% |
| Effluent TSS Total (Lbs/Day) | 132 | 243 | -46% | | 24915 | 31123 | -20% |
| Effluent TSS % Removal | 96% | 93% | | | | | |
| Influent P Total (Lbs/Day) | 70.1 | 82.7 | -15% | 146 lbs./Day | 15810.6 | 16817.6 | -6% |
| Effluent P Total (Lbs/Day) | 8.2 | 12.4 | -34% | | 1776.5 | 1963.8 | -10% |
| Effluent P % Removal | 88% | 85% | | | | | |
| Influent Ammonia (Lbs/Day) | 463 | 464 | 0% | 526 lbs./Day | 93125 | 97958 | -5% |
| Effluent Ammonia (Lbs/Day) | 0.6 | 0.5 | 13% | | 261.0 | 268.8 | -3% |
| Effluent Ammonia % Removal | 100% | 100% | | | | | |
| Electric (KWH) | 129600 | 127800 | 1% | | 840600 | 866400 | -3% |
| Natural Gas (100 cu ft) | 3242 | 3023 | 7% | | 8329 | 7811 | 7% |
| Water (100 cu ft) | 70 | 69 | 1% | | 1590 | 428 | 271% |
| City of Zeeland Zeeland TWP (Area 425) Zeeland TWP (Liftstations 21, 23 & 29) Holland TWP (Liftstation 17) | Average flow per day (MGD) | | | 1.1 MGD Combined | Total flow for year (MG) | | |
| | 1.03 | 1.15 | -10% | | 243.80 | 259.10 | -6% |
| | 0.17 | 0.15 | 13% | | 34.10 | 29.60 | 15% |
| | 0.60 | 0.58 | 3% | | 117.70 | 108.60 | 8% |
| Thickened Sludge to holding tanks (MG) | 0.19 | 0.19 | 0% | 1.5 MG | 35.10 | 36.50 | -4% |
| | 0.07 | 0.07 | -3% | | 0.60 | 0.61 | -2% |

TO: Mayor Van Dorp and Members of City Council

FROM: Robert Mulder – Power Supply & Market Operations Manager / Utilities Manager Designee

CC: Andrew Boatright – General Manager

SUBJECT: Recommendation: MPPA Short-Term Bilateral Energy Purchases, 2028 - 2031

DATE: February 12, 2026

Background

The Zeeland Board of Public Works (BPW) participates in the wholesale power market through the Michigan Public Power Agency (MPPA). That participation is guided by a Power Supply Risk Management Policy approved by the BPW Board, and Zeeland City Council. In accordance with these policies, the BPW must have committed energy resources in place to supply specific levels of its anticipated energy requirements extending into the future as specified under MPPA’s ‘Stability Plan’ which the BPW has selected.

To ensure compliance with this policy, the BPW, with the support of MPPA, regularly reviews its portfolio and solicits purchase proposals to strategically address open positions in its energy portfolio.

Description

In recent weeks, MPPA Power Supply staff have recommended that monthly energy purchase transactions be executed for the period of calendar years 2028 – 2031, to address open positions and mitigate risk by aligning the BPW’s hedged position with its risk management policy. These include a combination of On-Peak (5x16), Off-Peak (5x8, 2x24), and Around-The-Clock (7x24) transactions. The resulting recommendations are summarized in the table below:

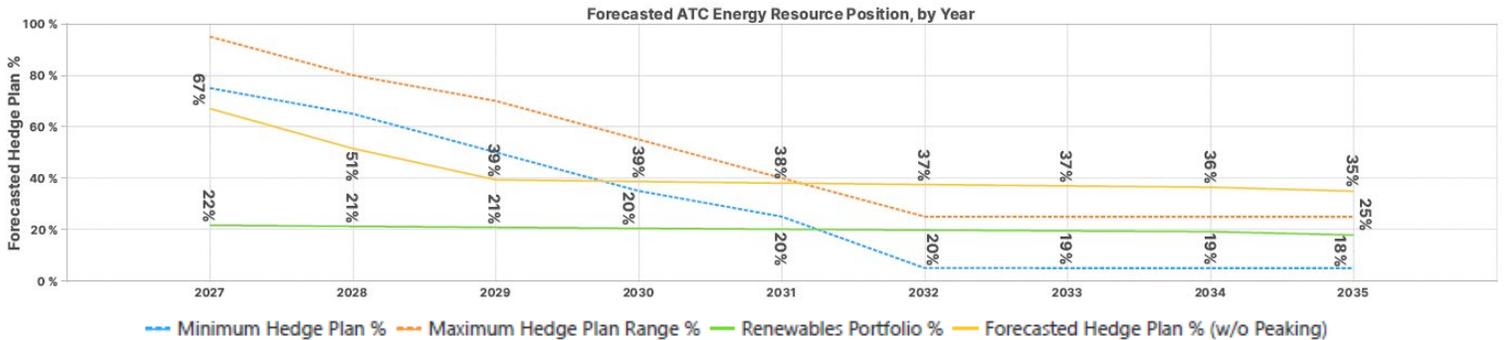
| Calendar Year | Delivery Period | Transaction Details | | | | BPW Hedge Position | |
|---------------|----------------------|---------------------|--------------------|------------------------|------------------------|----------------------------------|---------------------------------------|
| | | Max Mo. Qty (MW) | Total Energy (MWh) | Average Price (\$/MWh) | Total Cost (NTE) | Transaction % of Forecasted Load | Forecasted % Hedged After Transaction |
| 2028 | | | | | | | |
| | On-Peak (5x16) | 23.1 | 80,672.0 | \$81.57 | \$6,580,694.40 | 30.1% | 80.1% |
| | Off-Peak (5x8, 2x24) | 16.8 | 68,596.6 | \$57.55 | \$3,947,703.00 | 29.5% | 80.1% |
| 2029 | | | | | | | |
| | On-Peak (5x16) | 25.9 | 85,688.0 | \$84.11 | \$7,206,977.60 | 31.4% | 70.1% |
| | Off-Peak (5x8, 2x24) | 22.1 | 76,421.2 | \$59.50 | \$4,547,148.20 | 32.3% | 70.1% |
| 2030 | | | | | | | |
| | ATC (7x24) | 14.3 | 94,084.8 | \$71.96 | \$6,770,772.00 | 18.2% | 55.2% |
| 2031 | | | | | | | |
| | ATC (7x24) | 5.8 | 21,374.4 | \$73.71 | \$1,575,547.20 | 4.0% | 40.5% |
| Total | | - | 426,837.0 | \$71.76 | \$30,628,842.40 | | |

Terms

- On-Peak (5x16): Monday-Friday, 16 hours/day (typically 7am-11pm)
- Off-Peak (5x8): Monday-Friday, 8 hours/day (typically 11pm-7am)
- Off-Peak (2x24): Saturday & Sunday, 24 hours/day
- ATC (7x24): Around-The-Clock, 7 days/week, 24 hours/day

The total, not-to-exceed cost associated with the recommended volumes and products at the maximum stated strike prices yields a maximum commitment of \$30,628,842.40, averaging \$71.76 / MWh over the term. These transactions will be for Financially Firm Energy with physical delivery to the MISO Michigan Hub in the Day Ahead Market, at or below the annual not to exceed limits.

The chart below indicates the BPW’s current hedged resource position forecast prior to the recommended transaction (*MPPA - Zeeland Resource Position Report: 1/31/2026*).



Recommendation

Staff recommend approval of the aforementioned energy purchase commitments, permitting the BPW Member Authorized Representative (MAR), or alternate MAR, to commit to the purchase of the following short-term energy products totaling a maximum not-to-exceed cost of \$30,628,842.40:

1. Calendar Year 2028:
 - a. On-Peak (5x16) firm energy up to \$6,580,694.40 for 80,672.0 MWh (\$81.57 / MWh avg.)
 - b. Off-Peak (5x8, 2x24) firm energy up to \$3,947,703.00 for 68,596.6 MWh (\$57.55 / MWh avg.)
2. Calendar Year 2029:
 - a. On-Peak (5x16) firm energy up to \$7,206,977.60 for 85,688.0 MWh (\$84.11 / MWh avg.)
 - b. Off-Peak (5x8, 2x24) firm energy up to \$4,547,148.20 for 76,421.2 MWh (\$59.50 / MWh avg.)
3. Calendar Year 2030:
 - a. ATC (7x24) firm energy up to \$6,770,772.00 for 94,084.8 MWh (\$71.96 / MWh avg.)
4. Calendar Year 2031:
 - a. ATC (7x24) firm energy up to \$1,575,547.20 for 21,374.4 MWh (\$73.71 / MWh avg.)

The BPW’s Energy Risk Management Policy Statement specifies that transaction terms greater than five years shall be approved by the BPW Board and Zeeland City Council. Transaction terms greater than the prompt year but not more than five years shall be approved by the BPW Purchase Power Committee (PPC). The PPC consists of the BPW Chairperson, the General Manager (or alternate MAR), and one additional BPW Commissioner.

This recommendation was approved by the BPW Board, and PPC, at their regular meeting held on February 10, 2026. Although the proposed transaction does not exceed five years, staff request Council approval due to the magnitude of the commitment.

- Attachments: MPPA Power Purchase Commitment Authorization (January 15, 2026)
 Resolution: Authorization of Short-Term Energy Purchases (February 16, 2026)
 Zeeland BPW – Energy Risk Management Policy Statement (Adopted March 20, 2023)



January 15, 2026

Subject: Power Purchase Commitment Authorization

The Zeeland Board of Public Works (“Zeeland”), through its Member Authorized Representative, hereby authorizes the purchase of Energy by Michigan Public Power Agency (“MPPA”) on behalf of Zeeland at the following Quantity, Term, Delivery Location and not to exceed price levels. These transactions, if executed by MPPA, are Power Purchase Commitments under the Energy Services Agreement between MPPA and Zeeland.

Energy:

| Delivery Period | ONPK (5x16) | OFFPK (5x8, 2x24) | ONPK (5x16) | OFFPK (5x8, 2x24) | ATC (7x24) | ATC (7x24) | |
|--------------------------------------|----------------|----------------------|----------------|----------------------|----------------|----------------|------------------------|
| Term | 2028 | 2028 | 2029 | 2029 | 2030 | 2031 | Total |
| Max Monthly Quantity (MW) | 23.1 | 16.8 | 25.9 | 22.1 | 14.3 | 5.8 | |
| Total Quantity (MWh) | 80,672.0 | 68,596.6 | 85,688.0 | 76,421.2 | 94,084.8 | 21,374.4 | 426,837.0 |
| Total \$ (not to exceed) | \$6,580,694.40 | \$3,947,703.00 | \$7,206,977.60 | \$4,547,148.20 | \$6,770,772.00 | \$1,575,547.20 | \$30,628,842.40 |
| Average Price, \$/MWh | \$81.57 | \$57.55 | \$84.11 | \$59.50 | \$71.96 | \$73.71 | \$71.76 |
| % of Load | 30.1% | 29.5% | 31.4% | 32.3% | 18.2% | 4.0% | |
| Forecasted Hedge % After Transaction | 80.1% | 80.1% | 70.1% | 70.1% | 55.2% | 40.5% | |

The transaction(s) above will be for Financially-Firm Energy with Physical delivery to the MISO Michigan Hub in the Day Ahead Market at or below the annual total dollar not to exceed limits.

The purchase transactions outlined above account for the identified percentages of Zeeland’s forecasted energy requirements in the applicable forward calendar years. The sum of all purchases represents a maximum commitment of \$30,628,842.40.

MPPA will endeavor to wait to execute wholesale power transaction confirmations until it receives PPC Authorization from each Member Authorized Representative (“MAR”) unless a delay in execution by an individual MAR would result in power supply price risk that could prevent MPPA from complying with volume and dollar price approval limits.

Member Authorized Representative:

Printed

Signature

Date

RESOLUTION

(Authorization of Short-Term Energy Purchases)

**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 Zeeland City Hall in said City on February 16, 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 of Zeeland is a member of the Michigan Public Power Agency (“MPPA”) and a member of the Energy Services Project;

AND WHEREAS, Zeeland has an open position in its electric supply portfolio for electric energy beginning in 2028 and extending through 2031;

AND WHEREAS, such a position leaves the Zeeland Board of Public Works (BPW) subject to potentially extreme cost increases;

AND WHEREAS, Zeeland is desirous of soliciting bids for such energy;

AND WHEREAS, although the transaction term does not exceed five years requiring City Council approval per the BPW’s Energy Risk Management Policy, staff desires City Council approval based on the anticipated total financial commitment;

AND WHEREAS, the BPW Utilities Manager recommends, and the BPW Purchase Power Committee (and full Board) have approved this recommendation in accordance with the quantities and prices stated below at their regular meeting held on February 10, 2026;

AND WHEREAS, the City Council is willing to authorize power purchases so as to protect the economic wellbeing of electric customers and it is also willing to authorize transactions extending longer than five years.

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The BPW General Manager, Andrew Boatright, as the MPPA appointed Member Authorized Representative (MAR), or Robert Mulder, the designated alternate MAR for the City of Zeeland, are authorized to execute power purchase agreements at or below the strike prices and quantities, as hereinafter provided. The purchase of the short-term energy products at the stated maximum quantities, strike prices, and term lengths are hereby approved as follows for the following years, for a maximum not-to-exceed commitment of \$30,628,842.40:
 - a. Calendar Year 2028:
 - i. On-Peak (5x16) firm energy up to \$6,580,694.40.00 for 80,672.0 MWh
 - ii. Off-Peak (5x8, 2x24) firm energy up to \$3,947,703.00 for 68,596.6 MWh
 - b. Calendar Year 2029:
 - i. On-Peak (5x16) firm energy up to \$7,206,977.60 for 85,688.0 MWh
 - ii. Off-Peak (5x8, 2x24) firm energy up to \$4,547,148.20 for 76,421.2 MWh
 - c. Calendar Year 2030:
 - i. Around-The-Clock (7x24) firm energy up to \$6,770,772.00 for 94,084.8 MWh
 - d. Calendar Year 2031:
 - i. Around-The-Clock (7x24) firm energy up to \$1,575,547.20 for 21,374.4 MWh
2. The strike price limitations shall remain in place until superseded by a future action of this City Council.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 16, 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

Zeeland Board of Public Works – Energy Risk Management Policy Statement

In order to establish a formal umbrella that governs the management of energy risk, as well as to set forth clean risk management governance, responsibility, and decision-making processes, and to identify and require adoption of supporting risk management policies to manage energy supply risk for the Zeeland Board of Public Works, the following is adopted:

The Zeeland Board of Public Works (BPW) ratifies the Michigan Public Power Agency's (MPPA) Power Supply Risk Management Policy (PSRM) dated February 8, 2023 as amended (attached). In accordance with these policies, the BPW appoints the General Manager as its Member Authorized Representative (MAR), and has designated an alternate MAR in the event that the General Manager is unavailable.

The BPW affirms its internal power supply transaction authority limitations for authorized commodities, which apply to both the purchase and sale as outlined below. The prompt year is defined as the balance of the current, and entire next calendar year. The BPW Purchase Power Committee (PPC) consists of the BPW Chairperson, the General Manager (or designated alternate MAR), and any one of the remaining BPW Commissioners.

- Transaction terms greater than five years are to be recommended by the BPW Board and approved by Zeeland City Council.
- 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 alternate MAR, after approval by the majority vote of the BPW Power Purchase Committee (PPC).
- Transaction terms within the prompt year that exceed 15% of the forecast requirement are authorized to be made by the Member Authorized Representative (MAR) or designated alternate MAR, after approval by the majority vote of the BPW Power Purchase Committee (PPC).
- Transaction terms within the prompt year not exceeding 15% of the forecast requirement are authorized to be made by the MPPA Director of Power Supply, without the expressed approval of the Member Authorized Representative (MAR).

The BPW's approved power supply transaction commodities include:

- Energy, transmission service, Renewable Energy Credits (RECs), bilateral ancillary services, capacity, and others identified in Appendix C of the MPPA PSRM.
- MISO and/or PJM authorized commodities: Generation and Demand Awards, Import/Export Transactions, Ancillary Service Awards, and Financial Transmission Rights

The Zeeland Board of Public Works elects the MPPA "Stability Plan" as the adopted energy hedge plan, which consists of the prompt year plus 8 year horizon.

Submitted: March 14, 2023 (Revised)

BPW Adopted: March 20, 2023

DC Mitch Harsevoort
Office: (616) 931-3310



City of Zeeland
29 W. Main Avenue
Zeeland, MI 49464

Memorandum

TO: Mayor VanDorp and City Councilmembers
FROM: Mitchell Harsevoort, Interim Fire Chief
SUBJECT: Fire Apparatus Bid Award
DATE: February 16, 2026
CC: City Council Agenda – February 16, 2026

Background

On 11/11/2025 Chief Tibbets came before City Council at your work study session and presented several concepts as to replacing two of our aging fire apparatus. Our 1997 Spartan/Salsbury heavy rescue (unit 1931) and our 1998 Pierce Saber rescue pumper (1923) as both have surpassed the NFPA recommended service life of 25 years and are due for replacement. When our recent new pumper (1922) arrived, we decided to keep the pumper that replaced 1923. This decision was for multiple reasons to include, but not limited to:

- A back up/spare pumper if one is down for service or maintenance
- Provides a pumper for paid-on-call members at station # 1 while the daytime crew is working
- Provides an increase in our total fire rescue department pumping capacity (6,500 GPM)
- Improve Insurance Services Office (ISO) rating

The ever-rising costs of fire apparatus has forced us to analyze our resource deployment model as well as evaluate our fleet from a practical and financial standpoint. From a resource deployment perspective, 1931 contains our onboard cascade air system to fill our Self-Contained Breathing Apparatus (SCBA) at a fire type incident. It also carries a larger supply of firefighting foam and additional rescue equipment. When looking at our fleet, we have 1931, a stand-alone rescue (no pump or water) that is due for replacement and a 1998 pumper that we are keeping for the reasons listed above. When evaluating our fleet practically, it makes sense to replace 1931 with an apparatus that has a pump and water.

When evaluating these replacements from a financial perspective, we are proposing a stock Spartan rescue pumper. A stock rescue pumper is a pre-engineered/designed unit, with limited items that can be changed. This approach provides substantial savings in both cost and build time compared to commissioning a fully custom-built vehicle. We are fortunate that we were able to find a stock rescue pumper that will meet our needs. Some of the notable attributes of the proposed rescue pumper are:

- 5-person cab
- 1500 gallons per minute water pump
- 750-gallon water tank
- Foam system holding 20 gallons of foam
- 6-bottle cascade air fill system



DC Mitch Harsevoort
Office: (616) 931-3310

City of Zeeland
29 W. Main Avenue
Zeeland, MI 49464

By selecting the proposed stock rescue pumper, the City will save an estimated \$100,000–\$200,000 compared to a custom build while significantly reducing build and delivery time. The new apparatus will have a service life of 20–25 years, ensuring long-term operational reliability and cost efficiency.

Adding on to the stock rescue pumper, CSI Emergency Apparatus will be upfitting the following items:

- Air fill and cascade
- Shelves and trays
- Intake valves
- Crew area cabinets and shelves
- Flashlights
- Communication headsets
- Tool boards
- Center console
- Pump house / heat pans.

Procurement Method

The Fire Rescue Department recommends purchasing the new apparatus through Sourcewell, a nationally recognized cooperative purchasing program that provides pre-bid, competitively awarded contracts compliant with state and local procurement laws.

Recommendation

Staff asks City Council to authorize the use of Sourcewell cooperative purchasing contract, waiving the traditional bid process to award a contract to CSI Emergency Apparatus for a Spartan rescue pumper in the amount of \$1,058,806.00 and use motor pool funds to be allocated from the 2026/2027 budget and pay for the apparatus within 20 days of final inspection.



Mitchell Harsevoort, Interim Fire Chief



Brandon, SD | Charlotte, MI | Ephrata, PA | Snyder, NE
SPARTANER.COM

Vendor Contract #113021-RVG-4

November 13, 2025

City of Zeeland
 Member ID# 191423
 21 South Elm Street
 Zeeland, MI 49464

We are pleased to offer to you a Spartan Emergency Response Engine S-180 Model 3114 on Metro Star chassis through the Sourcewell® Contract, based on the provided specifications dated 11/13/2025 and drawings.

| | |
|--------------------------|--------------------------|
| MSRP | \$976,813.00 |
| Sourcewell Discount | (\$57,300) |
| Discount Percentage | 5.87% |
| | |
| Spartan/Sourcewell Price | \$919,513.00 |
| Dealer Equipment/Upfit | \$88,733.00 |
| Cascade Fill Station | \$50,560.00 |
| Contract Price | \$1,058,806.00 ** |

Prices above do not include any Federal, State or local taxes.

We look forward to providing your agency with an industry leading apparatus. Our legacy of expertise means we build your apparatus from the ground up on a foundation ready to handle your specific response equipment and route needs. We strategically configure your apparatus design to represent the best possible mix of safety, speed, agility, ergonomics, and serviceability.

** Contract price expires on December 17, 2025



Brandon, SD | Charlotte, MI | Ephrata, PA | Snyder, NE
SPARTANER.COM

Vendor Contract #113021-RVG-4

January 18, 2026

City of Zeeland
Member ID# 191423
21 South Elm Street
Zeeland, MI 49464

An extension of the Sourcewell proposal letter dated 11/13/25 along with the specifications and drawings with the same date has been authorized. This is for the Spartan Emergency Response Engine S-180 Model 3114 on Metro Star chassis with dealer upfits as specified.

We look forward to providing your agency with an industry leading apparatus. Our legacy of expertise means we build your apparatus from the ground up on a foundation ready to handle your specific response equipment and route needs. We strategically configure your apparatus design to represent the best possible mix of safety, speed, agility, ergonomics, and serviceability.

** Contract price extended to February 17, 2026

Thank you,

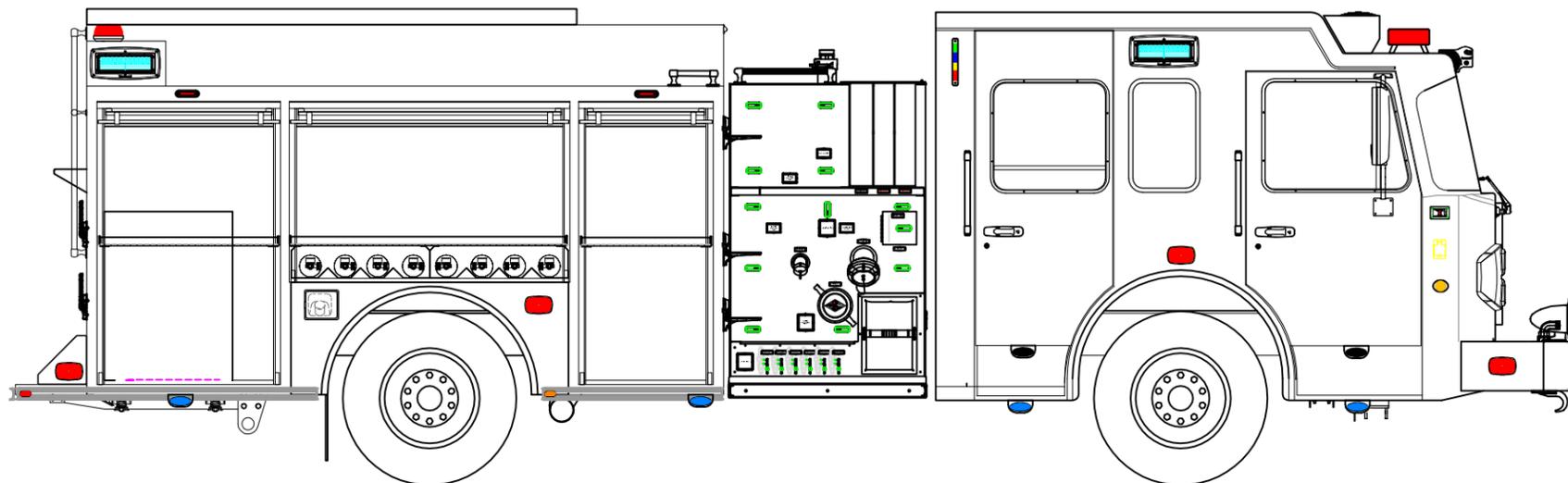
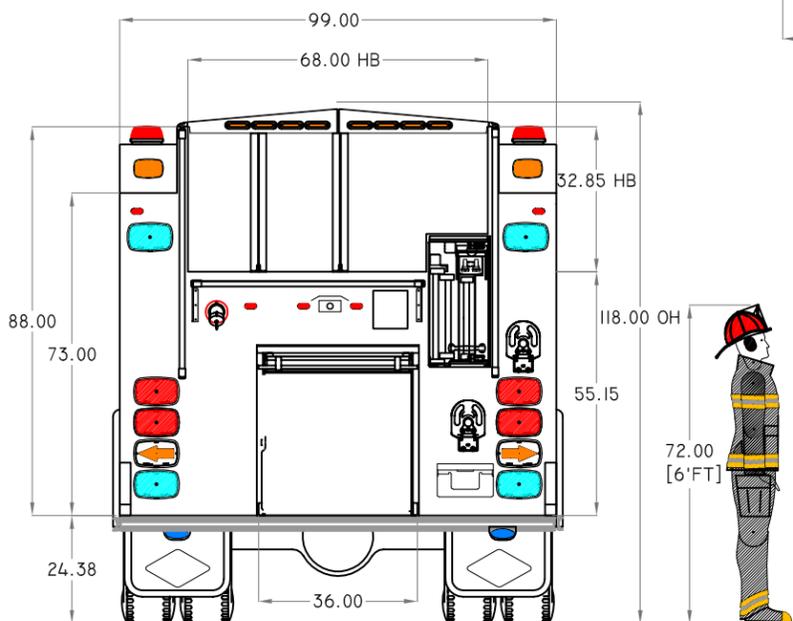
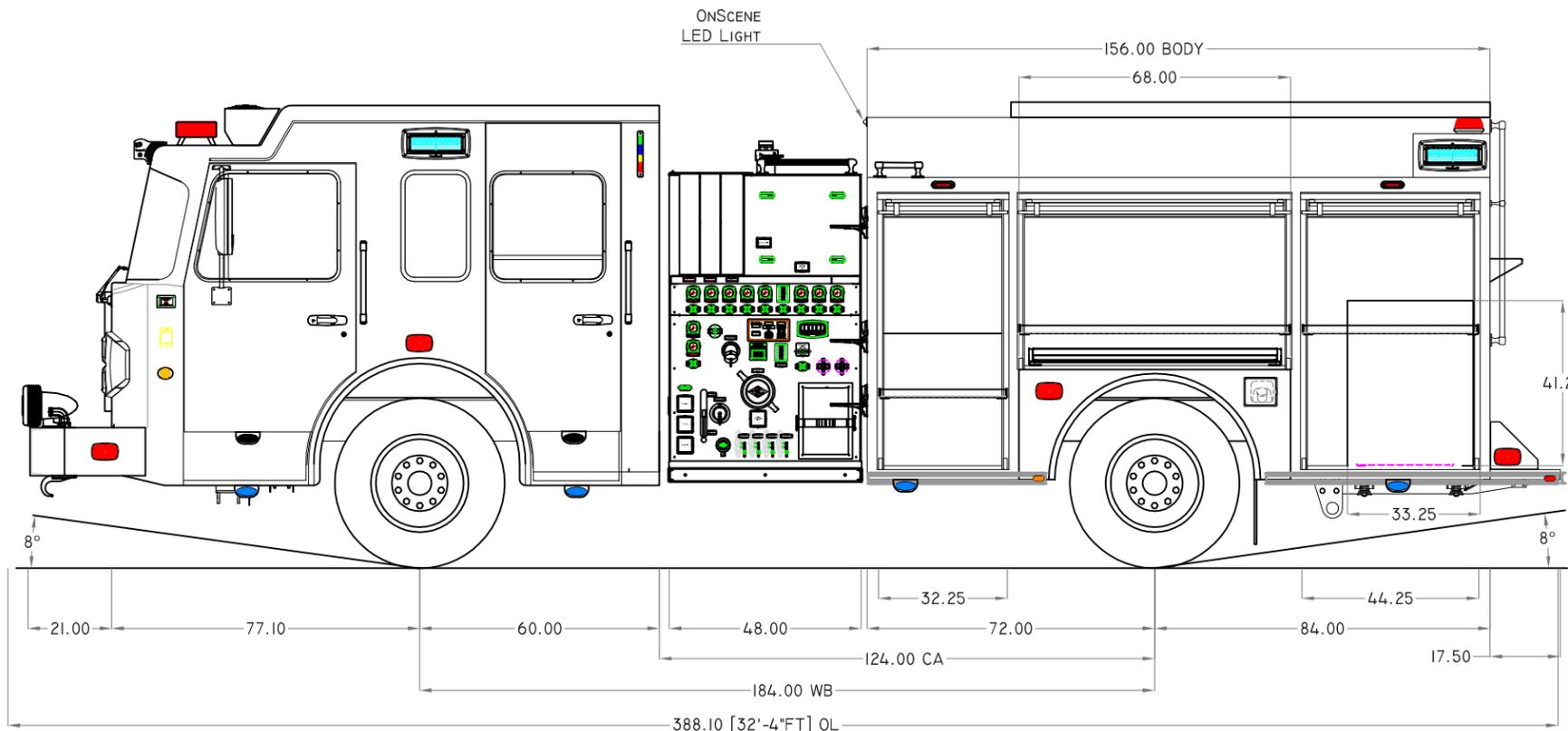
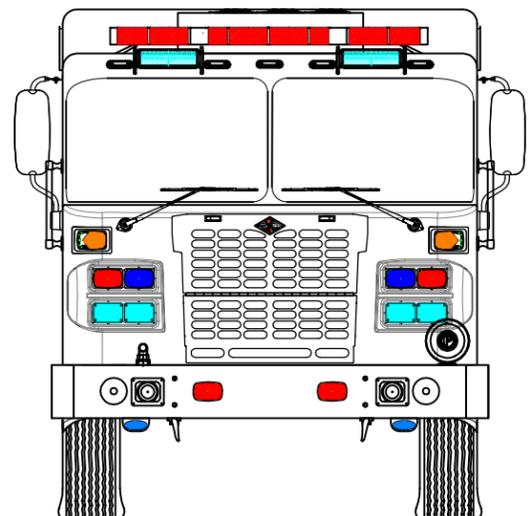
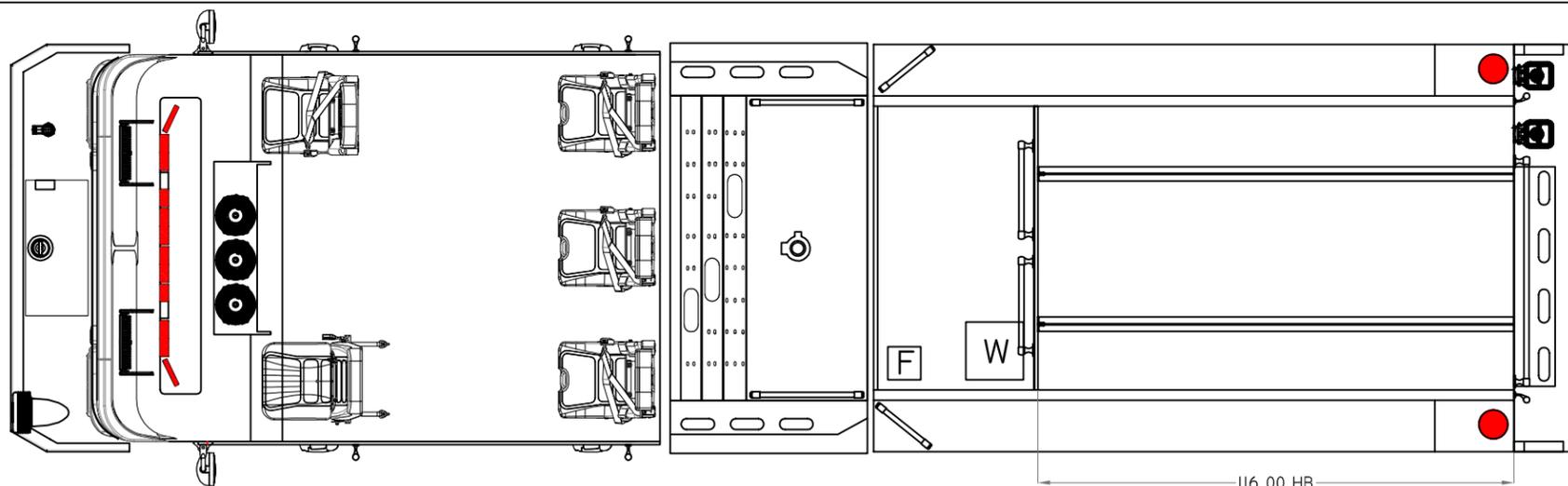
Matthew Holzhei
General Manager, Greenville Location



CSI Emergency Apparatus, LLC
1650 Callaghan | Greenville, MI 48838

Mobile: 517-719-2328 | Office: 616-225-9200 | Fax: 616-225-9300 | Email: mholzhei@csiea.com

| Compartment | Volume (Cubic Feet) |
|---------------|---------------------|
| L1 | 29.4 |
| L2 | 27.3 |
| L3 | 36.4 |
| R1 | 29.4 |
| R2 | 27.3 |
| R3 | 36.4 |
| B1 | 31.9 |
| Hose Bed Area | 143.6 |



CHASSIS: SPARTAN METRO STAR EMFD 10" RR
ENGINE: CUMMINS L9 450 HP
TRANSMISSION: ALLISON 3000 EVS
AXLES: F 20,000 LB / R 26,000 LB
MODEL: 2114
WATER/FOAM: 750 GALLONS / 20 GALLONS
PUMP: WATEROUS CSU 1500 GPM
FOAM SYSTEM: FOAMPRO 1600
GENERATOR: N/A

| DOOR FRAMED OPENINGS | |
|----------------------|---------------------|
| COMPARTMENT | DOOR FRAMED OPENING |
| L1 | 32.25-W x 68.0-H |
| L2 | 68.0-W x 43.0-H |
| L3 | 44.25-W x 68.0-H |
| R1 | 32.25-W x 68.0-H |
| R2 | 68.0-W x 43.0-H |
| R3 | 44.25-W x 68.0-H |
| B1 | 36.0-W x 37.25-H |

SPECIAL NOTES:
LADDER PACKAGE
(1) DUO-SAFETY 24 FT.-2 SEC, 900A
(1) DUO-SAFETY 14 FT. ROOF, 775A
(1) DUO-SAFETY 10 FT. ATTIC, 585A
STORAGE FOR
(1) 18" x 72" FERNO BACKBOARD
(2) PIKE POLES WITH STANDARD HOOK
(1) ARSON TRASH HOOK, UP TO 12FT LONG

CUSTOMER
THIS DRAWING IS A CLOSE APPROXIMATION OF YOUR FIRE APPARATUS. IN ALL CASES WHERE THE DRAWING AND THE WRITTEN SPECIFICATION DIFFER, THE SPECIFICATION SHALL PREVAIL. PLEASE WORK WITH YOUR DEALER TO ASSURE THAT THE WRITTEN SPECIFICATION REPRESENTS WHAT YOU WANT IN YOUR FINISHED PRODUCT. SPARTAN EMERGENCY RESPONSE BUILDS TO THE WRITTEN SPECIFICATION, NOT THE DRAWING TO ASSURE THAT YOUR NEEDS ARE MET.

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SPARTAN EMERGENCY RESPONSE. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SPARTAN EMERGENCY RESPONSE IS PROHIBITED. SPARTAN MOTORS USA, INC. D/B/A SPARTAN EMERGENCY RESPONSE.

| REV | DATE | DESCRIPTION | NAME |
|-----|----------|-----------------------|-------|
| 2 | 11/12/18 | ENG UPDATES-MIGRATION | SS/DD |
| 1 | 10/24/17 | INITIAL PROPOSAL | WC |

SCALE: NOT TO SCALE

CUSTOMER:
TRUCK NUMBER: MODEL # 2114
DEALER:



Zeeland Police Department

29 W Main Ave, Zeeland, MI 49464 (616) 772-9125 Fax (616) 772-0897

Timothy L. Jungel - *Chief of Police*

To: Tim Klunder – Zeeland City Manager

From: Tim Jungel – Chief of Police

Date: February 12, 2026

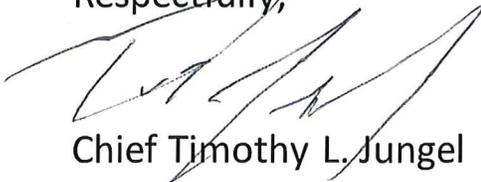
Re: Traffic Control Order 2026-1: Rich Ave/Peck St.

The recent upgrades to Hoogland Park at the corner of Peck St and Rich Ave. have increased the number of vehicles traveling from that intersection into, or out of, the parking area of the playground.

This increase in vehicular traffic, combined with the increased number of people using the park, has created a potential area of confusion for drivers and pedestrians. Currently there is no signage to indicate which traffic has the right-of-way between north/south Peck, east/west Rich, and traffic entering or leaving the parking lot.

To alleviate the potential for traffic conflict, we are suggesting that a stop sign be erected at the corner of Rich Ave. and Peck St. for Westbound Rich Ave.

Respectfully,



Chief Timothy L. Jungel

City of Zeeland
TRAFFIC CONTROL ORDER

Order Number: 2026-1

Date of Filing: January 17, 2026

In accordance with Ordinance 38-21 as amended, an investigation of the traffic conditions on Westbound Rich Avenue at the intersection of S. Peck Street has been conducted. As a result of said investigation, I do hereby direct that:

A "Stop" sign be installed for Westbound Rich Ave. at Peck St. to improve the safe passage of vehicles and pedestrians at this intersection.

The following Traffic Control Order(s) is/are rescinded: Any and all previous traffic orders regarding intersection signage for Westbound Rich Ave at Peck St. in the City of Zeeland, Mi.

This order shall expire 90 days from the date of filing except that upon approval by the Zeeland City Council, it shall not expire.

Traffic Engineer

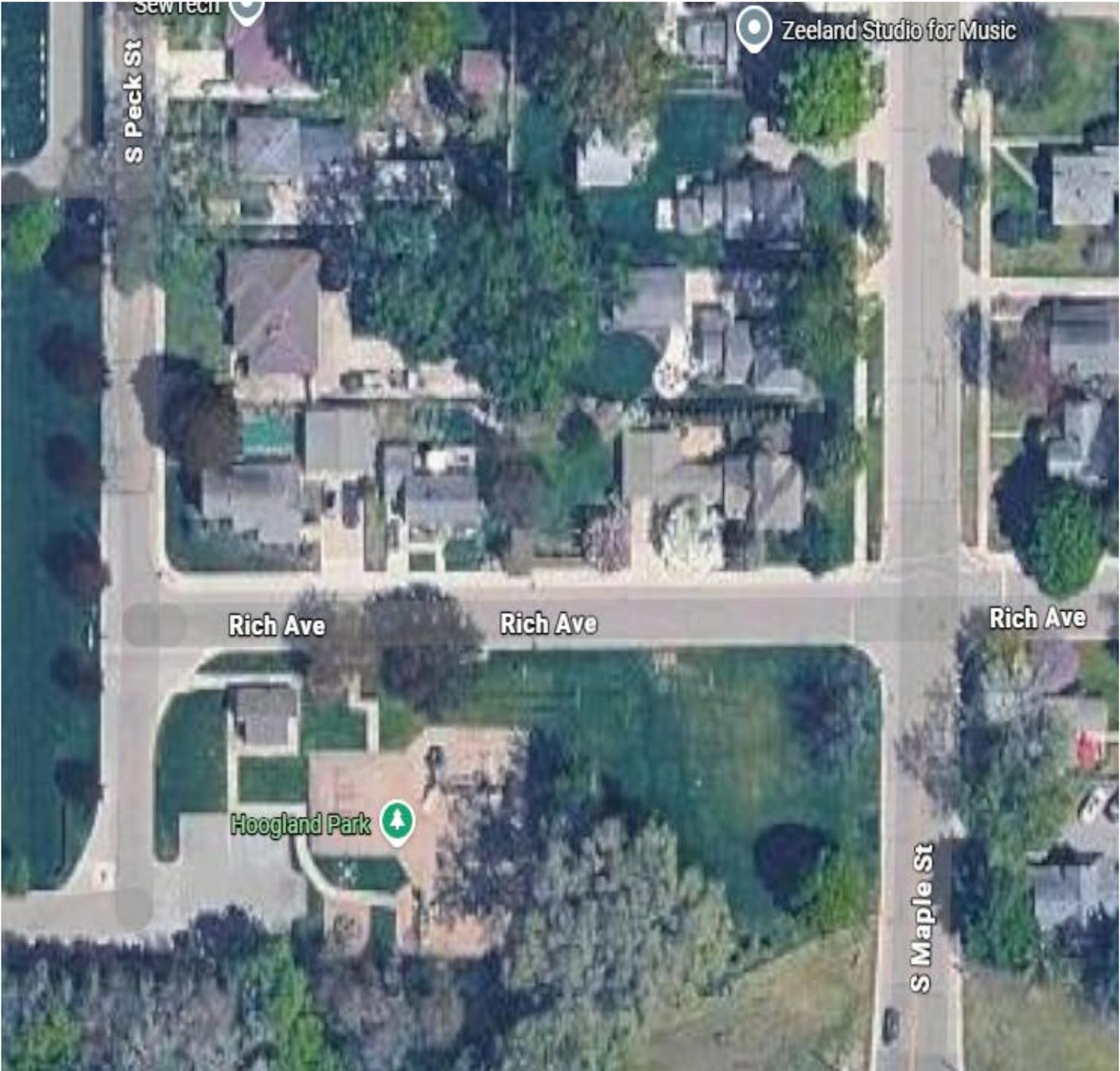
Date of filing with City Clerk: _____

_____ By: City Clerk _____
Received for Filing (date) Signature

Approved by: Zeeland City Council _____
Date

By: _____
Mayor

By: _____
Clerk



Sewrech

Zeeland Studio for Music

S Peck St

Rich Ave

Rich Ave

Rich Ave

Hoogland Park

S Maple St



Zeeland Police Department

29 W Main Ave, Zeeland, MI 49464 (616) 772-9125 Fax (616) 772-0897

Timothy L. Jungel - *Chief of Police*

To: City Council
From: Tim Jungel – Chief of Police
Re: Tahoe purchase – 2025 model year
Date: February 12, 2026

This Memorandum is a request for the purchase of a 2025 Chevrolet Tahoe Police Package vehicle at government pricing. This request comes at the time we would normally be requesting a 2026 Tahoe. However, I was contacted by Berger Chevrolet and informed that they had one 2025 PPV Tahoe left over that matched the specifications of our previous orders. The one exception is that the 2025 Tahoe has both a driver's side and passenger side spotlight. We typically order only D/S because we patrol one officer per vehicle, and the extra spotlight is an additional charge.

2025 Tahoe: \$53,789.00
2026 Tahoe: \$55,614.00

The cost of the 2025 Tahoe, with the charge for the extra spotlight, is \$1,825 *less* than the new 2026 model year with D/S spotlight only.

I would request that City Council waive the bid process and approve the purchase of a new 2025 Chevrolet Police Package Tahoe from Berger Chevrolet in the amount of 53,789.00

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$53,789.00

Number of units 1

\$53,789.00

Vehicle Description:

Year 2025

Make Chevrolet

Model Tahoe 4wd
police package

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 575-9629

Fax (616) 988-9178

Bid Prepared For :

City of Zeeland

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 2/10/2026



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Selected Model and Options

MODEL

| CODE | MODEL |
|---------|-----------------------------------------|
| CK10706 | 2025 Chevrolet Tahoe 4WD 4dr Commercial |

COLORS

| CODE | DESCRIPTION |
|------|-------------|
| GBA | Black |

OPTIONS († Denotes a Custom Equipment Option)

| CODE | DESCRIPTION |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| — | Active Hill Hold Assist (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Power supply, 100-amp, auxiliary battery, passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Power supply, 120-amp, (4) 30-amp circuit, Primary battery, relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Power supply, 50-amp, power supply, auxiliary battery, passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| — | Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 001† | LED spot lights† |
| 1FL | Commercial Preferred Equipment Group includes standard equipment |
| 5J1 | Calibration, keyless remote panic button and exterior lights/horn disable (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 5J3 | Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |

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Data Version: 27716. Data Updated: Feb 9, 2026 6:58:00 PM PST.



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS († Denotes a Custom Equipment Option)

| CODE | DESCRIPTION |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5J9 | Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 5LO | Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 5T5 | Seats, front cloth and second row vinyl (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. On 4WD model, not available with (A50) front bucket seats.) |
| 6C7 | Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 6E2 | Fleet Calibration provides a single key with a specific code that is common to the door locks of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years (Requires (AMF) Remote Keyless Entry Package. Includes (AU7) fleet common key with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (6E8) Fleet Calibration.) |
| 6J3 | Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 6J7 | Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 6N5 | Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 6N6 | Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| 7X2 | Spotlamps, left- and right-hand (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (7X3) left-hand spotlamp.) |
| 9C1 | Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails and (ATD) third row seat delete) (Also includes (NP0) active single-speed transfer case.) *Upon selection of this option the base price will change* |
| 9G8 | Headlamps, Daytime Running Lamps and automatic headlamp control delete (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| AMF | Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| ATD | Seat delete, third row (Included and only available with (9C1) Police Package or (5W4) Special Service Package.) |
| AU7 | Key common, fleet (Included and only available with SEO (6E2) Fleet Calibration or SEO (6E8) Fleet Calibration and requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |

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Data Version: 27716. Data Updated: Feb 9, 2026 6:58:00 PM PST.



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS († Denotes a Custom Equipment Option)

| CODE | DESCRIPTION |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AYH | Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Services Vehicle.) |
| AZ3 | Seats, front 40/20/40 split-bench (Included and only available with (9C1) Police Vehicle and (5W4) Special Service Vehicle.) |
| BCV | Lock control, driver side auto door lock disable (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| BTV | Remote start (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| C6G | GVWR, 7600 lbs. (3447 kg) (4WD models only.) (STD) |
| FE9 | Emissions, Federal requirements |
| GBA | Black |
| GU5 | Rear axle, 3.23 ratio |
| H1T | Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| K34 | Cruise control, electronic with set and resume speed (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| K3W | Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| K6K | Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| KX4 | Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| L84 | Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD) |
| MHU | Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| PXT | Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.) |
| RAV | Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.) |
| RC1 | Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| RNQ | Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.) |
| T66 | Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| UD7 | Rear Parking Assist (Included and only available with (9C1) Police Vehicle and (5W4) Special Service Vehicle.) |

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Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

OPTIONS († Denotes a Custom Equipment Option)

| CODE | DESCRIPTION |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| URW | Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration (STD) |
| UT7 | Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| V53 | Luggage rack side rails, delete (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Package.) |
| V76 | Recovery hooks, 2 front, frame-mounted, Black (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle. Required on all models going to Alaska, Guam, Hawaii, Puerto Rico and Virgin Islands. All Tahoe (9C1) and (5W4) vehicles include front fascia with recovery hook openings.) |
| VPV | Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Included with SEO (6J8) White Left/White Right Whelen LED Lamp Package, SEO (6J9) Red Left/Red Right Whelen LED Lamp Package, SEO (6JE) Blue Left/Blue Right Whelen LED Lamp Package, SEO (6JG) Red Left/Blue Right Whelen LED Lamp Package, SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlamp, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.) |
| VZ2 | Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| WUA | Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) |
| XCS | Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.) |
| Z56 | Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.) |

Options Total

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Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)

Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)

Rear axle, 3.23 ratio

Suspension, Premium Smooth Ride

GVWR, 7600 lbs. (3447 kg) (4WD models only.) (STD)

Keyless start, push button

Automatic Stop/Start (Not available when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Engine control, stop/start system disable button, non-latching (Not available when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Engine air filtration monitor

Fuel, gasoline, E15

Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed

Differential, mechanical limited-slip

4-wheel drive

Air filter, heavy-duty

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Alternator, 220 amps (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Trailer equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver

Trailer sway control

Hitch Guidance

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Exhaust, single system, single-outlet

Mechanical Jack with tools

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Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Exterior

- Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
- Tires, 265/65R18SL all-season, blackwall (Standard with (RCV) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm) steel
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Tail lamps, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

Entertainment

- Audio system, 17.7" diagonal advanced color LCD display with Google built-in compatibility (select service plan required, terms and limitations apply), including navigation capability, connected apps, personalized profiles for each driver's settings, Natural Voice Recognition and Phone Integration (STD)
- Audio system feature, 6-speaker system
- Bluetooth for phone personal cell phone connectivity to vehicle audio system
- 5G Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)

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Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (Complete)

Entertainment

Wi-Fi Hotspot capable (Requires (UE1) OnStar. Terms and limitations apply. See onstar.com or dealer for details.)

SiriusXM, delete

Wireless Apple CarPlay/Wireless Android Auto

Interior

Seats, front bucket (4WD only. When ordered with (9C1) Police Vehicle, requires (PQA) 1FL Safety Package and (UDA) OnStar deactivated. Includes (D07) floor console. Not available with SEO (5Y1) front center seat delete or SEO (5T5) front cloth and second row vinyl seats.)

Seat adjuster, driver 8-way power

Seat adjuster, front passenger 6-way power

Seat adjuster, front passenger 8-way power

Seat adjuster, driver 2-way power lumbar

Seat adjuster, front passenger 2-way power lumbar

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Package or (5W4) Special Service Package.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column lock, electrical

Steering column, manual tilt and telescopic

Steering wheel, vinyl

Steering wheel controls, mounted audio, Driver Information Center, Adaptive Cruise Control, Forward Collision Alert following gap button and heated steering wheel (when equipped)

Driver Information Center, 11" diagonal multi-color digital display

Door locks, power programmable with lockout protection and delayed locking

Keyless Open includes extended range Remote Keyless Entry

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Adaptive Cruise Control (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

Universal Vehicle Module

Theft-deterrent system, electrical, unauthorized entry

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Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial (✔ Complete)

Interior

- Display, automatic occupant sensing (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
- Wireless Phone Charging, for portable devices
- USB ports, 2 type-A and C, charge and data, located on front console
- USB ports, 2 type-C, charge-only, located in third row
- Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants
- Air conditioning, rear
- Defogger, rear-window electric
- Power outlets, 2, 120-volt, located on the rear of the center console and rear cargo area
- Sill plates, bright, front and rear door
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger illuminated vanity mirrors, sliding
- Assist handles, overhead, driver and front passenger, located in headliner
- Assist handles, front passenger A-pillar and second row outboard B-pillar
- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions
- Cargo management system
- Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Interior

- Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
- Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Driver inboard seat-mounted side-impact airbag; Head-curtain airbags for all rows in outboard seating positions (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Hill Start Assist
- OnStar Services capable (On 4WD model, deleted when (UDA) OnStar deactivated is ordered. See onstar.com for details and limitations. Services vary by model. Service plan required.)
- Enhanced Automatic Parking Assist (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
- HD Surround Vision
- Rear Camera Washer

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Safety-Interior

Rear Pedestrian Alert

Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)

Safety Alert Seat

Rear Seat Reminder

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (Defaulted off. Feature can be turned on in the infotainment menu.)

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions, top tethers located in third row seating positions

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. For MY25 vehicles, OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Safety-Mechanical

Enhanced Automatic Emergency Braking

Reverse Automatic Braking (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

StabiliTrak, stability control system with brake assist, includes traction control

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Stk 25V374 2025 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial ( Complete)

WARRANTY

Warranty Note: <<< Preliminary 2025 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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

MEMORANDUM

DATE: Thursday, February 12, 2026

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **February 16th City Council meeting agenda – 2026/2027 Master Plan rewrite consultant and project approval**

Background: The City’s 2025 Strategic Action Plan contained a goal to issue an RFP for a comprehensive Master Plan rewrite. The City’s last Master Plan was adopted in 2011 and refreshed in 2020. Recognizing the substantial changes that have occurred throughout the community since that time, it was determined that a full plan rewrite would be the best way to thoughtfully guide land use and development in the City for the next decade or more. In November, the City released the attached RFP and received nine responses.

Staff reviewed all proposals and found the Williams & Works proposal to be comprehensive, well aligned with the RFP, and the most cost-effective option received. The proposal is attached to this memo. While multiple responses were strong, Williams & Works’ submission met the City’s priorities in all areas, including public engagement, future land use review, and implementation planning, while also providing the best overall value.

Staff interviewed Williams & Works and identified the firm as the preferred consultant. The Master Plan development process is proposed to span approximately 18 months and will include community engagement activities such as an online survey, two visioning workshops, and a community open house. Staff believes that while this will be a thorough and intensive process, the resulting comprehensive plan will help position the City to continue to grow and thrive, as it has since the last full rewrite.

On February 5, 2026, the Planning Commission reviewed the consultant’s proposal and formally endorsed Williams & Works as the recommended consultant for the City’s Comprehensive Master Plan rewrite. The Planning Commission also indicated its preference to lead the project directly, rather than establishing a separate steering committee.

On February 16, this item will come before City Council for consideration of the consultant selection, Professional Services Agreement, and project budget. The proposed cost for the project contained in the attached Professional Services Agreement is \$49,255, which includes the selected engagement services of an online community survey, two visioning workshops, and a community open house.

Staff Recommendation: Staff makes the following recommendation to City Council:

Approve contracting with Williams & Works, Inc. for the City's 2026/2027 Comprehensive Master Plan rewrite, approve the attached Professional Services Agreement subject to City Attorney approval of final contract language, and establish a project budget in the amount of \$54,181, which includes the not-to-exceed agreement amount of \$49,255 plus a 10% contingency.

Pending Council approval, the next step will be a project kickoff meeting with the Planning Commission and the consultant team.

Please contact me with any questions you may have regarding this memo, the City's comprehensive master plan rewrite project, or any of the attachments.



Timothy Maday, Community Development Director



City of Zeeland Request for Proposals (RFP) Comprehensive Master Plan Rewrite

Issue Date: November 10, 2025
Due Date: December 12, 2025



City of Zeeland | 21 S Elm Street | Zeeland, MI 49464
Primary Contact: Timothy Maday, Community Development Director
Email: tmaday@cityofzeeland.com | Phone: (616) 772-0872
www.cityofzeeland.com

1. Introduction & Intent

The City of Zeeland (“City”) is seeking proposals from qualified planning consultants or consultant teams to lead a comprehensive rewrite of the City’s Master Plan. The updated plan will guide future growth, land use, housing, transportation, economic development, parks and recreation, sustainability and resiliency, and capital investments. The selected consultant will be responsible for designing and leading an inclusive, multi-channel public engagement process and for handling all statutory public notices and required mailings associated with plan review and adoption under Michigan law.

2. Background & Planning Context

The City’s current planning framework includes the adopted 2011 Master Plan and a 2020 update. The City has also completed a number of subarea plans and a citywide non-motorized plan, which are relatively recent and not in need of revision. The rewrite should consider and integrate these plans’ findings rather than duplicate them. The rewrite should distill lessons learned since 2011, align with contemporary best practices, and provide a clear, graphics-rich strategic plan that is actionable for the next 10–20 years. The plan should coordinate with the City’s zoning ordinance, Capital Improvement Plan (CIP), downtown/placemaking initiatives, mobility investments, and partnerships with Zeeland Public Schools and neighboring jurisdictions.

The City intends for this RFP to result in a plan that is user-friendly for residents, implementable by staff, appealing to decision-makers, and practical for private-sector partners. The final product should include a well-defined implementation matrix with phasing, responsible parties, and performance measures.

3. Project Objectives

- Provide a full Master Plan rewrite that establishes an updated vision, goals, and land use framework for the City.
- Integrate robust community engagement outcomes, including outreach to all stakeholders, community groups, and residents through multiple channels.
- Address land use compatibility, neighborhood preservation and reinvestment, housing choice and attainability, commercial and industrial strategies, mobility and safety for all users, and sustainability/resiliency.
- Coordinate plan recommendations with zoning (including form and character where appropriate), infrastructure, parks and non-motorized networks, and economic development strategies.
- Develop an actionable implementation program with immediate, short-, and long-term steps; responsible parties; potential funding sources; and measurable performance indicators.
- Deliver GIS-based future land use and zoning recommendation layers and high-quality plan graphics and maps in both print-ready and digital/web formats.
- Align with Michigan best practices and explicitly address Redevelopment Ready Communities (RRC) Essentials certification requirements, positioning Zeeland for potential higher-level RRC certification.

4. Scope of Work

The City anticipates the scope below; proposers may suggest refinements or alternatives based on professional experience.

A. Project Management & Kickoff

- Facilitate a kickoff meeting with City staff, Planning Commission representatives, and key partners to confirm objectives, communication protocols, and schedule.
- Prepare a detailed project management plan including a task-level schedule (a timeline with milestones and deliverables), engagement plan, and deliverables list.

B. Existing Conditions & Trend Analysis

- Synthesize prior plans (2011 Master Plan and update) and relevant data (demographics, housing, market trends, mobility/traffic, infrastructure, environmental conditions).
- Field reconnaissance and spatial analysis to identify opportunities, constraints, and catalytic sites.
- High-level market context to support realistic land use and development strategies.

C. Public Engagement (Consultant-Led)

- Design and implement an inclusive public engagement plan, including (at minimum): project website/online hub, multilingual survey tools (if needed), stakeholder interviews, focus groups, pop-up events, and at least two community workshops/open houses.
- Plan, staff, and facilitate all engagement activities; provide materials (print/digital), meeting notices, and recordkeeping (sign-in sheets, summaries, translation where appropriate).
- Document how input influenced recommendations; summarize participation metrics and demographics where practical.

D. Statutory Notices & Mailings (Consultant Responsibility)

- Prepare and manage all required notices, mailings, and postings for Planning Commission and City Council reviews and public hearings, consistent with the Michigan Planning Enabling Act (MPEA) and City procedures.
- Coordinate with staff to ensure proper publication timing, mailing lists, affidavits of mailing/publication, and meeting logistics.

E. Plan Development

- Draft plan chapters (vision/goals, land use, neighborhoods/housing, commercial/industrial, downtown/centers, transportation and non-motorized networks, public facilities and sustainability, parks and recreation, implementation).
- Prepare a future land use map and supporting character/place-type guidance; include design/compatibility guidelines where appropriate.
- Provide references to zoning updates needed for implementation (e.g., districts, use standards, form, design, and procedures).
- Identify priority corridors and districts for reinvestment, infill, adaptive reuse, and mixed-use opportunities.

F. Implementation & Adoption

- Develop an implementation matrix with actions, responsible parties, potential partners, potential funding sources, and suggested phasing (immediate, 1–2 years; short-term, 3–5 years; long-term, 6–10+ years).
- Prepare draft and final plan documents; incorporate staff and public comments.
- Present to the Planning Commission and City Council during review and adoption.
- Deliver all final products in print-ready PDF and native editable formats, including GIS data (e.g., file geodatabase or shapefile) for maps/layers.

5. Deliverables

- Project Management Plan (schedule, engagement plan, deliverables list).
- Public Engagement Plan and engagement summary memos after each major activity.
- Existing Conditions/Opportunities Summary (concise, visual).
- Draft Master Plan (full) for staff/Commission/Council review.
- Final Master Plan (print-ready PDF; accessible web PDF; 5 paper copies).
- GIS data for future land use and associated maps; high-resolution graphics and map image exports.
- Implementation Matrix (spreadsheet and embedded in plan).
- Presentation decks and materials for public meetings and hearings.

6. Meetings & Milestones (Targeted)

- Consultant Selection & Contract Execution — December 31, 2025
- Project Kickoff — January 2026
- Engagement Round 1 (Listening & Visioning) — February - April 2026
- Existing Conditions Summary Delivered — May 2026
- Engagement Round 2 (Alternatives/Framework) — June - August 2026
- Public Review Draft Released — November 2026
- Planning Commission Public Hearing — January 2027
- City Council Adoption — June 2027

7. Proposal Requirements

- Cover Letter and Statement of Interest.
- Firm Profile and Qualifications, including relevant experience with small/mid-sized Michigan communities and master plan rewrites.
- Project Understanding and Proposed Approach, including engagement strategy and MPEA compliance for notices.
- Work Plan and Schedule with major milestones.
- Team Organization and Resumes of key personnel and subconsultants (if any).
- Relevant Project Examples (links or PDFs) with client references and contact information.
- Cost Proposal: task-based fee with hours and billing rates; identify reimbursables and optional services.
- Proposed Schedule for completing the project following Notice to Proceed.

8. Evaluation Criteria

- Understanding of Zeeland's planning context, project goals, and RRC requirements; quality and practicality of the proposed approach.
- Demonstrated experience with Michigan master plans, community engagement, and implementation-focused plans.
- Qualifications and availability of key personnel.
- Proposed schedule and ability to meet deadlines.
- Quality of past work and references.
- Cost effectiveness and value (cost is a factor but will not be the sole determining criterion).

9. Submission Instructions

Submit one (1) digital PDF and five paper copies to the address below by 11:59pm, December 12, 2025. Proposals must be clearly marked "City of Zeeland Master Plan Rewrite RFP." Late proposals may not be considered.

City of Zeeland
Attn: Timothy Maday, Community Development Director
21 S Elm Street
Zeeland, MI 49464
Email: tmaday@cityofzeeland.com
Phone: (616) 772-0872

10. General Terms & Conditions

- The City reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed in the City's best interest.
- All costs incurred in responding to this RFP are the sole responsibility of the proposer.
- The selected consultant will be required to enter into a professional services agreement with the City and maintain appropriate insurance.
- Work products become the property of the City; consultant may retain rights to standard instruments of service as negotiated.
- The City may use its own staff in coordination with the consultant for certain tasks (e.g., data provision, logistics).

11. Optional Enhancements (Encouraged)

- Interactive plan website/dashboard and story maps to broaden access and transparency.
- Graphic character concepts and before/after visualizations for priority corridors and sites.
- Simple economic feasibility testing for key redevelopment/infill scenarios.
- Grant and funding strategy to support near-term implementation.



City of
Zeeland

**COMPREHENSIVE
MASTER PLAN
REWRITE PROPOSAL**

Respectfully submitted 12/12/2025 by

williams&works

Timothy Maday, Community Development Director
City of Zeeland
21 S Elm Street
Zeeland, MI 49464

December 12, 2025

RE: City of Zeeland Comprehensive Master Plan Rewrite

Dear Mr. Maday,

It was a pleasure speaking with you recently regarding the City's Master Plan update, and this proposal indicates our strong interest in working with the City. We are thrilled to have an opportunity to help shape and facilitate the vision and future growth and development of the community!

PROJECT UNDERSTANDING. Located in the southern half of Ottawa County, near the Allegan County border and within close proximity to Lake Macatawa and Lake Michigan, the City of Zeeland is largely built out, shaped by its reputation as a desirable place to live, work, and raise a family. The community has experienced steady growth over the past several decades. The I-196 Business Loop runs east-west through the southern portion of the City, and Interstate 196 lies just to the east. Parks and waterways also add character to many parts of Zeeland.

The City is in need of an updated Master Plan. The current master plan was adopted in 2011 and updated in 2020. Other recent City plans have been valuable in guiding community development, and, as the new plan is written, these should be reviewed and included to develop a fresh, modern, and implementable document that Zeeland will use to for the next 10 - 20 years.

PROJECT APPROACH. The input of the Planning Commission and City Council coupled with a creative and effective public engagement process will support the development of the master plan and propel the planning process. Our easy-to-use, visually compelling master plans are developed from a community-driven process. The master plan will reflect the desires of residents, align with MEDC's RRC program, and ensure that City of Zeeland staff and officials are prepared to make sound land use and community development decisions for years into the future.

Distinct, Livable, Vibrant, & Connected

– that's the vision for Zeeland!

STATEMENT OF INTEREST. Our team is pleased to submit this proposal to support the City of Zeeland in a comprehensive Master Plan rewrite. We have worked with several nearby communities where we authored the master plans (in Olive Township, Blendon Township, and Georgetown Township) and are the planner of record (Blendon Township and Port Sheldon Township). We have also worked with other local cities including the City of Grand Haven, City of Rockford, and the City of Wayland. After years of working in West Michigan we have developed positive and productive relationships with organizations throughout the region, providing us with opportunities for efficiencies in service and an unparalleled understanding of the growth pressures in the City of Zeeland.

We are prepared to design and lead an inclusive engagement process, manage all statutory public notices and mailings, and integrate community feedback into clear goals, an updated land use framework, and robust plan recommendations. Our experienced multidisciplinary team specializes in long-range planning and creative public engagement will address housing policy, transportation planning, community economic development, and urban design, ensuring that the master plan will provide recommendations that balance existing community charm and new, high-quality development.

The enclosed proposal outlines our qualifications and suggested work scope. We have presented our services based on our experience, but we are open and flexible to further tailoring and refining our approach to meet the City's needs. Please feel free to call or email Tanya if you have any questions regarding our services. We look forward to discussing the projects and services outlined in this proposal with you further.

Thank you for considering us! We are eager to begin this work!

Sincerely,

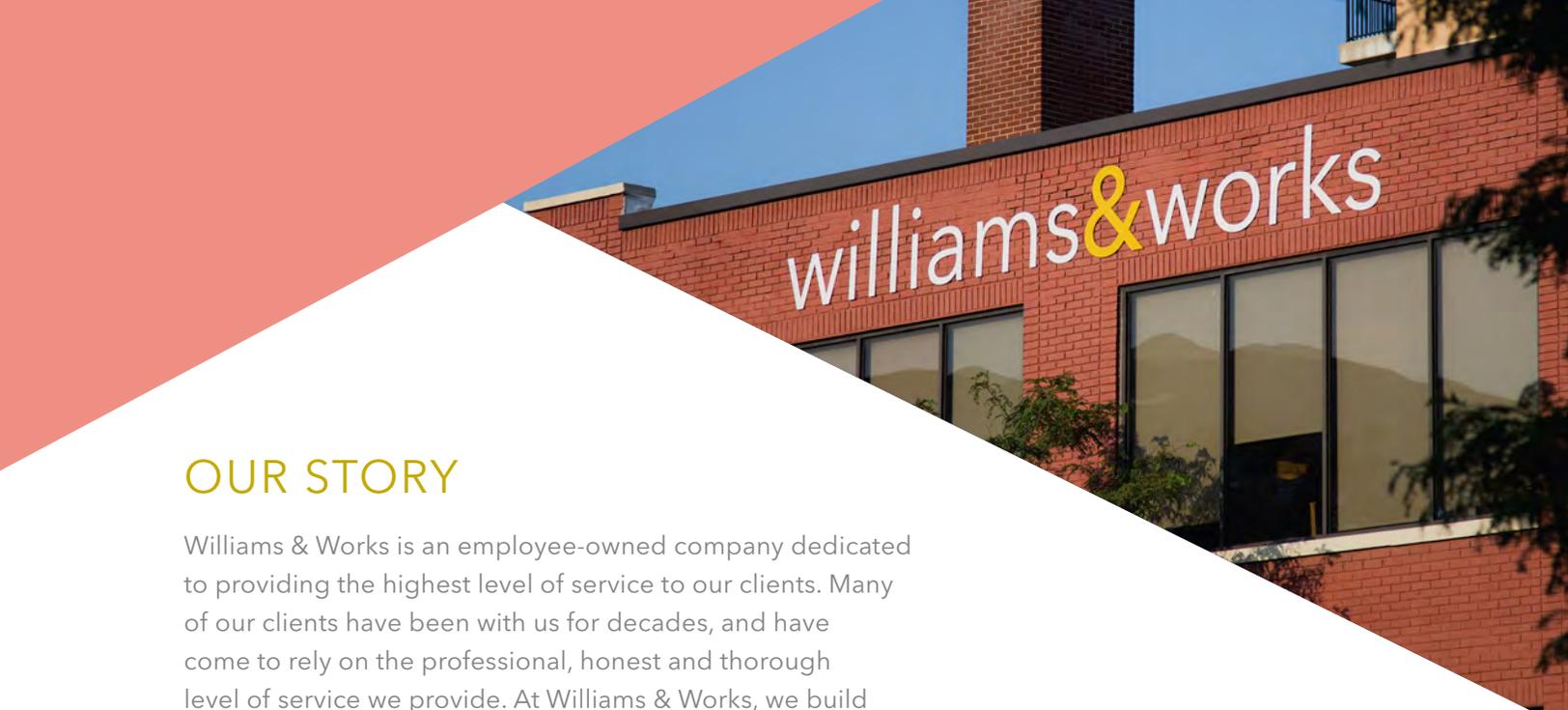
Williams & Works, Inc.



Tanya DeOliveira, AICP
Project Manager



Andy Moore, AICP
Executive and Planning Group Lead

A photograph of a brick building with large windows. The company name "williams&works" is displayed on the brick facade in white and yellow lettering. The background is a clear blue sky.

williams&works

OUR STORY

Williams & Works is an employee-owned company dedicated to providing the highest level of service to our clients. Many of our clients have been with us for decades, and have come to rely on the professional, honest and thorough level of service we provide. At Williams & Works, we build relationships with our clients and work with them, not for them. We bring a team approach to our assignments and constantly strive to be more efficient and economical in our business practices.

OUR APPROACH

Williams & Works has 41 employees including engineers, surveyors, planners, and support staff, and we are:

- Dedicated to client service and satisfaction serving a diverse array of needs
- Providers of quality customer experience from project conception to implementation
- Interdisciplinary and holistic in our approach to creative challenges
- Forward-focused with a commitment to sustainable solutions in land use decisions, community development, and economic strategy

PLANNING FOCUS

Our planners strive to create inviting, sustainable communities. We understand that each community is unique and requires its own tailored approach to planning services. Williams & Works assists municipalities, non-profit organizations, and developers with land use projects and provides the tools needed to accomplish their goals. Our planners are also experienced in the day-to-day application of zoning administration and land use regulations, often realizing the ramifications of key policy decisions before they are enacted. With a thorough understanding of community engagement best practices, our award-winning planning group uses many hands-on traditional and digital means to elicit meaningful input to guide community-based planning projects.

CONTACT US

549 Ottawa Ave NW, Suite 310
Grand Rapids, MI 49503
(616) 224 - 1500
contact@williams-works.com

Williams & Works has written or updated dozens of master plans for communities of all shapes and sizes across Michigan. Our plans are rooted in practical, real-world experience, and we know how land use policy shapes zoning regulations and decision-making.



WE'VE WORKED WITH YOUR NEIGHBORS!

- Georgetown Township
- Blendon Township
- Port Sheldon Township
- Olive Township
- City of Grand Haven
- Village of Spring Lake
- Overisel Township
- Salem Township

MASTER PLANS & UPDATES

- City of Rockford
 - City of Coloma
 - Village of Middleville
 - Village of Shelby
 - Village of Middleville
 - Eureka Charter Township
 - Pipestone Township
 - City of Grand Haven
 - Dorr Township
 - Leighton Township
 - Mason County
 - Weare Township
 - Rutland Township
 - Village of Spring Lake
 - Hagar Township
 - Plainfield Township
 - City of Niles
 - Village of Caledonia
 - Cascade Charter Township
 - Port Sheldon Township
 - Blendon Township
 - Ontwa Township
 - Three Oaks Township
 - Forest Home Township
 - Vergennes Township
 - City of East Lansing
 - Oronoko Charter Township
- ... and many more!

PLANNER OF RECORD SERVICES

- City of Lowell
 - City of South Haven
 - City of Belding
 - City of Pottersville
 - City of Plainwell
 - City of Greenville
 - City of Cedar Springs
 - Blendon Township
 - Eureka Charter Township
 - Village of Shelby
 - Port Sheldon Township
 - Village of Middleville
 - Lake Charter Township
 - Webber Township
 - Niles Charter Township
 - Ontwa Township
 - Leighton Township
 - Thornapple Township
 - Mason County
 - Hope Township
 - Lincoln Charter Township
 - Three Oaks Township
 - Vergennes Township
 - Village of Caledonia
 - Village of Paw Paw
 - Lowell Charter Township
 - Village of Middleville
- ... and many more!



Work Plan

Work Scope

We propose to follow the process outlined below to update the City of Zeeland’s Master Plan. We will ensure that the planning process meets the requirements of the Michigan Planning Enabling Act (Act 33 of 2008, as amended) and sound planning practice.

Our approach includes six inter-related phases:

PHASE 1 Project Kickoff

- Task 1: Current Master Plan Review
- Task 2: Kickoff Meeting

PHASE 2 Identify, Analyze, Understand Zeeland

- Task 3: Existing Conditions & Natural Features Analysis
- Task 4: Existing Plans Audit & Synthesis

PHASE 3 Engagement Round 1: Listening & Visioning

- Task 5: Community Engagement

PHASE 4 Envisioning Zeeland

- Task 6: Goals & Objectives Workshop
- Task 7: Market-Aligned Planning
- Task 8: Future Land Use Map & Narrative
- Task 9: Zoning Plan
- Task 10: Implementation & Funding

PHASE 5 Plan Preparation

- Task 11: Draft Plan

PHASE 6 Finalization & Adoption

- Task 12: Completing the Plan

Phase 1 Project Kickoff

Task 1. Current Master Plan Review

We will review the existing Master Plan to provide a firm foundation for future discussions. This review will look for irregularities and commonalities between other City planning documents and assess the content for clarity and consistency. We will also highlight areas of the plan that need more focus to ensure the new Master Plan is founded on current, accurate data.

Task 2. Kickoff Meeting

The next step will be to meet with the Steering Committee to formally start the project. A kickoff meeting will be held to confirm the project approach and objectives, milestones, project branding, community engagement timeline, expectations, and how the project will adhere to MEDC RRC best practices and requirements. We also propose to take a walking or “windshield” tour after the meeting to have an opportunity to learn more about the community from the Steering Committee’s perspective and visit important corridors, neighborhoods, and other areas. Establishing the project’s principles and vision, and understanding the top issues for Zeeland are other critical outcome of this first meeting.

Following this meeting, and throughout the project, the we will prepare and manage all required notices, mailings, lists, resolutions, and other required administrative paperwork, working with City Staff, to meet the requirements of the Michigan Planning Enabling Act (Act 33 of 2008, as amended).

Phase 2 Identify, Analyze, Understand Zeeland

Task 3. Existing Conditions & Natural Features Analysis

We will gather information available from local, regional, state, and national sources to assemble a data-based cross-section of the community's existing conditions, also known as a Community Profile. Using information gathered from our knowledge of the City, Ottawa County, the US Census Bureau, and other organizations, we will develop a current assessment of City of Zeeland including maps, charts, infographics, and tables that effectively outline current conditions in the community in the context of its neighbors and similar communities in West Michigan. Areas of focus will include demographic trends, housing, land use, wetlands, hydrology, soil, economic trends and indicators, recreation, green spaces, trails, transportation system analysis, utilities, and others as directed by the City. Field reconnaissance and spatial analysis will be used to identify opportunities, constraints, and catalytic sites. This analysis will be objective and data-driven and provide the foundation for the Community Profile Report.

The Community Profile Report will establish a foundation for the Master Plan. This report is intended as a resource for the Steering Committee (as well as for the Williams & Works team), so its primary purpose will be a working reference document. The Community Profile will also become part of the final Master Plan and become the chapters on demographics, housing, natural features, transportation, and public services and utilities. It will include sections on a variety of key topics including:

- A. Regional Context
- B. Demographics & Housing
 - a. US Census Data will be used to project or estimate the City's current and future population, housing conditions, and economic characteristics.
- C. Community Facilities Inventory
 - a. Inventory of existing community facilities, utilities (sanitary sewer, public water, stormwater, etc.), broadband networks, parks, and recreation places
- D. Green Spaces
- E. Water Features & Floodplain
- F. Topography
- G. Transportation Network (includes nonmotorized modes, transit routes, crash data, & important community destinations)
- H. Existing Land Use
- I. Asset Identification



Task 4. Existing Plans Audit & Synthesis

An audit of other existing City plans, including the City of Zeeland current Strategic Action Plan, Downtown Vision Plan, Non-motorized Pathway Plan, park plans, sub area plans, and any other relevant City plans, will allow us to understand what issues have been addressed and identify what gaps need to be filled. The relevant issues and goals identified in each plan will be brought forward and re-examined during this planning process. The audit will also reveal information that will be used to guide Steering Committee members toward newly emerging ideas. The new City of Zeeland Master Plan should respect past planning efforts and balance new development ideas with the preservation of the long-established, cherished community character.

Phase 3 Engagement Round 1: Listening & Visioning

Task 5. Community Engagement

By facilitating a broad, inclusive community engagement process, we will develop a deep understanding of the community's biggest opportunities and concerns. Public feedback is critical to the planning process because it enables the exploration of a range of issues that the City may face and allows for the development of a true community-based vision. This phase of the project will have two equally important objectives:

1. To invite all stakeholders, community groups, and residents through a multi-phased, multi-platform engagement process, with language support services as needed.
2. To educate the public on the range of issues they may face and the range of outcomes to those issues.

We will work with the Steering Committee on defining the desired formats for public outreach and will coordinate with City staff on the best methods for community engagement advertisement. The consultant team will plan, staff, and facilitate all engagement activities and events. Based on our understanding of the project proposal, we have provided our recommended outreach methods that will offer multiple forms of engagement for a broad cross-section of the community. The City may choose as many or as few as desired.



Community Engagement Options

Online Community Survey (Option A). The City may opt for a community survey. The survey can be made available on the City's website, social media, and in printed form. Email, postcards, and other methods to invite and ensure residents, business owners, and stakeholders are aware of the survey's availability with originally developed marketing materials can be created and sent out. This is a great option to allow individual community members to participate at a time and location convenient for them.

Project Website (Option B). A project website can be developed to be a virtual "Community Center" where residents can learn about the project, get updates, and participate in engagement activities. Designed as an always-available "one-stop-shop," the site will make it easy for community members to

access key information and stay connected. With an intuitive layout and clear navigation, the website will provide transparency while supporting ongoing communication between the project team, the City, and the public. This modern, user-friendly platform will strengthen visibility, trust, and overall engagement throughout the life of the project.

Focus Groups (Option C). To build relationships and gather meaningful input from community stakeholders, three (3) focus groups will be held to identify issues and build consensus around master plan related topics like housing, land use concerns, creating a sense of place, parks and recreation, or other matters identified by the Steering Committee. The planning team will facilitate conversations with community members to receive input on these critical aspects in Zeeland.

Pop-Up Planning (Option D). In up to two event and designed to meet people where they are, the consultant team will work with the Steering Committee to identify the opportunities for pop-up planning events. Our team will “pop-up” at popular destinations or gatherings, such as local parks, the Farmers Market, or other well-attended events to gather community input. Activities at these events will be eye-catching, quick, and designed to ask people what they like or what could be improved within the City. This is also a great opportunity to engage people who may not typically be aware of or involved with traditional planning processes.

The act of marking up a map, drawing, and conversing will allow residents to be a part of the process. The task will conclude with an outcome report that will provide residents and officials with a summary and analysis of the engagement efforts. This report will be reviewed with the Steering Committee to inform the Master Plan goals, objectives, and future land use. Materials will be developed in digital and printed format.



Phase 4 Envision Zeeland

Task 6. Goals & Objectives Workshop

Community-driven goal and objective statements are rooted in effective public participation and should reflect the needs and desires of the public. During a scheduled Steering Committee meeting, we will conduct a workshop to evaluate the goals and objectives in the existing Master Plan as well as incorporate the public input received in the previous task to form new policies. Policy statements will likely include the assessment of residential, commercial, and other land use patterns, growth management, economic and downtown development, the protection of natural resources, infrastructure, housing, transportation, and similar topics determined by the City.

Engagement Round 2: Visioning Workshops (Option E)

Community members, Zeeland Citizen Academy graduates, or other stakeholders are invited to participate in two to four individual workshops dedicated to diving deeper into master plan topics (housing, parks and recreation, local business and market trends and challenges, land use, density, transportation, etc.) or a focus on a specific City sub-area or corridor. This unique forum can provide valuable knowledge to influence a forward-looking vision for the City of Zeeland. The workshop will include a series of activities to capture participant perspectives and will include hands-on exercises. Objective data gathered during the workshop will provide critical information for the future land use chapter, and that will be articulated through inspiring graphics and succinct language in the Master Plan.

*If there is interest in a one or two day charrette, that can also be offered, however, we find that workshops can be a cost-effective, efficient way to obtain a similar kind of input and outcomes.

Task 7. Market-Aligned Planning

To support the City's goal of supporting realistic land use and community development, we will complete high-level market context and trends summary report within the master plan. The strategy will be grounded in real economic conditions and identify practical opportunities for growth and investment. It will assess local partnerships, business attraction and retention approaches, and the role of educational programs in supporting economic and workforce development in Zeeland and be informed through the lens of robust input from community stakeholders.

Economic Feasibility Testing (Option F)

A planning-level assessment can be provided for a key site ripe for infill or redevelopment based on the best sources of data available within the City. This allows the future land use map and districts to be grounded in reality. By exploring if a proposed land-use concept is financially viable under the City's existing market conditions, this will highlight potential gaps and reveal where policy or infrastructure support may be needed to enable desired development.

Task 8. Future Land Use Map & Narrative

The future land use map and corresponding narrative will be developed based on the information gathered during the community engagement process. The future land use map will be created to help guide growth and development of the City of Zeeland. Understanding the importance of the future land use chapter can help to create a vibrant community. The Future Land Use map will be easy to read and use by the Planning Commission, City Staff, and City Council. A narrative that expands upon the

future land use map and district will be developed along with the identification of priority corridors for infill, adaptive reuse, and mixed-use opportunities. District narratives will describe a multitude of defining factors, such as preferred densities, distinct character, specific uses, design elements, best planning practices, and other aspects of land use that can be used to equip City officials to make informed decisions that propel the future of Zeeland forward. One conceptual, inspirational illustration can also be developed to further propel or test an idea or vision for an identified site.

An Additional Conceptual Illustration can also be provided (Option G)

Task 9. Zoning Plan

This section will also include a zoning plan, based on the needs of Zeeland identified through a review of the existing Master Plan and zoning ordinance districts. The zoning plan will allow the Planning Commission, City Staff, and the public to be able to understand how the land uses identified in the Master Plan relate and apply to the existing zoning ordinance districts.

Task 10. Implementation & Funding

By understanding the City's capabilities and resources we will work with the Steering Committee to develop a prioritized implementation strategy for the Master Plan, responsible parties, potential partners, funding sources, and suggested phasing or timeline. These strategies will set a realistic, pragmatic timeline. The new plan will communicate clear strategies for implementation and will hold the City accountable for accomplishing the actions included. Funding mechanisms and grant opportunities will also be identified to help support near-term implementation, if desired. The plan will be crafted to ensure that recommended actions are feasible and achievable.

Phase 5 Plan Preparation

Task 11. Draft Plan

This task takes the desires of the community and stakeholders, coupled with best planning and design practices, and delivers complete narratives, combined with intuitive maps, charts, exhibits, and graphics to make the document compelling public policy and ready for implementation. Goals, principles, actions, and will be based on valuable input from the public engagement phase of the project. The initial draft of the Master Plan will be presented to the Steering Committee during this phase prior to the distribution of the formal draft to the public, Planning Commission, and City Council.

Engagement Round 3: Community Feedback (Option H)

Community Open House to Review Draft Master Plan. Knowing how engaged the community will be in the planning process, we propose a final, dedicated opportunity to share the draft plan. An open house offers an informal setting in which residents and stakeholders can review the various elements of the Master Plan, engage in interactive planning activities, and talk one-on-one with members of the Steering Committee and the consulting team regarding specific issues or topics. An open house could be hosted at City Hall, the Howard Miller Community Center, or another engaging location, like a popular eatery. The event would be advertised for a specific time and date to the public through flyers and advertisements in a local newspaper, the City's website, social media posts, and other medium. The purpose of the open house will be to continue the feedback loop with the community, enhance the planning process transparency, and show the general public about how they influenced the Master Plan. The open house will focus on important plan pieces like the goals, future land use map, and the implementation strategy. Input from the community will be gathered and shared with the Steering Committee before the plan is formally brought forward to the Planning Commission and City Council.



Phase 6 Finalization & Adoption

Task 12. Completing the Plan

The final phase is the formal review and approval process. We will review and incorporate comments gathered to ensure a final draft is ready to be shared with the Planning Commission. After sharing the draft plan with the Planning Commission and addressing their comments and feedback, the Planning Commission will request authorization from the City Council to distribute the plan for the state-required 63-day review. Upon review, critique, and approval by the City Council, the draft plan will be prepared for draft distribution to neighboring municipal governments and regional planning agencies. After that period has been completed, we will review any feedback received, and hold an official public hearing to present the final draft Master Plan to the public. After a recommendation by the Planning Commission, the City Council will review, approve, and adopt the plan.



Our Experience



Ways we've worked with MEDC!

We have worked with and are familiar with a number of different MEDC programs. We've worked on master plans, corridor and development plans, and RRC site projects. The following is a list of communities and projects we have successfully completed for a number of clients across the State.

MASTER PLANS

- Village of Shelby (includes Economic Development Strategy)
- City of Coloma
- City of Niles
- Village of Spring Lake
- City of Plainwell
- City of White Cloud (includes Economic Development Strategy and Corridor Plan)
- City of Big Rapids

CORRIDOR & WATERFRONT PLANS

- Grandville Avenue Corridor Plan
- Imagine Muskegon Lake (Waterfront & Downtown Development)
- City of Grand Haven Waterfront Master Plan
- City of Niles Turn the Corner Place Plan

ZONING ORDINANCES:

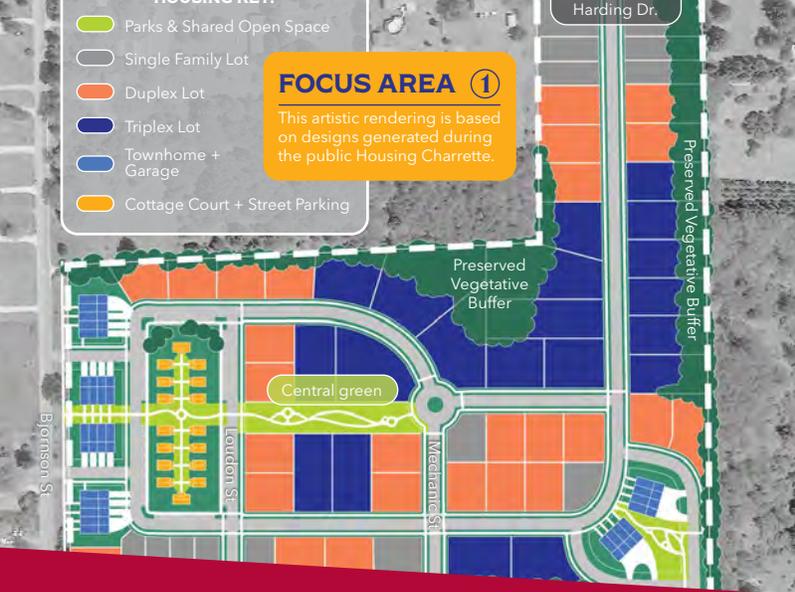
- Village of Spring Lake
- Village of Shelby
- City of Niles

TIF/DEVELOPMENT PLANS:

- City of Grand Rapids South Division
- City of Kalamazoo Northside Cultural Business District Authority
- City of Pottersville
- City of the Village of Douglas

RRC SITE PROJECTS:

- City of Dearborn
- Village of Pinckney
- City of Howell
- Village of Middleville
- City of Kalamazoo
- City of Grand Blanc
- City of South Haven
- City of Lapeer
- City of Grand Haven



CITY OF BIG RAPIDS

Master Plan Mecosta County, Michigan

The City of Big Rapids is home to Ferris State University and has an abundance of natural and cultural resources including the Muskegon River and the White Pine Trail. The City has a downtown surrounded by historic, walkable neighborhoods, popular commercial corridors that contribute to the local economy's diversity. The City is focused on earning MEDC RRC certification, and the update to the master plan marked a significant milestone in that process.

Williams & Works guided the City through a comprehensive revision of their master plan that was shaped by community involvement. The engagement approach included pop-up events at a local festival and farmer's market, six stakeholder focus group meetings, and a community survey. Community members also participated in a two-day charrette where they envisioned improved housing options, a nonmotorized network, a thriving downtown, and a revitalized commercial corridor. The engagement process finished with an open house where important themes and the draft document were available for review.

Through the master planning process, a Sub Area Plan for a new residential development for the City's Housing Commission was created, a vision for the City's Eastside neighborhood was established, and the city-wide nonmotorized plan was updated, which includes guidance for the installation of a complete sidewalk network, recommendations for bike lanes, and several intersection improvements. The development of the updated master plan took nearly two years to complete and the plan was adopted in 2025.



View Plan:

<https://tinyurl.com/BigRapidsMP>

Reference

Michelle Stenger, Director of
Community Development
City of Big Rapids
(231) 592-4035



CITY OF ROCKFORD

Master Plan

Kent County, Michigan

The City of Rockford is a vibrant community located along the shores of the Rogue River. Much has changed in the past twenty years since the current Master Plan was written. As this Plan reaches its horizon, Williams & Works assisted the city in the creation of a new Master Plan that sets goals and objectives consistent with modern planning practices and community desires.

Williams & Works led a creative public engagement campaign to inform the Plan. Multiple techniques were used, including our “pop up” style outreach to seamlessly integrate our planning efforts into local, well attended events, an online survey, four focus group meetings with local leaders and advocates, and two student workshop sessions at North Rockford Middle School.

The new Plan is organized in an approachable and easily digestible format that includes elements from other past planning efforts as well as outlining new concepts to support sustainability and progressive mobility standards. Future land use designations have been consolidated and reworked to preserve the area’s unique charm, expand economic drivers, and respond to housing and transportation issues facing the community. The Plan was adopted in early 2023.

In 2023 the Plan was awarded the Daniel Burnham Award for a Comprehensive Plan by the Michigan Association of Planning.



View Plan:

<https://tinyurl.com/RockfordMP>

Reference

Thad M. Beard
City Manager
City of Rockford
(616) 866-1537



CITY OF LOWELL

Master Plan, Planner of Record

Kent County, Michigan

The City of Lowell is picturesquely located at the confluence of the Flat River and the Grand River in eastern Kent County. The community sits at the growing edge of the Grand Rapids metropolitan area and is known for its identity as a trail-friendly community and its historic downtown overlooking the Flat River.

Williams & Works currently assists the City in the capacity of Planner of Record and completed the last several master plans, including the plan adopted in 2024. A deep dive into demographic data and housing statistics lay a firm foundation for the plan goals and future land use map. As the City is growing in population faster than the State, the plan provides a cohesive vision that's rooted in pragmatic approach to growth and development that respects its small town charm.

Williams & Works continues to support the City in all phases of planning and zoning, including reviewing and providing recommendations on requests for rezoning, special land use approval, site plan approval, and other related matters. The City has had Williams & Works lead the development of several five-year Parks and Recreation Plans over the years, resulting in numerous grant opportunities to expand the community's non-motorized trail network. In the early 2020s, Williams & Works assisted the Planning Commission with revisions to the City's Zoning Ordinance.



View Plan:

<https://tinyurl.com/LowellMP>

Reference

Sue Ullery, City Clerk
City of Lowell
(616) 897-8457

Comparable Client List

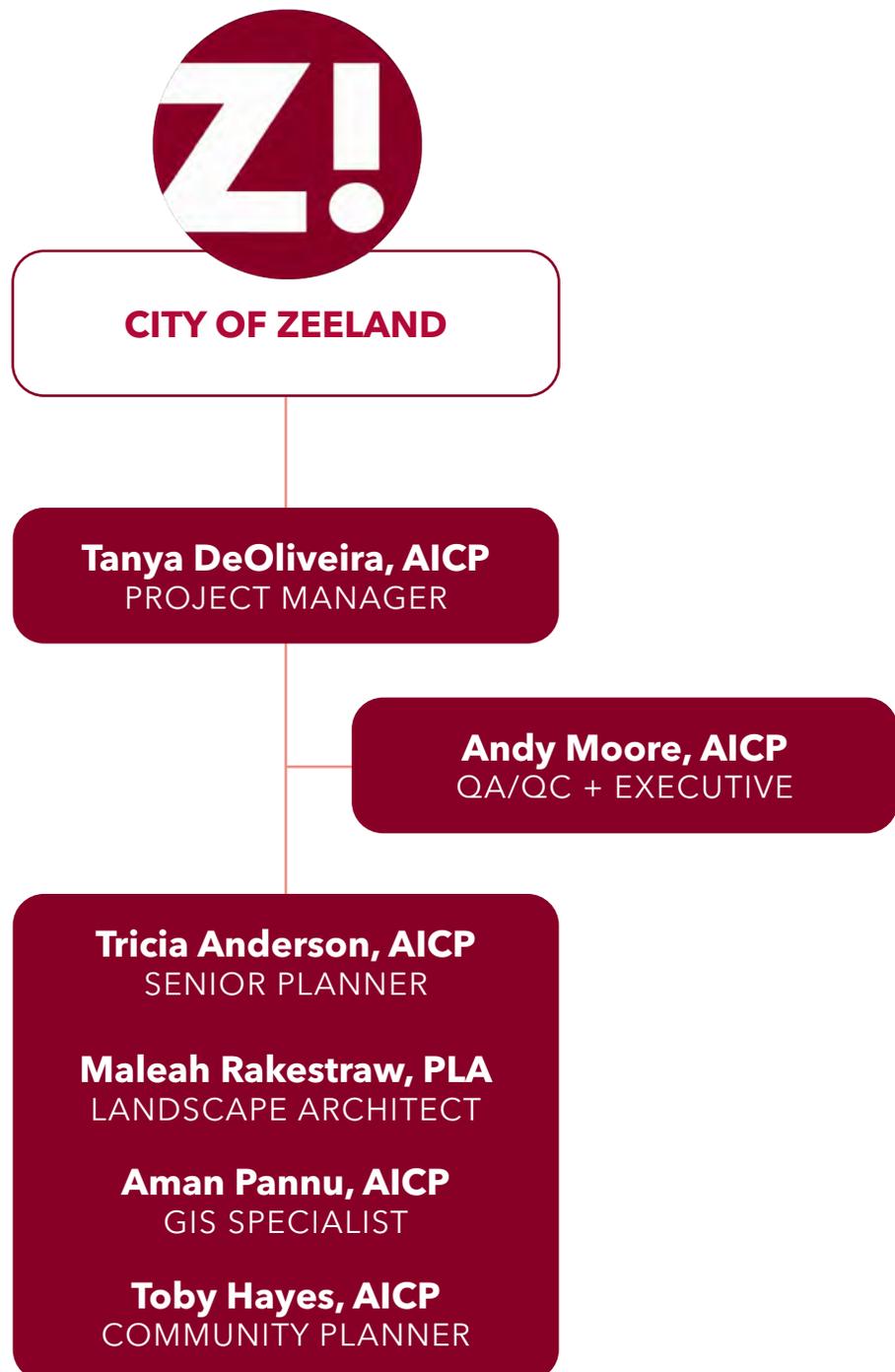
We know your neighbors! The following is a list of the clients we've delivered similar services for in the West Michigan area.

- **BLENDON TOWNSHIP** *Ottawa County*
Master Plan (adopted)
Greg Golembiewski, Township Manager
manager@blendontownship-mi.gov
(616) 875-7707
- **PORT SHELDON TOWNSHIP** *Ottawa County*
Zoning Ordinance (adopted)
Mike Sabatino, Supervisor
mike@portsheldontwp.org
(616) 399-6121
- **SALEM TOWNSHIP** *Allegan County*
Master Plan (adopted), Zoning Audit, Parks and Recreation Plan (adopted)
Jim Pitsch, Supervisor
supervisor@salemtownship.org
(616) 896-9857
- **OLIVE TOWNSHIP** *Ottawa County*
Master Plan (adopted)
Al Nienhuis, Supervisor
supervisor@olivetownship.org
(616) 786-9996
- **DORR TOWNSHIP** *Allegan County*
Master Plan (adopted)
Jeff Miling, Supervisor
supervisor@dorrtownship.org
(616) 681-9874
- **HOPE TOWNSHIP** *Barry County*
Master Plan (adopted), Zoning Ordinance (adopted), Planner of Record
Doug Peck, Supervisor
supervisor@hopetwp.com
(269) 948-2464
- **GEORGETOWN TOWNSHIP** *Ottawa County*
Master Plan (in progress)
Justin Stadt, Superintendent
jstadt@georgetown-mi.gov
(616) 226-6002
- **LEIGHTON TOWNSHIP** *Allegan County*
Master Plan (adopted), Planner of Record
Steve Wolbrink, Supervisor
Supervisor@leightontownship.org
(616) 663-2347
- **OVERSIEL TOWNSHIP** *Allegan County*
Zoning Ordinance (underway)
Brandon Jacobsen, P.C. Chair
(269) 751-7030
- **HOPKINS TWP & VILLAGE OF HOPKINS** *Allegan County*
Joint Parks and Recreation Plan (adopted)
Joint Master Plan (adopted)
Mike Aberda, Village Clerk
Clerk@Villageofhopkins.org
(269)-793-7433
- **CITY OF DOUGLAS** *Allegan County*
Master Plan (adopted)
Lisa Nocerini, City Manager
citymanager@DouglasMI.gov
(269) 857-1438
- **CITY SOUTH HAVEN** *Allegan/Van Buren County*
Zoning Ordinance (adopted), RRC Project Site, Planner of Record
Kate Hosier, City Manager
khosier@south-haven.com
(269) 637-0700



Our Team

Our experienced team of certified and registered professionals provides a comprehensive suite of planning and design services, including master planning, equitable public space design, meaningful community engagement, trail feasibility studies, ongoing consultation, and more. We fully understand how these elements work together to create a harmonious vision and support community development. Biographies for all team members anticipated to work on the projects are provided on the subsequent pages. An organizational chart depicting key roles is shown below.





TANYA DeOLIVEIRA, AICP

project manager

deoliveira@williams-works.com



EDUCATION

M.S., Urban & Regional Planning
University of Wisconsin-Madison
B.S., Human Development & Social Relations
Kalamazoo College

CERTIFICATIONS

American Institute of Certified Planners
Certificate in Town-Gown Relations,
International Town & Gown Association

PROFESSIONAL AFFILIATIONS

American Planning Association
Michigan Association of Planning
Michigan Association of Planning - Transportation
Leadership Task Force, member
Association of Pedestrian and Bicycle Professionals

RECENT SPEAKING ENGAGEMENTS, TRAINING SEMINARS, AND ARTICLES

Guest Lecturer - Grand Valley State University
College of Liberal Arts and Sciences 2024
DeOliveira, T. *Biking, Walking, & Rolling: Why Inclusion Matters for Nonmotorized Projects.*
Published in *Michigan Planner* Jan/Feb 2024.
Using the Bipartisan Infrastructure Law to Create Impactful Projects (Sponsored by APBP Michigan),
Michigan Planning Association Annual Conference
October 2024

Tanya DeOliveira is a Project Manager with the Williams & Works Planning Group. She has over 15 years of experience leading, writing, and implementing comprehensive master, transportation, non-motorized, park and recreation plans, projects, and studies. Her commitment to inclusive and equitable community engagement has facilitated systems change.

Tanya understands that effective planning is driven by hard work. Her extensive experience collaborating with state agencies like the DNR and MDOT has built trust and fortified community development opportunities with townships, villages, cities, and counties across the state. Her pragmatic approach to place-based planning was recognized by the South Carolina Chapter of the American Society of Landscape Architects with the Genius Loci Award. She was the Executive Secretary for the Active Jackson Coalition, member of the MDOT University Region I-94 Jackson Modernization Project Review Committee, the Vice Chair of the Palmetto Cycling Coalition, and nominated to the Clemson University Interpretive Plan History Task Force.

Tanya has also worked with the Region 2 Planning Commission, Clemson University Planning & Design, and the Wisconsin Dept. of Transportation.



ANDY MOORE, AICP

principal-in-charge

moore@williams-works.com



EDUCATION

B.S., Geography
Grand Valley State University

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

American Planning Association
Michigan Association of Planning
Grand Valley State University
Distinguished Alumnus-in-Residence, Geography and Planning (2012)

RECENT SPEAKING ENGAGEMENTS, TRAINING SEMINARS, AND ARTICLES

Instructor - Staying in Your Lane and Building Bridges (City of Holland). February 19, 2024.
Guest Lecturer - Michigan State University College of Law (Land Use Planning). 2023, 2024.
Instructor - Planning Commissioner Toolkit (Ada Township). September 21, 2023.
Speaker - *Dissecting Your Township's Zoning Decisions*. Michigan Townships Association 2023 Annual Conference. April 19, 2023.
Instructor - Site Plan Review Workshop. March 1, 2023.

Andy leads Williams & Works' planning group as an executive and project manager. His work includes consulting with dozens of public and private sector clients on a variety of planning and zoning assignments including writing master plans, parks and recreation plans, and zoning ordinances; site plan and special land use review; public engagement, expert consultation, and a variety of special projects. He also works closely with communities throughout West Michigan, assisting with day-to-day planning and zoning issues.

In addition to his regular work, Andy is a frequent instructor and contributor for the Michigan Association of Planning, Michigan Townships Association, Michigan Municipal League, and Michigan State University College of Law.

He joined Williams & Works in 2004 after receiving his undergraduate degree from Grand Valley State University. In 2012, he was honored by GVSU's Geography and Planning department as its Distinguished Alumnus-in-Residence. Before joining Williams & Works, Andy worked with Ottawa County GIS, the City of Grand Rapids Planning Department, and The Rapid.



TRICIA ANDERSON, AICP

senior planner

anderson@williams-works.com



EDUCATION

- M.Ed., Secondary Education
Aquinas College
- B.S., Biology
Grand Valley State University

REGISTRATIONS AND CERTIFICATIONS

- Certified Zoning Administrator
- American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

- American Planning Association
- APA Planner’s Advocacy Network
- Michigan Association of Planning

Tricia is a seasoned Planner and Project Manager whose previous roles as zoning administrator, planner, and planning director in the public sector provide a valuable perspective on projects and the clients she serves. She also has a background in ecology and watershed management, which brings an environmental consciousness to all the work she is involved in.

Tricia is engaged as the Planner of Record for several West Michigan communities, including the City of Douglas, Village of Paw Paw, Vergennes Township, and the City of Niles. She has performed numerous zoning ordinance audits and rewrites and excels in crafting master plans that align with the unique needs of West Michigan communities.

Tricia’s excellent interpersonal skills and ability to effectively communicate make the community engagement events she facilitates inviting and meaningful. Tricia stands as a dynamic force, dedicated to creating vibrant, sustainable communities that harmonize with their unique landscapes and people.



MALEAH RAKESTRAW, PLA

landscape architect

rakestraw@williams-works.com



EDUCATION

M.A., Environmental Design
Michigan State University

B.A., Landscape Architecture
Michigan State University

As Williams & Works' first landscape architect, Maleah has a strong focus on the creation of place through the physical realm.

She is an alumna of Michigan State University where she studied both landscape architecture and environmental design. With a passion for site planning and visualization, her professional experience has expanded to include a variety of projects ranging from large-scale private developments and park planning to urban design and community engagement. She is a published co-author in the Journal of Current Urban Studies and has been a past speaker for the National Signage Research & Education Conference.

REGISTRATIONS AND CERTIFICATIONS

Licensed Professional Landscape Architect -
Michigan

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects,
Michigan Chapter Executive Committee

Michigan State University Student Chapter
of the ASLA, Past Vice President

Maleah sat on the state chapter executive committee for the American Society of Landscape Architects and is a current member of Downtown Grand Rapids, Inc.'s GR Forward Goal 1 Alliance focused on river activation and restoration.



**AMAN
PANU, AICP**
community planner
pannu@williams-works.com



EDUCATION

B.S., Urban and Regional Planning
Michigan State University

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

Aman Panu is a Community Planner for the Williams and Works Planning Group. She earned her Bachelor’s Degree in Urban and Regional Planning with a concentration in environmental sustainability and joined Williams & Works full-time in 2022. Aman assists a variety of communities with master plans, parks & recreation plans, nonmotorized plans, and zoning ordinances. As a Community Planner, Aman also helps with public engagement activities and facilitated conversations for master plans and parks & recreation projects. Her skill in building and designing maps with ArcGIS Pro is valuable for creating public engagement materials and plans with strong mapping components.

Before joining Williams & Works, Aman gained experience as a transportation planning intern at the Grand Valley Metropolitan Council. She also served as a research assistant at the MSU School of Planning, Design, and Construction, where she contributed to the Michigan Safe Routes to School Program by developing actions plans and conducting walking and biking audits to promote nonmotorized safety for school children on identified routes.



TOBY HAYES, AICP

community planner

hayes@williams-works.com



EDUCATION

B.S., Urban and Regional Planning
Michigan State University

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners, Candidate
Domicology Certification

PROFESSIONAL AFFILIATIONS

American Planning Association
Michigan Association of Planning
Michigan State University Urban and Regional
Planning Student Association, Past President and
Vice President

Toby Hayes is a Community Planner with the Williams and Works Planning Group. He has a Bachelor’s Degree in Urban and Regional Planning from Michigan State University with concentrations in environmental planning, economic development, and non-motorized transportation. In addition, he has a minor in Graphic Design. Toby joined the team full-time in 2023. He assists communities with a variety of planning and zoning needs, including GIS projects, master plans, and site plan reviews.

Prior to joining the team at Williams and Works, Toby worked at the City of Kentwood, Michigan as a planning intern. He also worked as research assistant at the Michigan State University Center for Community and Economic Development and aided with outreach and university and legislative initiatives in regards to circular economic principals. Additionally, Toby was a teaching assistant in the School of Planning, Design, and Construction. His Bachelor’s capstone project focused on non-motorized transportation planning for Garfield Charter Township, Michigan.



Our Fees

Proposed Budget + Hours

Williams & Works proposes to serve the City of Zeeland in the completion of this assignment on an hourly reimbursable basis for a total fee not to exceed the amount listed below. This fee includes all costs of labor, 11 meetings, and reimbursable expenses for the work scope outlined in this letter. This fee includes the cost of printing five paper copies. We can provide additional copies, or the City can assume responsibility for additional copies. Additional items and services can also be provided for the cost of time and materials. Additional meetings are \$800 per meeting.

Phase 1 Project Kickoff

| | |
|-----------------------------------------|--------------------|
| Task 1 Current Master Plan Review | \$600 (5 Hours) |
| Task 2 Kick-off Meeting | \$1,075 (10 Hours) |

Phase 2 Identify, Analyze, Understand Zeeland

| | |
|--------------------------------------------------------------|--------------------|
| Task 3 Existing Conditions & Natural Features Analysis | \$9,175 (90 hours) |
| Task 4 Existing Plan Audit & Synthesis | \$1,200 (10 hours) |

Phase 3 Engagement Round 1: Listening & Visioning

| | |
|-------------------------------------------|--------------------|
| Task 5 Community Engagement* | |
| Online Community Survey (Option A)..... | \$2,750 (25 hours) |
| Project Website (Option B)..... | \$5,940 (63 hours) |
| 3 Focus Groups (Option C) | \$3,590 (32 hours) |
| 2 Pop-Up Planning Events (Option D) | \$4,440 (44 hours) |

Phase 4 Envision Zeeland

| | |
|------------------------------------------------------------------------------------|----------------------|
| Task 6 Goals Workshop | \$1,560 (13 hours) |
| Engagement Round 2: 2 Visioning Workshops (Option E)..... | \$3,820 (36 hours) |
| Each additional Visioning Workshop | \$1,500 (10 hours) |
| Task 7 Market-Aligned Planning | \$2,700 (22 hours) |
| Economic Feasibility Testing (Option F)..... | \$1,740 (14 hours) |
| Task 8 Future Land Use Map & Narrative (includes one conceptual illustration)..... | \$11,420 (112 hours) |
| Additional conceptual illustration (Option G) | \$5,000 (51 Hrs) |
| Task 9 Zoning Plan | \$720 (6 hours) |
| Task 10 Implementation & Funding | \$1,440 (12 hours) |

Phase 5 Plan Preparation

| | |
|--------------------------------------------------------|--------------------|
| Task 11 Draft Plan | \$7,100 (80 hours) |
| Engagement Round 3: Community Feedback (Option H)..... | \$3,270 (32 hours) |

Phase 6 Finalization & Adoption

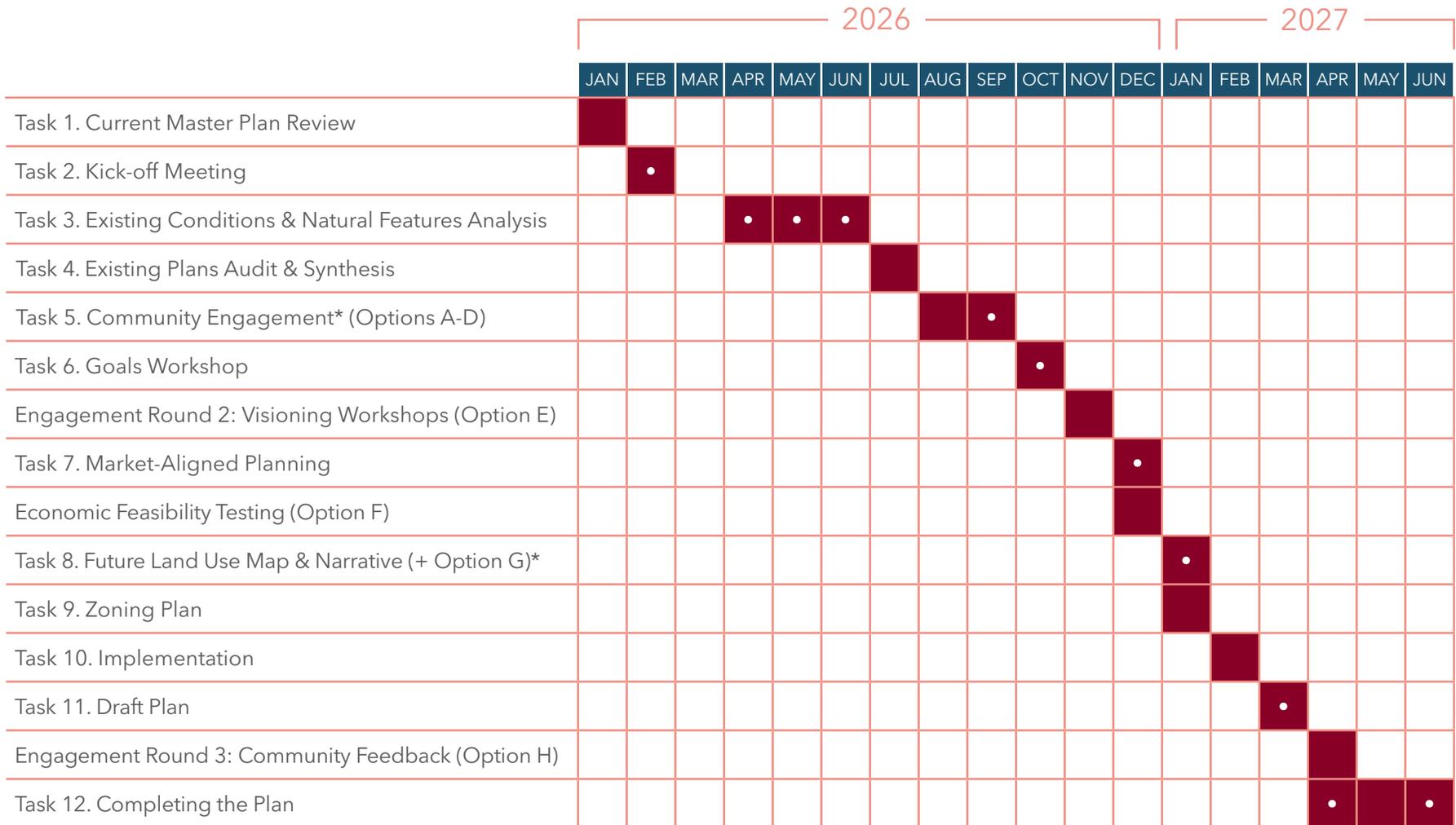
| | |
|-----------------------------------|--------------------|
| Task 12 Completing the Plan | \$2,425 (25 hours) |
|-----------------------------------|--------------------|

*without Optional Tasks **Total: \$39,415***

BILLING RATES

| | | |
|-------------------------------------|-------------------------|--------------------------|
| Principal + Executive: \$150 | Project Manager: \$120 | Landscape Designer: \$80 |
| Economic Development Planner: \$125 | Senior Planner: \$115 | Graphic Designer: \$75 |
| Landscape Architect: \$125 | Community Planner: \$95 | Photographer: \$65 |

Our Timeline



*Phase may take longer based on the number of optional tasks selected

• = meeting, 11 meetings total

CITY OF ZEELAND

Comprehensive Master Plan Rewrite Proposal

williams&works

www.williams-works.com

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") is entered into by and between the City of Zeeland of 21 S Elm Street, Zeeland, Michigan, 49464 (hereinafter "Client"), and Williams & Works, Inc., of 549 Ottawa Ave., N.W., Grand Rapids, Michigan, 49503 (hereinafter "Williams & Works").

Scope of Services. The Client hereby contracts with Williams & Works to perform the following described professional services, hereinafter collectively referred to as the "Scope of Services," with regard to the Client's Project as described or referred to herein:

Comprehensive Master Plan Rewrite Proposal services as outlined in Williams & Works proposal dated December 12, 2025, which includes the following optional tasks: (Option A) Online Community Survey, (Option E) Two Visioning Workshops, and (Option H) Community Feedback via Community Open House

Further, it is agreed that Williams & Works is not providing services pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the rules promulgated thereunder by the Securities and Exchange Commission, that are intended to be or considered to be advice or recommendations regarding financial products or the issuance of debt or securities. Client is responsible for contracting separately with a registered financial advisor to provide all services required by the Dodd-Frank Wall Street Reform and Consumer Protection Act and applicable SEC rules.

Williams & Works' Compensation. Williams & Works shall be paid for all services rendered on the following basis: Hourly plus expenses for a not-to-exceed fee of Forty-nine thousand, two hundred fifty-five dollars (\$49,255).

Client's Representative. The Client has designated Tim Maday, Community Development Director, as the official representative of the Client. As such, the Representative shall be responsible for executing any document pertaining to the Agreement or any amendment thereto, and for the approval of all change orders, addenda, and additional services to be performed by Williams & Works.

Terms and Conditions. Williams & Works' terms and conditions of contract ("Terms and Conditions"), as included herewith, shall apply to all work performed by Williams & Works and to all obligations of the Client pursuant to this Agreement, unless otherwise specifically agreed in writing.

Additional Provisions. The Client and Williams & Works mutually agree that the rights and obligations of the parties under this Agreement shall be further governed by Additional Provisions, if any are attached hereto, and that such Additional Provisions, together with the Terms and Conditions are intended by the Client and Williams & Works as a final expression and complete and exclusive statement of their agreement.

Additional Provisions: None Attachment

Entire Agreement/Severability. If any element of this Agreement is held to violate the law or a regulation, or whose insurability cannot be confirmed by Williams & Works, it shall be deemed void, and all remaining provisions shall continue in force.

IN WITNESS WHEREOF, the parties have made and executed this Agreement.

CLIENT: City of Zeeland

WILLIAMS & WORKS, INC.:

Signed: _____

Signed: _____

Name: _____

Name: Andy Moore

Title: _____

Title: Executive

Signed: _____

Signed: _____

Name: _____

Name: Dan Whalen

Title: _____

Title: Executive

Date Signed: _____

Date Signed: _____

TERMS AND CONDITIONS

The following Terms and Conditions shall be a part of the Williams & Works contractual undertaking to perform professional services and Williams & Works' undertaking to perform such services and to enter into this Agreement is expressly conditioned on Client's assent to such Terms and Conditions, notwithstanding any additional or conflicting Terms and Conditions of Client, which are expressly objected to and rejected by Williams & Works. Where a client issues a purchase order to authorize Williams & Works' undertaking to perform professional services, that undertaking will be governed solely by the Terms and Conditions and Additional Provisions, if any, of this Agreement.

- 1. Performance.** Williams & Works shall exercise the normal standard of care and diligence in performing the professional services explicitly described in this Agreement as normally employed by other professionals performing the same or similar services, but Williams & Works makes no warranty, express or implied, with respect to any services performed hereunder. Williams & Works shall not be liable for any claim, damage, cost or expense (including attorney fees) or other liability or loss not directly caused by the negligent acts, errors or omissions of Williams & Works.
- 2. Amendment/Modification.** Additional services, modifications or amendments of this Agreement shall only be authorized in writing signed by the Client and Williams & Works. All such additional services shall nevertheless be performed by Williams & Works subject to these Terms and Conditions.
- 3. Subcontractors.** Williams & Works may engage subcontractors on behalf of the Client to perform a portion of the services to be provided by Williams & Works hereunder.
- 4. Termination.** This Agreement may be terminated by either party upon fourteen (14) days' prior written notice. In the event of termination, Williams & Works shall be paid up to the effective date of termination for all services rendered by it, and all drawings or other documents prepared by Williams & Works shall remain the property of Williams & Works and not be delivered to Client until all moneys owed to Williams & Works by Client (whether or not such moneys have then become due and payable) have been paid. Williams & Works assumes no liability for the use of drawings and other documents delivered to the Client under this clause, unless specifically agreed to in writing.
- 5. Payment.** Williams & Works shall bill for services rendered and reimbursable costs incurred on a periodic basis. Each invoice shall be due and payable within fifteen (15) days of the presentation of the invoice. Invoices over thirty (30) days past due will be charged monthly interest at the rate of seven percent (7%) per annum on the unpaid balance or the highest lawful rate, whichever is less. The Client hereby waives any defense of usury with regard to said rate of interest. Williams & Works may, after seven (7) days' written notice to Client, suspend performance of services until all past due amounts are paid.
- 6. Dispute Resolution.** Any dispute arising pursuant to any Agreement to which these Terms and Conditions apply shall be initially submitted to mediation. Unless the parties agree otherwise, the following terms apply to the mediation: (1) it will be non-binding; (2) it will be held in person in Grand Rapids, Michigan; (3) it will not last longer than eight (8) hours; (4) the mediator shall be chosen by the parties cooperatively from the 17th Judicial Circuit Court of Michigan's roster of Court-Approved Civil Mediators; (5) Williams & Works and the Client will each pay half of the mediator's fees; (6) Williams & Works or the Client may initiate the mediation process described in this paragraph by sending a written demand for mediation; (7) if after receiving a demand for mediation, Williams & Works or the Client does not respond within fourteen (14) days or fails to participate in any scheduled mediation, the party sending the demand may seek an order compelling mediation, and the party that

TERMS AND CONDITIONS (CONT'D)

did not respond or participate must pay the attorney fees and costs incurred by the party seeking an order to compel mediation. Should a dispute not be resolved by mediation, the laws of the State of Michigan will govern the validity of this Agreement, and its interpretation and performance. Regardless of the method or process used, resolution of all disputes is subject to the terms of this Agreement, including but not limited to limitation of liability set forth in Paragraph 21 below.

7. **Insurance.** Upon request, Williams & Works will furnish the Client with a written description of insurance coverages being maintained by Williams & Works which may be related to Williams & Works' performance of services hereunder. No oral representations regarding insurance shall be binding upon Williams & Works.
8. **Cost Estimates.** Since Williams & Works has no control over the cost of labor and materials or over competitive bidding and/or market conditions, any estimates of equipment, construction or operating costs will be made on the basis of Williams & Works' experience, but Williams & Works does not warrant the accuracy of such estimates as compared to contractors' bids or actual costs incurred.
9. **Indemnity.** Subject to any limitations stated in this Agreement, Williams & Works will indemnify and hold harmless the Client, its officers, directors, employees and subcontractors from and against all claims and actions including reasonable attorney fees, arising out of damages or injuries to persons or tangible property caused by a professionally negligent act, error or omission of Williams & Works or any of its agents, subcontractors or employees in the performance of services under this Agreement. Williams & Works will not be responsible for any portion of loss, damage or liability arising from any contributing negligent acts by the Client, its subcontractors, agents, staff or consultants. To the full extent permitted by law, the Client will indemnify and hold harmless Williams & Works, its employees, officers, directors and subcontractors from and against all claims and actions, including attorney fees, arising out of or related to damages or injuries to persons or property related or connected to the acts of the Client or any of its agents, subcontractors and/or employees.
10. **Mutual Waiver of Consequential Damages.** Except if covered by insurance, in no event shall any party to this Agreement be liable to another party for any indirect, special, incidental, exemplary, punitive or consequential damages (including loss of business, staff time, goodwill, use or other economic advantage), whether based upon breach of contract, breach of warranty, tort (including negligence), whether or not either party has previously been advised of the possibility of such damages. This mutual waiver of consequential damages shall not apply to those claims for damages arising from the gross negligence or intentional or willful misconduct of a party.
11. **Site Access and Security.** Client shall obtain authorization for entry and use of land as necessary for Williams & Works to perform its services. Client shall be solely responsible for any claims arising from the disturbance of surface or subsurface lands or waters caused by the performance of any of Williams & Works' services, except for such damage as caused by the sole negligence of Williams & Works.
12. **Underground Structures or Utilities.** In the performance of its services, Williams & Works will take reasonable care and precautions to avoid damage to underground structures or utilities. Client agrees to indemnify, protect and hold harmless Williams & Works from and against all liability, claims, demands, losses, expenses and costs (including attorney fees) for and damage to or consequential loss from damage to any underground structures or utilities which are not called to Williams & Works' attention or which are not currently shown on plans furnished to Williams & Works, except for such damage as caused by the sole negligence of Williams & Works.

TERMS AND CONDITIONS (CONT'D)

13. **Site Conditions.** The Client recognizes that the presence of hazardous materials or pollution on or beneath the surface of a site may create risks and liabilities. Williams & Works has neither created nor contributed to this pollution. Consequently, the Client recognizes and hereby acknowledges that this Agreement accordingly limits Williams & Works' liability.
14. **Waiver.** No waiver, discharge, or renunciation of any claim of right of Williams & Works arising out of breach of this Agreement by Client shall be effective unless in writing signed by Williams & Works and supported by separate consideration.
15. **Governing Law.** This Agreement shall be deemed to have been made in Kent County, Michigan, and shall be governed by, and construed in accordance with the laws of the State of Michigan, existing at the time of the making of this Agreement.
16. **Shop Drawings.** If shop drawing review is provided under the Scope of Services, Williams & Works will check and review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of materials and equipment, and all other data which the contractor employed by the Client is required to submit, only for conformance with the design concept of the project as described in the Scope of Services, and compliance with the information in the construction contract documents between the Client and contractor.
17. **Documents.** All documents, drawings, files, working papers or other materials, whether written or electronic, prepared, or furnished to the Client by Williams & Works under this Agreement are intended for the specific purposes of this Agreement only. Any reuse of said documents, drawings, files, working papers or other materials after they have left the custody of Williams & Works shall be at the user's sole risk without liability to, or cause of action against, Williams & Works.
18. **Construction Phase Services.** When authorized to provide construction observation or construction management services, Williams & Works' liability with regard to the compliance of construction to construction documents prepared by Williams & Works shall be only as expressly described in the Scope of Services.
19. **Federal/Local Right to Know Compliance.** In compliance with the Federal Hazard Communication Standards and applicable local laws or ordinances, the Client shall provide Williams & Works with a list of hazardous substances in the work place to which Williams & Works employees or subcontractors may be exposed in performance of the services to be provided under this Agreement. The Client shall also provide a listing of protective measures in case exposure to said hazardous substances occurs.
20. **Third Party Rights.** Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than the Client and Williams & Works.
21. **Limitation of Liability.** The Client agrees that the total liability of Williams & Works under this Agreement for Client's damages, including but not limited to attorney fees and costs, is limited to the amount of this Agreement.



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

MEMORANDUM

DATE: Thursday, February 12, 2026

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **February 16th City Council meeting agenda – Request to vacate Division Street north of Main Avenue**

Background: In 2025, Mead Johnson, located at 725 E. Main Avenue, presented concepts to the City of Zeeland regarding manufacturing facility modernizations and expansions that were being planned. Throughout 2025, Mead Johnson acquired and rezoned additional parcels on the block contiguous to their existing site to accommodate the proposed expansion. As part of assembling the necessary land area, Mead Johnson purchased two parcels adjacent to North Division Street, in addition to already owning the third parcel that also abuts the street.

To unify their site and facilitate the proposed redevelopment, Mead Johnson has formally requested that the City vacate a portion of North Division Street, as outlined in their February 6, 2026 request letter (attached). The portion of North Division Street in question is a dead-end street, and Mead Johnson owns property on all three sides of the segment proposed to be vacated.

Procedure Overview: The City's street vacation process is outlined in the memorandum prepared by the City Attorney dated July 13, 2011 (attached). As described in that procedure, upon receipt of a street vacation request, the initial step is for City Council to refer the request to the Planning Commission for review and recommendation.

The procedure memo further outlines that the Planning Commission may, if deemed necessary, require that a traffic study be conducted prior to making a final recommendation to City Council. The procedure also provides that the Planning Commission's next steps may include scheduling and holding a public hearing before forwarding a recommendation to Council. It should be noted that following Planning Commission review, the process includes a required City Council public hearing before a final decision may be made.

Mead Johnson has indicated in their February 6, 2026 request that they do not believe a traffic study is warranted, given that the street segment is not a through street and is bordered entirely by property under their ownership. At this time, staff does not anticipate a need for a traffic study based on the current configuration and use of the street. However, this determination will be made by the Planning Commission.

Next Steps / Staff Recommendation: At the February 16, 2026 City Council meeting, staff will recommend that the North Division Street vacation request from Mead Johnson, LLC be referred to the Planning Commission in accordance with the City's established procedure.

The Planning Commission would be expected to first consider the request at its March 5, 2026 meeting, at which time it may determine whether to schedule a public hearing and outline any additional information needed prior to making a recommendation to City Council.

I hope this memo is helpful in explaining the proposed street vacation that will come before City Council on February 16th, as well as the City's process for reviewing this type of request. Please feel free to contact me with any questions regarding this memo or the attached materials.

City of Zeeland

FEB 06 2026



Received

February 6, 2026

Mr. Timothy Maday
Community Development Director - City of Zeeland
21 S. Elm Street
Zeeland, MI 49464

RE: Request for Vacation of N. Division Street, City of Zeeland

Dear Mr. Maday:

On behalf Mead Johnson & Company, LLC (“Mead Johnson”), I respectfully submit this formal request for the vacation and transfer of ownership of N. Division Street, located adjacent to Mead Johnson’s property at 725 East Main Street, within the City of Zeeland.

N. Division Street, North of E. Main Avenue, is completely surrounded, with the exception of its connection to Main Avenue to the South, by Mead Johnson property. By approving this request, Mead Johnson will have contiguous property along E. Main Avenue, allowing for the planned expansion of our facility.

We believe that vacating N. Division Street would support both our continued investment in Zeeland and the City’s long-term development goals. This street vacation will allow Mead Johnson to eliminate all curb cuts (driveways, entryways) along E. Main Avenue, covering the stretch of E. Main Avenue between the existing entry, just west of the Mead Johnson office at 725 E. Main Avenue, and Carlton Street. This stretch of E. Main Avenue will then have contiguous sidewalk and landscaping for this entire length. If the vacation is approved, we are prepared to assume full responsibility for the vacated area, including maintenance and any improvements required as part of the City’s conditions. Therefore, the City will also benefit from the reduced maintenance and service requirements of this street.

As N. Division Street is a dead-end street with no current traffic (serving only one house and two (4) unit townhouses which are all vacant and to be demolished), we do not believe that a traffic study is warranted. Relevant legal description and plats of survey are attached to this request.

We respectfully request that the City Council refer this matter to the appropriate departments for review and initiate the formal vacation process as outlined in the City’s procedures.



Thank you for your time and consideration. We value our relationship with the City of Zeeland and appreciate the Council's ongoing efforts to support responsible growth and economic vitality. Please feel free to contact me at allan.barron@reckitt.com should you need additional information.

Respectfully,

Allan Barron

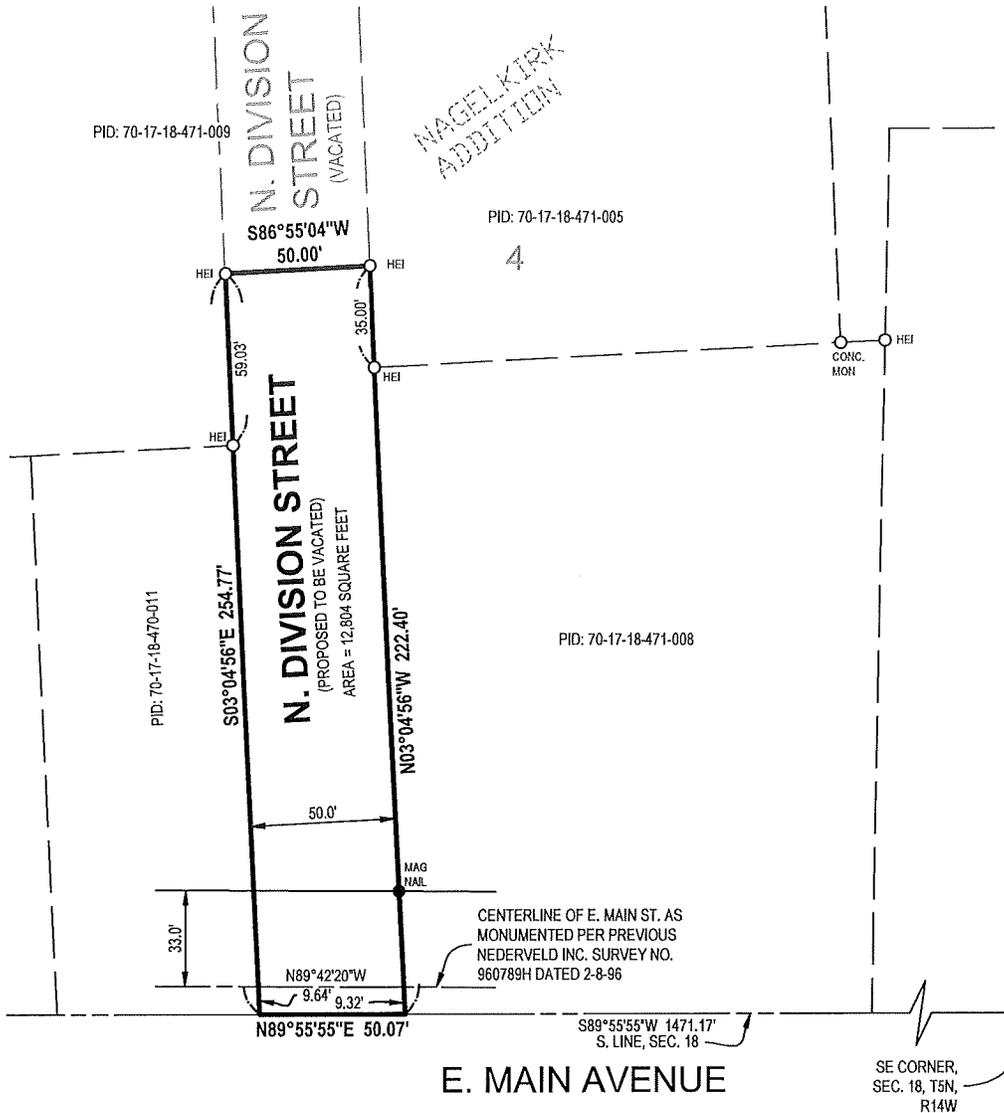
Allan Barron
Sr. Manager Engineering, Vivid Project

Enclosures

EXHIBIT "A"

Received

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



DESCRIPTION

PROPOSED VACATION:

Part of N. Division Street within the plat of the Nagelkirk Addition to the City of Zeeland as recorded in Liber 14 of Plats, Page 11, Ottawa County Records being part of the Southeast 1/4 of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan, described as: Beginning at the Southeast corner of said Section; thence S89°55'55"W 1471.17 feet along the South line of said Section to the Point of Beginning; thence N03°04'56"W 257.40 feet along the East line of N. Division Street; thence S86°55'04"W 50.00 feet; thence S03°04'56"E 254.77 feet along the West line of N. Division Street; thence N89°55'55"E 50.07 feet along the South line of said Section to the Point of Beginning. Contains 12,804 square feet. Subject to easements, restrictions and rights-of-way of record.

LEGEND

- Iron-Found
- Iron-Set

SCALE: 1" = 50' 0' 25' 50'



| | | |
|-------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Reckitt Zeeland Aaron Holder 100 North Fairview St Zeeland, MI 49464 | | www.nederveld.com • 800.222.1888 Holland 730 Chicago Dr. Holland, MI 49423 Phone: 616.393.0449 Grand Rapids • Ann Arbor |
| Mead Johnson-Zeeland N Division St & E Main Ave | | |
| DRAWN BY: BS REV. BY: REV.: | DATE: 11-13-25 REV. DATE: | PRJ #: 25200662XA 1 OF 1 |

25200662XA.MXD 11/14/2025 14:45

FEB-06-2026

Received



LOCATION MAP

LEGEND

- △ Benchmark
- Point
- Point

SURVEYOR'S NOTES

1. This survey was conducted in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-01.
2. The area to be surveyed is shown in blue on the attached plan and is located in the City of Zeeland, Michigan, Township 36 North, Range 14 West, Section 14.
3. The survey was conducted in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-01.
4. The survey was conducted in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-01.
5. The survey was conducted in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-01.

BENCHMARKS

- BENCHMARK #1: ELEV. = 421.11 (BAND B)
- BENCHMARK #2: ELEV. = 421.11 (BAND B)
- BENCHMARK #3: ELEV. = 421.11 (BAND B)
- BENCHMARK #4: ELEV. = 421.11 (BAND B)
- BENCHMARK #5: ELEV. = 421.11 (BAND B)
- BENCHMARK #6: ELEV. = 421.11 (BAND B)
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DESCRIPTION

This is a plat of land in the City of Zeeland, Michigan, Township 36 North, Range 14 West, Section 14. The land is bounded on the north by the centerline of E. Main Ave., on the east by the centerline of N. Division St., on the south by the centerline of N. Carlnton St., and on the west by the centerline of E. Washington Ave. The land is divided into lots and is to be used for residential purposes. The survey was conducted in accordance with the Michigan Professional Land Surveyors Act, Public Act 200 of 1977, and the Michigan Board of Land Surveyors, Board Order 2012-02-01.



SCALE: 1" = 150'

Know what's below
CALL before you dig



811
CALL before you dig
The Michigan Department of Transportation (MDOT) is the lead agency for the 811 program. MDOT is responsible for the coordination and management of the 811 program. MDOT is also responsible for the development and implementation of the 811 program. MDOT is also responsible for the maintenance and operation of the 811 program. MDOT is also responsible for the evaluation and improvement of the 811 program. MDOT is also responsible for the promotion and public awareness of the 811 program. MDOT is also responsible for the training and education of the 811 program. MDOT is also responsible for the research and development of the 811 program. MDOT is also responsible for the funding and financing of the 811 program. MDOT is also responsible for the monitoring and reporting of the 811 program. MDOT is also responsible for the coordination and management of the 811 program. MDOT is also responsible for the development and implementation of the 811 program. MDOT is also responsible for the maintenance and operation of the 811 program. MDOT is also responsible for the evaluation and improvement of the 811 program. MDOT is also responsible for the promotion and public awareness of the 811 program. MDOT is also responsible for the training and education of the 811 program. MDOT is also responsible for the research and development of the 811 program. MDOT is also responsible for the funding and financing of the 811 program. MDOT is also responsible for the monitoring and reporting of the 811 program.

Experience... the Difference

NEDERVELD
 10000 Grand Rapids Ave.
 Holland, MI 49424-1000
 Phone: 616-841-1100
 Fax: 616-841-1101
 Email: info@nederveld.com

HOLLAND
 10000 Grand Rapids Ave.
 Holland, MI 49424-1000
 Phone: 616-841-1100
 Fax: 616-841-1101
 Email: info@nederveld.com

GRAND RAPIDS
 10000 Grand Rapids Ave.
 Grand Rapids, MI 49508-1000
 Phone: 616-841-1100
 Fax: 616-841-1101
 Email: info@nederveld.com

ANN ARBOR
 10000 Grand Rapids Ave.
 Ann Arbor, MI 48106-1000
 Phone: 616-841-1100
 Fax: 616-841-1101
 Email: info@nederveld.com

PREPARED FOR:
 Roadit Zeeland
 Aaron Hilder

CREATED:
 Date: 02/06/2026

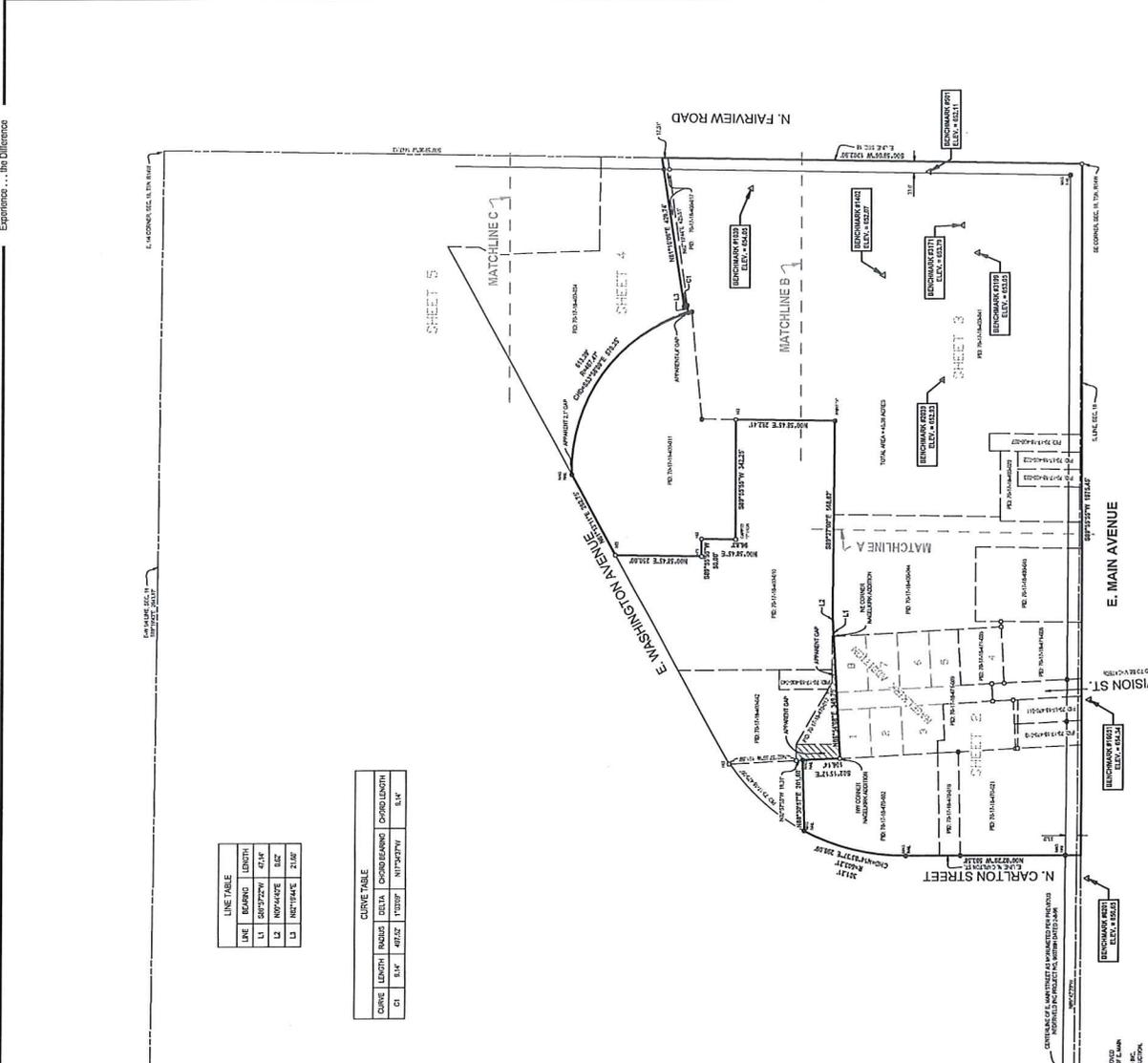
REVISIONS:

| NO. | DATE | DESCRIPTION |
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| 1 | 02/06/2026 | INITIAL RELEASE |
| 2 | 02/06/2026 | REVISION |
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Mead Johnson-Zeeland
 Topographic Survey
 E. MAIN AVE.
 PART OF THE SOUTHWEST 1/4 OF SECTION 14, TOWNSHIP 36 NORTH, RANGE 14 WEST, SECTION 14, ZEELAND, CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

STAMP:

PROJECT NO.: 25200862
SHEET NO.: TO.4
SHEET: 1 OF 5



City of Zeeland
 10000 Grand Rapids Ave.
 Holland, MI 49424-1000
 Phone: 616-841-1100
 Fax: 616-841-1101
 Email: info@nederveld.com

JAMES A. DONKERSLOOT

Attorney at Law

132 E. MAIN
P.O. Box 230
ZEELAND, MICHIGAN 49464

TELEPHONE (616) 772-9000
FAX (616) 772-1212
E-MAIL: jadlawoff@aol.com

MEMO

July 13, 2011

To: Art Grimes

Re: Vacating of a Portion of Jefferson Street

Dear Art:

A question was raised as to the procedures which would be required to be followed in order to vacate a portion of Jefferson Street. In response to the request for information, please note the following procedural outline:

- A. A signed, written request to vacate a portion of Jefferson Street must be filed by the requesting property owner or owners with the City Clerk's Office. The written request should also include the legal description and a map of the proposed area of Jefferson Street for which the vacating of the road is proposed.
- B. The requesting property owner(s) may also wish to include in their request a commitment to pay for the cost of any infrastructure improvements which may be required if the road were to be vacated. (I would expect that the City Council would also require such a payment as a condition to vacating a portion of Jefferson Street.)
- C. Upon filing this request, the City Council would refer the request to the Planning Commission for a recommendation. (As a general rule, the City Council asks for a Planning Commission recommendation before the City Council approves a notice of intent or takes any final action as to the vacating of a street.)
- D. The Planning Commission may recommend that a traffic study be done by a traffic engineer.

It is recommended that the property owner(s) order and provide a traffic study from a traffic engineer as to why the closing of a portion of Jefferson Street will not be harmful. This study should be provided prior to the public hearing before the City Council. The Planning Commission may also possibly want to receive and review such a study before it makes its recommendation to the City Council. In addition, the City may wish to order its own independent traffic engineering study.

Memo

Re: Vacating a Portion of Jefferson Street

Page 2

- E. The Planning Commission may or may not be willing to make a recommendation as to the vacating of a street without additional study and without its first holding a public hearing on this matter.
- F. By Zeeland City Charter Section 5.13, the City Council will have to consider the request, and if it desires, approve a resolution of intent to vacate the street and to schedule a public hearing before the Zeeland City Council. [The City Council would not pass its resolution of intent prior to a written request being filed with the City of Zeeland from the adjacent property owner(s).]
- G. By law, the City must give and publish at least a 30-day notice regarding a public hearing to vacate a street and pursuant to Zeeland's Charter requirements, this notice must be published in at least three weeks' papers.
- H. If any adjacent property owner or member of the public files an objection, approval of the vacating of the street would require five City Council member votes.

If you have any questions regarding this memo, please contact me.

Sincerely,

James A. Donkersloot
Zeeland City Attorney

JAD\njk

cc Zeeland City Council
/Zeeland City Planning Commission



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

MEMORANDUM

DATE: Thursday, February 12, 2026

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **February 16th City Council meeting agenda – Plumbing and Mechanical Inspection Contract – West Shore Inspections, LLC**

Background: Since 2010, the City of Zeeland has partnered with the City of Holland for mechanical inspections. In 2012, the contract between the two units of government was expanded to include plumbing inspections. This partnership has been very beneficial to both communities. It has allowed the City to gain efficiencies through the pooling of resources and has benefitted contractors through consistent interpretation and enforcement of codes in both jurisdictions. During the nearly 16-year partnership, the City of Holland has completed more than 4,500 plumbing, mechanical, and water and sewer service inspections for the City of Zeeland.

Current Status: As both cities continue to experience economic growth, inspection needs have increased. Holland's capacity has been constrained, and long-term projections indicate that inspection demand is expected to remain high in both communities. In order to best serve residents, contractors, and both municipalities moving forward, the City of Zeeland will transition to a separate plumbing and mechanical inspection contractor.

Next Steps: On February 16, staff will bring the attached proposed contract with West Shore Inspections, LLC (Inspector: Robert Modreske) to City Council for review and action. Mr. Modreske has worked in West Michigan for decades and currently serves as the inspector for neighboring units of government. He has also, on occasion, assisted the City of Holland by conducting inspections within the City of Zeeland. Mr. Modreske is known for his knowledge, timeliness, and attention to detail. The attached contract has been reviewed and revised by the City Attorney, who finds it to be acceptable.

Staff Recommendation: Staff recommends that City Council approve the contract with West Shore Inspections, LLC to serve as the City of Zeeland's plumbing and mechanical inspection contractor.

Timothy Maday, Community Development Director

MECHANICAL AND PLUMBING INSPECTION SERVICE AGREEMENT

This Mechanical and Plumbing Inspection Services Agreement (“Agreement”) is made as of February 1, 2026 between the City of Zeeland, a Michigan municipal corporation, whose address is 21 S. Elm Street, Zeeland, Michigan 49464 (“City”), and West Shore Inspections, LLC, a limited liability company, whose address is 2644 – 15th Street, Hopkins, Michigan 49328 (“West Shore”).

RECITALS

- A. The City enforces the State Construction Code including the State Building, Electrical, Mechanical and Plumbing Codes as well as the International Property Maintenance Code, (collectively referred to as the “Codes”).
- B. West Shore retains personnel who are properly licensed and certified to perform mechanical and plumbing permitting and also inspecting and enforcement services under the Codes, and West Shore is in the business of providing these services for municipalities in Michigan, subject to the oversight of municipal building officials.
- C. The City desires to retain the services of West Shore to perform mechanical and plumbing code permitting and inspection and enforcement services for the City, subject to the oversight of municipal building officials,

TERMS AND CONDITIONS

NOW, THEREFORE, the parties agree to the following terms:

1. Retention of West Shore. The City retains West Shore as an independent contractor to provide permitting, inspection and enforcement services under the Codes within the City. Specifically, West Shore shall provide the services of Robert Modreske who shall act as the City’s mechanical and plumbing inspector and also as its mechanical and plumbing code enforcement officer.
2. Duties of West Shore. West Shore shall have and agrees to perform the following duties:
 - a. Provide all mechanical and plumbing permitting and inspecting and enforcing services under the Codes;
 - b. Acquire and maintain a full working knowledge of the Codes;
 - c. Complete and provide to the City a permanent record of the duties performed pursuant to this Agreement;

- d. Provide inspection certificates and notices of violation as may be required under the Codes, after issuance of such documents have been approved by the City building official;
- e. Consult with and assist the City, its administrative staff and its attorneys with respect to problems with particular construction projects, prosecutions for violations of the Codes, questions of interpretation or application of the mechanical and plumbing portions of the Codes and other matters relating to the performance of inspections and the enforcement of the mechanical and plumbing portions of the Codes;
- f. Perform all duties in a timely and competent manner satisfactory to the City; and,
- g. Assure that all persons performing duties under this Agreement have and maintain all license, certifications and other credentials or approvals required to perform the services West Shore is obligated to perform under this Agreement.

3. Compensation. As compensation for services to be provided by West Shore, the City agrees to pay compensation in accordance with the attached Statement of Hours and Rates.

4. Hours. West Shore shall schedule all inspections subject to any limitations of state law. Further, West Shore shall be reasonably available and for sufficient amounts of time as the need for such inspections demands.

5. Independent Contractor. West Shore acknowledges that in performance of all work and duties pursuant to the Agreement, West Shore shall be at all times performing as an independent contractor. Except for compliance with the provisions of this Agreement, the City shall neither have nor exercise any control or direction over the methods and means by which West Shore performs its duties and work. West Shore shall provide and maintain, at its sole expense, all equipment and supplies necessary to perform the duties required under this Agreement and shall pay all ancillary expenses related to such performance. West Shore shall provide for its own transportation for the performance of duties under this Agreement and shall be responsible for all expenses related to the operation of the motor vehicle(s), including without limitation, fuel, repair, maintenance, insurance and other incidental expenses.

6. Insurance. Worker's Compensation. Indemnification.

- a. Vehicle Insurance. West Shore, at its sole expense, shall secure and maintain in force comprehensive motor vehicle liability insurance during the term of this Agreement and shall provide the City with a copy of the certificate of insurance upon request from the City.
- b. Comprehensive General Liability Insurance. West Shore, at its sole expense, shall secure and maintain in force comprehensive general liability insurance during the term of the Agreement and shall provide the City with a copy of the certificate of insurance upon request from the City. Such insurance shall include the City as an additional named insured and shall provide general liability coverage for property damage and personal injury (including death) arising from any act or omission of West Shore for the minimum coverage limits of:
 - i. \$1,000,000 per occurrence; and,
 - ii. \$2,000,000 aggregate.

- c. Worker's Compensation Insurance. West Shore, at its sole expense, shall secure and maintain in force worker's compensation insurance during the term of this Agreement, in compliance with applicable laws.
7. Governmental Function. The parties agree that the duties performed under this Agreement are governmental functions in accordance with the Codes. No party shall waive or otherwise act to jeopardize any immunity available to the other party.
8. Indemnification. West Shore agrees to indemnify and hold harmless the City and its officers, employees, representatives and agents from and against all claims, demands, actions, causes of action, losses, liability and costs/expenses (including reasonable attorney fees) in any manner arising from or related to West Shore's acts and omissions in matters involving its duties and responsibilities under this Agreement. Each party shall notify the other party of any knowledge and information which may result in a claim against either of them, and shall cooperate with the other party whenever any claim is filed against either party involving, in any manner, the performance of this Agreement.
9. Enforcement Duties. West Shore shall not have authority and discretion to issue citations for violations of the mechanical code, plumbing code, or any other Code but shall recommend enforcement action to the City Building Official who does have said authority. If West Shore is required to attend court for such purpose, then it shall receive additional compensation on an hourly basis for such time, measured from when West Shore personnel are obligated to arrive at court and when they are released from any obligation for the day.
10. Term. The term of this Agreement commences on February 1, 2026. Termination by either party requires a written notice not less than 60 days before termination to the other party. However, the City may immediately terminate this Agreement if West Shore is not capable of performing the services required by this Agreement.
11. Discrimination. West Shore agrees and covenants that West Shore and West Shore's employees shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.
12. Nonperformance. In the event that West Shore has not completed the work to be performed pursuant to this Agreement, then the City shall have the right to contract with a third party for the performance of the work to be performed as required by this Agreement.
13. Assignment and Delegation. West Shore may not assign or subcontract any rights or obligations under this Agreement.
14. Notices. All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; (c) sent by an overnight express courier service that provides

written confirmation of delivery at the addresses shown above; or (d) by email if confirmation is provided that the email was received by the party to whom a notice is to be given.

15. Severability. If any provision of this Agreement or its application to any person or circumstance is, for any reason and to any extent, invalid or unenforceable, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected by it, but rather shall be enforced to the greatest extent permitted by law.

16. Captions. Any section titles or captions contained in this Agreement are for convenience only and shall not be deemed part of the context of this Agreement.

17. Modifying the Agreement. This Agreement may be modified only by a written agreement which is signed by both parties.

18. Counterparts. This Agreement may be executed in multiple counterparts, and each shall be deemed to be an original.

19. Effect. This Agreement shall be interpreted in accordance with the laws for the State of Michigan. The undersigned hereby acknowledge that they have authority and have been authorized to sign this contract by the respective parties.

20. Entire Agreement. This is the entire Agreement between West Shore and the City.

In witness thereof on this _____ day of February, 2026 by West Shore Inspections:

WEST SHORE INSPECTIONS, LLC

By: _____
Robert Modreske, Its Member

In witness thereof on this _____ day of February, 2026 by the City of Zeeland:

CITY OF ZEELAND

By: _____
Richard J. Van Dorp III, Its Mayor

By: _____
Kristi DeVerney, Its City Clerk

Statement of Hours and Rates

West Shore Inspections, LLC is contracted to do Plumbing and Mechanical Inspections and Plan Reviews as requested. All enforcement is to be done by the governmental agency which is the City of Zeeland.

Regular Hours

Inspections will be done for commercial, industrial and residential projects for a fee of \$75 per inspection. Such an inspection rate is for an inspection lasting 1/2 hour or less on the job site. If there is any additional time at the job site, the additional fraction of time will be charged at the rate of \$37.50 per 1/2 hour.

An inspection is characterized as being one inspection per house, townhouse or one-half of a duplex. For multi-family apartments, every two units will equal one inspection. For multi-family inspections, a fraction thereof will be an additional inspection. For example, a 24-unit apartment will equal twelve inspections if the inspections are all done at the same time. A 25-unit apartment will equal thirteen inspections if they are all are done at the same time.

Plan Reviews will be done for commercial, industrial and residential projects as determined to be needed by the building official. A set of plans will be required for West Shores Inspections, LLC's records. The Plan Review fee will be \$125 per hour.

Plan Review Rate

The Plan Review rate is \$125 per hour with a minimum of one hour charged for each plan review. If the time for a Plan Review exceeds one hour, the additional time will be charged in one-half hour increments after the first hour of the Plan Review.

After-Hours Rate

Inspection hours will be Monday through Friday, from 7 am to 5 pm. The after-hours rates will be as follows: \$125 per inspection for the first one-half hour, and \$50 for each additional one-half hour.

Court Hours

\$125 per hour

Miscellaneous Information

- West Shore Inspections, LLC will provide Plumbing and Mechanical Inspection Services and they shall be in compliance with the applicable State of Michigan Plumbing Code and the Michigan Mechanical Code. West Shore Inspections, LLC will comply with the State of Michigan registration requirements so as to lawfully perform the work specified.
- The dress code for West Shore Inspections, LLC is that personnel must be compliant with OSHA Standards. Personnel will wear blue jeans, proper shoes and a button-down shirt. A hard hat, safety glasses and a safety vest will be worn when required.



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Snowmelt Special Assessment Public Hearing
DATE: February 13, 2026
CC: City Council Work Study Items February 16, 2026

At the Monday, February 16 meeting, City Council will host a public hearing to receive input regarding the proposed Snowmelt Special Assessment for the operation, maintenance, and future replacement of the downtown snowmelt system.

As outlined in Resolution No. 2, the City Council has tentatively determined the necessity of continuing the special assessment process and has established the proposed special assessment district. The February 16 public hearing provides an opportunity for affected property owners and other interested parties to comment on the proposed assessment district.

Following the close of the public hearing, City Council will be asked to consider adoption of Resolution No. 3, which authorizes the City Assessor to prepare the special assessment roll for the Snowmelt Special Assessment District, 2026-1-SM. Approval of this resolution will allow the statutory process to move forward, with the understanding that public input received at the hearing will be considered in the development of the special assessment roll.

Attached to this memo are copies of the information provided to council to date including Snowmelt Special Assessment Resolution No. 1, 2, and 3 and the Snowmelt Special Assessment Report.

Recommendation: City Council approve Snowmelt Special Assessment Resolution No. 3 which authorizes the City Assessor to develop the special assessment roll.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

RESOLUTION NO. 3

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

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on February 16, 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, after due and legal notice, has met and heard all interested persons to be affected by the proposed public improvements described in Exhibit A, attached hereto and made a part hereof;

AND WHEREAS, the City Council deems it advisable and necessary to proceed with said public improvements.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby determines to make, operate and maintain the public improvements described above and to defray part of the cost by special assessment upon the properties specially benefited in proportion to the benefits to be derived.

2. The Council determines that of said total estimated cost, the sum of \$86,321.80 is to be paid by special assessment upon the properties specially benefited, as more particularly hereinafter described, and that the sum of \$405,519.92 shall be the obligation of the city-at-large because of benefit to the city-at-large.

3. The City Council hereby designates the lots and parcels of land described in Exhibit B, which is attached hereto and is made a part hereof, as the property to comprise the special assessment district upon which the special assessments shall be levied if it is determined that a lot and parcel are benefitted.

4. The number of installments in which assessments may be paid is hereby determined to be two (2) annual installments.

5. The City Assessor is hereby directed to prepare a special assessment roll for the said improvements according to the benefits to be received.

6. When the Assessor shall have completed the assessment roll, he shall file the same with the City Clerk for presentation to the Council.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 16, 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)

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

For the Fiscal Years Ending in 2027 – 2028

Project Description:

The work of the project is described as follows:

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

All such areas are located within the City of Zeeland, County of Ottawa, and State of Michigan.

The special assessments for this project do not include the initial costs for the installation and purchase of boilers, piping, valves and other necessary ancillary components of the initial snowmelt system.

EXHIBIT B

Snowmelt Special Assessment District, 2026-1-SM:

City of Zeeland County of Ottawa, Michigan

| PARCEL | ADDRESS | OWNER NAME |
|------------------|----------------------------------------|--------------------------------|
| 70-17-18-356-063 | 17 E Main Ave, Zeeland, MI 49464 | 17 E MAIN LLC |
| 70-17-18-356-034 | 25 E Main Ave, Zeeland, MI 49464-1701 | AT&T |
| 70-17-18-356-025 | 37 E Main Ave, Zeeland, MI 49464-1701 | ZEELAND HISTORICAL |
| 70-17-18-356-027 | 47 E Main Ave, Zeeland, MI 49464-1761 | MRB DEVELOPMENT LLC |
| 70-17-18-356-046 | 55 E Main Ave, Zeeland, MI 49464-1701 | Z & S PROPERTIES LLC |
| 70-17-18-356-045 | 18 N Elm St, Zeeland, MI 49464 | HUNTINGTON BANK |
| 70-17-18-357-047 | 101 E Main Ave, Zeeland, MI 49464-1757 | ZEELAND BNK INVES LLC C&O CORP |
| 70-17-18-357-023 | 111 E Main Ave, Zeeland, MI 49464 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-024 | 113 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-025 | 115 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-049 | 119 E Main Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-050 | 121 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-357-051 | 123 E Main Ave, Zeeland, MI 49464-1768 | 123 DEVELOPMENT INC |
| 70-17-18-357-052 | 129 E Main Ave, Zeeland, MI 49464-1735 | DSME PROPERTIES LLC |
| 70-17-18-357-037 | 131 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-038 | 133 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS |
| 70-17-18-357-065 | 137 E Main Ave, Zeeland, MI 49464-1735 | WOODEN NICKEL PROPERTIES |
| 70-17-18-357-056 | 139 E Main Ave, Zeeland, MI 49464 | VQUEST PROPERTIES LLC |
| 70-17-18-357-057 | 141 E Main Ave, Zeeland, MI 49464-1735 | VQUEST PROPERTIES LLC |
| 70-17-18-357-033 | 143 E Main Ave, Zeeland, MI 49464-1735 | BRIAN VAN HOVEN TRUST |
| 70-17-18-357-063 | 145 E Main Ave, Zeeland, MI 49464-1735 | VAN HOVEN BRIAN |
| 70-17-18-357-059 | 149 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-398-044 | 201 E Main Ave, Zeeland, MI 49464-1737 | SUNDAY LUNCH PROPERTIES LLC |
| 70-17-18-398-045 | 205 E Main Ave, Zeeland, MI 49464-1737 | QUALITY COURT LLC |
| 70-17-18-398-046 | 217 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |
| 70-17-18-398-047 | 225 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |
| 70-17-18-398-023 | 231 E Main Ave, Zeeland, MI 49464-1737 | KNOPER RONALD-SHIRLEY |
| 70-17-18-398-014 | 237 E Main Ave, Zeeland, MI 49464-1737 | MICHIGAN PIZZA HUT INC |
| 70-17-18-398-035 | 243 E Main Ave, Zeeland, MI 49464-1737 | LEE & YOO LLC |
| 70-17-18-399-021 | 303 E Main Ave, Zeeland, MI 49464-1323 | ZEELAND CITY OF |
| 70-17-18-399-013 | 315 E Main Ave, Zeeland, MI 49464 | GDP PROPERTIES LLC |
| 70-17-18-399-023 | 323 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-028 | 331 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-032 | 349 E Main Ave, Zeeland, MI 49464 | GDP - ZEELAND LLC |
| 70-17-18-460-019 | 421 E Main Ave, Zeeland, MI 49464-1325 | BA KOBE 1701 LLC |
| 70-17-19-101-044 | 10 E Main Ave, Zeeland, MI 49464 | JCJ HOLDINGS LLC |
| 70-17-19-101-045 | 16 E Main Ave, Zeeland, MI 49464-1702 | JCJ HOLDINGS LLC |

| | | |
|------------------|------------------------------------------|-----------------------------|
| 70-17-19-101-049 | 20 E Main Ave, Zeeland, MI 49464-1702 | NORTH ST CHR REF CHURCH |
| 70-17-19-101-052 | 52 E Main Ave, Zeeland, MI 49464-1751 | ELIZARDO HOLDINGS |
| 70-17-19-101-047 | 62 E Main Ave, Zeeland, MI 49464-1702 | VANDEPOEL MARY L TRUST |
| 70-17-19-101-053 | 14 S Elm St, Zeeland, MI 49464-1751 | MRB DEVELOPMENT LLC |
| 70-17-19-101-051 | 16 S Elm St, Zeeland, MI 49464 | 16 S ELM ST LLC |
| 70-17-19-102-002 | 110 E Main Ave, Zeeland, MI 49464-1736 | BRUMMEL PROPERTIES LLC |
| 70-17-19-102-003 | 114 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-031 | 120 E Main Ave, Zeeland, MI 49464-1736 | 120 MAIN LLC |
| 70-17-19-102-032 | 122 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-033 | 124 E Main Ave, Zeeland, MI 49464-1736 | VAN KAMPEN GARY-VALERIE |
| 70-17-19-102-043 | 126 E Main Ave, Zeeland, MI 49464-1736 | EQUIT. LEARNING INVESTMENTS |
| 70-17-19-102-034 | 130 E Main Ave, Zeeland, MI 49464-1736 | 130 MAIN STREET LLC |
| 70-17-19-102-009 | 132 E Main Ave A, Zeeland, MI 49464-1736 | K & H HOLDINGS LLC |
| 70-17-19-102-035 | 132 E Main Ave, Zeeland, MI 49464-1736 | DONKERSLOOT JAMES-SARA |
| 70-17-19-102-036 | 134 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC- |
| 70-17-19-102-012 | 136 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC |
| 70-17-19-102-013 | 138 E Main Ave, Zeeland, MI 49464-1736 | BLACK LAKE CAPITAL LLC |
| 70-17-19-102-014 | 140 E Main Ave, Zeeland, MI 49464-1736 | 3D PROPERTIES LLC |
| 70-17-19-102-037 | 144 E Main Ave, Zeeland, MI 49464-1736 | FEEL THE ZEEL LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC (Private Patio) |
| 70-17-19-102-017 | 150 E Main Ave, Zeeland, MI 49464-1736 | LAKESHORE INVESTOR GROUP |
| 70-17-19-102-018 | 154 E Main Ave, Zeeland, MI 49464-1774 | MM&S HOLDINGS LLC |
| 70-17-19-102-019 | 156 E Main Ave, Zeeland, MI 49464-1736 | NEWZ PROPERTIES LLC |
| 70-17-19-126-021 | 15 S Church St, Zeeland, MI 49464-1738 | FIRST CHR REF CHURCH |
| 70-17-19-126-022 | 244 E Main Ave, Zeeland, MI 49464-1738 | GL RENTALS LLC |
| 70-17-19-103-009 | 156 E. Cherry Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-041 | 26 N Church St, Zeeland, MI 49464 | STEENLAND TIM-HOP RANDALL |
| 70-17-18-357-045 | 146 E Washington Ave, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-001 | 55 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-009 | 49 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-011 | 34 N Centennial St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-043 | 25 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |

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.

RESOLUTION NO. 2

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

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

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

PRESENT: Council Members _____

ABSENT: Council Members _____

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

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

AND WHEREAS, the City Council has reviewed said report;

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

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

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

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

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

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

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

NOTICE OF SPECIAL ASSESSMENT HEARING

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

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

| PARCEL | ADDRESS | OWNER NAME |
|------------------|----------------------------------------|--------------------------------|
| 70-17-18-356-063 | 17 E Main Ave, Zeeland, MI 49464 | 17 E MAIN LLC |
| 70-17-18-356-034 | 25 E Main Ave, Zeeland, MI 49464-1701 | AT&T |
| 70-17-18-356-025 | 37 E Main Ave, Zeeland, MI 49464-1701 | ZEELAND HISTORICAL |
| 70-17-18-356-027 | 47 E Main Ave, Zeeland, MI 49464-1761 | MRB DEVELOPMENT LLC |
| 70-17-18-356-046 | 55 E Main Ave, Zeeland, MI 49464-1701 | Z & S PROPERTIES LLC |
| 70-17-18-356-045 | 18 N Elm St, Zeeland, MI 49464 | HUNTINGTON BANK |
| 70-17-18-357-047 | 101 E Main Ave, Zeeland, MI 49464-1757 | ZEELAND BNK INVES LLC C&O CORP |
| 70-17-18-357-023 | 111 E Main Ave, Zeeland, MI 49464 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-024 | 113 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-025 | 115 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-049 | 119 E Main Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-050 | 121 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-357-051 | 123 E Main Ave, Zeeland, MI 49464-1768 | 123 DEVELOPMENT INC |
| 70-17-18-357-052 | 129 E Main Ave, Zeeland, MI 49464-1735 | DSME PROPERTIES LLC |
| 70-17-18-357-037 | 131 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-038 | 133 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS |
| 70-17-18-357-065 | 137 E Main Ave, Zeeland, MI 49464-1735 | WOODEN NICKEL PROPERTIES |
| 70-17-18-357-056 | 139 E Main Ave, Zeeland, MI 49464 | VQUEST PROPERTIES LLC |
| 70-17-18-357-057 | 141 E Main Ave, Zeeland, MI 49464-1735 | VQUEST PROPERTIES LLC |
| 70-17-18-357-033 | 143 E Main Ave, Zeeland, MI 49464-1735 | BRIAN VAN HOVEN TRUST |
| 70-17-18-357-063 | 145 E Main Ave, Zeeland, MI 49464-1735 | VAN HOVEN BRIAN |
| 70-17-18-357-059 | 149 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-398-044 | 201 E Main Ave, Zeeland, MI 49464-1737 | SUNDAY LUNCH PROPERTIES LLC |
| 70-17-18-398-045 | 205 E Main Ave, Zeeland, MI 49464-1737 | QUALITY COURT LLC |
| 70-17-18-398-046 | 217 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |
| 70-17-18-398-047 | 225 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |

| | | |
|------------------|------------------------------------------|-----------------------------|
| 70-17-18-398-023 | 231 E Main Ave, Zeeland, MI 49464-1737 | KNOPER RONALD-SHIRLEY |
| 70-17-18-398-014 | 237 E Main Ave, Zeeland, MI 49464-1737 | MICHIGAN PIZZA HUT INC |
| 70-17-18-398-035 | 243 E Main Ave, Zeeland, MI 49464-1737 | LEE & YOO LLC |
| 70-17-18-399-021 | 303 E Main Ave, Zeeland, MI 49464-1323 | ZEELAND CITY OF |
| 70-17-18-399-013 | 315 E Main Ave, Zeeland, MI 49464 | GDP PROPERTIES LLC |
| 70-17-18-399-023 | 323 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-028 | 331 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-032 | 349 E Main Ave, Zeeland, MI 49464 | GDP - ZEELAND LLC |
| 70-17-18-460-019 | 421 E Main Ave, Zeeland, MI 49464-1325 | BA KOBE 1701 LLC |
| 70-17-19-101-044 | 10 E Main Ave, Zeeland, MI 49464 | JCJ HOLDINGS LLC |
| 70-17-19-101-045 | 16 E Main Ave, Zeeland, MI 49464-1702 | JCJ HOLDINGS LLC |
| 70-17-19-101-049 | 20 E Main Ave, Zeeland, MI 49464-1702 | NORTH ST CHR REF CHURCH |
| 70-17-19-101-052 | 52 E Main Ave, Zeeland, MI 49464-1751 | ELIZARDO HOLDINGS |
| 70-17-19-101-047 | 62 E Main Ave, Zeeland, MI 49464-1702 | VANDEPOEL MARY L TRUST |
| 70-17-19-101-053 | 14 S Elm St, Zeeland, MI 49464-1751 | MRB DEVELOPMENT LLC |
| 70-17-19-101-051 | 16 S Elm St, Zeeland, MI 49464 | 16 S ELM ST LLC |
| 70-17-19-102-002 | 110 E Main Ave, Zeeland, MI 49464-1736 | BRUMMEL PROPERTIES LLC |
| 70-17-19-102-003 | 114 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-031 | 120 E Main Ave, Zeeland, MI 49464-1736 | 120 MAIN LLC |
| 70-17-19-102-032 | 122 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-033 | 124 E Main Ave, Zeeland, MI 49464-1736 | VAN KAMPEN GARY-VALERIE |
| 70-17-19-102-043 | 126 E Main Ave, Zeeland, MI 49464-1736 | EQUIT. LEARNING INVESTMENTS |
| 70-17-19-102-034 | 130 E Main Ave, Zeeland, MI 49464-1736 | 130 MAIN STREET LLC |
| 70-17-19-102-009 | 132 E Main Ave A, Zeeland, MI 49464-1736 | K & H HOLDINGS LLC |
| 70-17-19-102-035 | 132 E Main Ave, Zeeland, MI 49464-1736 | DONKERSLOOT JAMES-SARA |
| 70-17-19-102-036 | 134 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC- |
| 70-17-19-102-012 | 136 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC |
| 70-17-19-102-013 | 138 E Main Ave, Zeeland, MI 49464-1736 | BLACK LAKE CAPITAL LLC |
| 70-17-19-102-014 | 140 E Main Ave, Zeeland, MI 49464-1736 | 3D PROPERTIES LLC |
| 70-17-19-102-037 | 144 E Main Ave, Zeeland, MI 49464-1736 | FEEL THE ZEEL LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC (Private Patio) |
| 70-17-19-102-017 | 150 E Main Ave, Zeeland, MI 49464-1736 | LAKESHORE INVESTOR GROUP |
| 70-17-19-102-018 | 154 E Main Ave, Zeeland, MI 49464-1774 | MM&S HOLDINGS LLC |
| 70-17-19-102-019 | 156 E Main Ave, Zeeland, MI 49464-1736 | NEWZ PROPERTIES LLC |
| 70-17-19-126-021 | 15 S Church St, Zeeland, MI 49464-1738 | FIRST CHR REF CHURCH |
| 70-17-19-126-022 | 244 E Main Ave, Zeeland, MI 49464-1738 | GL RENTALS LLC |
| 70-17-19-103-009 | 156 E. Cherry Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-041 | 26 N Church St, Zeeland, MI 49464 | STEENLAND TIM-HOP RANDALL |
| 70-17-18-357-045 | 146 E Washington Ave, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-001 | 55 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-009 | 49 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-011 | 34 N Centennial St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-043 | 25 N Church ST, Zeeland, MI 49464 | SCFRC-HW-V LLC |

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

Project Description:

The work of the project is described as follows:

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

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

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

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

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

ADVICE OF RIGHTS:

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

THIS NOTICE is given by order of the City Council of the City of Zeeland, Michigan.

Kristi DeVerney, City Clerk

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 2, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

EXHIBIT A

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

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

For the Fiscal Years Ending in 2024 – 2026

Project Description:

The work of the project is described as follows:

- B. The operational, maintenance and future replacement costs of a snowmelt system under the sidewalks and pedestrian walkways along:
 - i. Main Avenue from State Street through the parcel at 421 E. Main Avenue;
 - ii. Elm Street from Main Avenue to Cherry Avenue;
 - iii. The East and West side of Church Street from Washington Avenue to Cherry Avenue; and,
 - iv. The crosswalks at intersections and mid-block crossings on Main Avenue, Elm Street and Church Street.

- B. The maintenance and future replacement of sidewalks and hard surface in the areas in which the snowmelt system is located;

- C. The maintenance and future replacement of piping, valves and other ancillary items which are necessary to operate a snowmelt system in the above described areas; and,

- D. The operation, maintenance and future replacement of boilers, pumps and related ancillary items which are necessary to operate a snowmelt system in the above described areas.

All such areas are located within the City of Zeeland, County of Ottawa, and State of Michigan.

The special assessments for this project do not include the initial costs for the installation and purchase of boilers, piping, valves and other necessary ancillary components of the initial snowmelt system.

EXHIBIT B

Snowmelt Special Assessment District, 2026-1-SM:

City of Zeeland County of Ottawa, Michigan

| PARCEL | ADDRESS | OWNER NAME |
|------------------|----------------------------------------|--------------------------------|
| 70-17-18-356-063 | 17 E Main Ave, Zeeland, MI 49464 | 17 E MAIN LLC |
| 70-17-18-356-034 | 25 E Main Ave, Zeeland, MI 49464-1701 | AT&T |
| 70-17-18-356-025 | 37 E Main Ave, Zeeland, MI 49464-1701 | ZEELAND HISTORICAL |
| 70-17-18-356-027 | 47 E Main Ave, Zeeland, MI 49464-1761 | MRB DEVELOPMENT LLC |
| 70-17-18-356-046 | 55 E Main Ave, Zeeland, MI 49464-1701 | Z & S PROPERTIES LLC |
| 70-17-18-356-045 | 18 N Elm St, Zeeland, MI 49464 | HUNTINGTON BANK |
| 70-17-18-357-047 | 101 E Main Ave, Zeeland, MI 49464-1757 | ZEELAND BNK INVES LLC C&O CORP |
| 70-17-18-357-023 | 111 E Main Ave, Zeeland, MI 49464 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-024 | 113 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-025 | 115 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC |
| 70-17-18-357-049 | 119 E Main Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-050 | 121 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-357-051 | 123 E Main Ave, Zeeland, MI 49464-1768 | 123 DEVELOPMENT INC |
| 70-17-18-357-052 | 129 E Main Ave, Zeeland, MI 49464-1735 | DSME PROPERTIES LLC |
| 70-17-18-357-037 | 131 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS LLC |
| 70-17-18-357-038 | 133 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS |
| 70-17-18-357-065 | 137 E Main Ave, Zeeland, MI 49464-1735 | WOODEN NICKEL PROPERTIES |
| 70-17-18-357-056 | 139 E Main Ave, Zeeland, MI 49464 | VQUEST PROPERTIES LLC |
| 70-17-18-357-057 | 141 E Main Ave, Zeeland, MI 49464-1735 | VQUEST PROPERTIES LLC |
| 70-17-18-357-033 | 143 E Main Ave, Zeeland, MI 49464-1735 | BRIAN VAN HOVEN TRUST |
| 70-17-18-357-063 | 145 E Main Ave, Zeeland, MI 49464-1735 | VAN HOVEN BRIAN |
| 70-17-18-357-059 | 149 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC |
| 70-17-18-398-044 | 201 E Main Ave, Zeeland, MI 49464-1737 | SUNDAY LUNCH PROPERTIES LLC |
| 70-17-18-398-045 | 205 E Main Ave, Zeeland, MI 49464-1737 | QUALITY COURT LLC |
| 70-17-18-398-046 | 217 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |
| 70-17-18-398-047 | 225 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC |
| 70-17-18-398-023 | 231 E Main Ave, Zeeland, MI 49464-1737 | KNOPER RONALD-SHIRLEY |
| 70-17-18-398-014 | 237 E Main Ave, Zeeland, MI 49464-1737 | MICHIGAN PIZZA HUT INC |
| 70-17-18-398-035 | 243 E Main Ave, Zeeland, MI 49464-1737 | LEE & YOO LLC |
| 70-17-18-399-021 | 303 E Main Ave, Zeeland, MI 49464-1323 | ZEELAND CITY OF |
| 70-17-18-399-013 | 315 E Main Ave, Zeeland, MI 49464 | GDP PROPERTIES LLC |
| 70-17-18-399-023 | 323 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-028 | 331 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC |
| 70-17-18-399-032 | 349 E Main Ave, Zeeland, MI 49464 | GDP - ZEELAND LLC |
| 70-17-18-460-019 | 421 E Main Ave, Zeeland, MI 49464-1325 | BA KOBE 1701 LLC |
| 70-17-19-101-044 | 10 E Main Ave, Zeeland, MI 49464 | JCJ HOLDINGS LLC |
| 70-17-19-101-045 | 16 E Main Ave, Zeeland, MI 49464-1702 | JCJ HOLDINGS LLC |

| | | |
|------------------|------------------------------------------|-----------------------------|
| 70-17-19-101-049 | 20 E Main Ave, Zeeland, MI 49464-1702 | NORTH ST CHR REF CHURCH |
| 70-17-19-101-052 | 52 E Main Ave, Zeeland, MI 49464-1751 | ELIZARDO HOLDINGS |
| 70-17-19-101-047 | 62 E Main Ave, Zeeland, MI 49464-1702 | VANDEPOEL MARY L TRUST |
| 70-17-19-101-053 | 14 S Elm St, Zeeland, MI 49464-1751 | MRB DEVELOPMENT LLC |
| 70-17-19-101-051 | 16 S Elm St, Zeeland, MI 49464 | 16 S ELM ST LLC |
| 70-17-19-102-002 | 110 E Main Ave, Zeeland, MI 49464-1736 | BRUMMEL PROPERTIES LLC |
| 70-17-19-102-003 | 114 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-031 | 120 E Main Ave, Zeeland, MI 49464-1736 | 120 MAIN LLC |
| 70-17-19-102-032 | 122 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC |
| 70-17-19-102-033 | 124 E Main Ave, Zeeland, MI 49464-1736 | VAN KAMPEN GARY-VALERIE |
| 70-17-19-102-043 | 126 E Main Ave, Zeeland, MI 49464-1736 | EQUIT. LEARNING INVESTMENTS |
| 70-17-19-102-034 | 130 E Main Ave, Zeeland, MI 49464-1736 | 130 MAIN STREET LLC |
| 70-17-19-102-009 | 132 E Main Ave A, Zeeland, MI 49464-1736 | K & H HOLDINGS LLC |
| 70-17-19-102-035 | 132 E Main Ave, Zeeland, MI 49464-1736 | DONKERSLOOT JAMES-SARA |
| 70-17-19-102-036 | 134 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC- |
| 70-17-19-102-012 | 136 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC |
| 70-17-19-102-013 | 138 E Main Ave, Zeeland, MI 49464-1736 | BLACK LAKE CAPITAL LLC |
| 70-17-19-102-014 | 140 E Main Ave, Zeeland, MI 49464-1736 | 3D PROPERTIES LLC |
| 70-17-19-102-037 | 144 E Main Ave, Zeeland, MI 49464-1736 | FEEL THE ZEEL LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC (Private Patio) |
| 70-17-19-102-017 | 150 E Main Ave, Zeeland, MI 49464-1736 | LAKESHORE INVESTOR GROUP |
| 70-17-19-102-018 | 154 E Main Ave, Zeeland, MI 49464-1774 | MM&S HOLDINGS LLC |
| 70-17-19-102-019 | 156 E Main Ave, Zeeland, MI 49464-1736 | NEWZ PROPERTIES LLC |
| 70-17-19-126-021 | 15 S Church St, Zeeland, MI 49464-1738 | FIRST CHR REF CHURCH |
| 70-17-19-126-022 | 244 E Main Ave, Zeeland, MI 49464-1738 | GL RENTALS LLC |
| 70-17-19-103-009 | 156 E. Cherry Ave, Zeeland, MI 49464 | 3D PROPERTIES LLC |
| 70-17-18-357-041 | 26 N Church St, Zeeland, MI 49464 | STEENLAND TIM-HOP RANDALL |
| 70-17-18-357-045 | 146 E Washington Ave, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-001 | 55 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-009 | 49 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-011 | 34 N Centennial St, Zeeland, MI 49464 | SCFRC-HW-V LLC |
| 70-17-18-398-043 | 25 N Church St, Zeeland, MI 49464 | SCFRC-HW-V LLC |



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INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

FROM: Tim Klunder, City Manager
Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

SUBJECT: Snowmelt Operation and Maintenance Special Assessment District Report

DATE: January 16, 2026

CC: City Council Work Study Agenda and Action Items January 20, 2026

At our last meeting, City Council authorized Snowmelt Operation and Maintenance Special Assessment Resolution No. 1 (attachment No. 1). This resolution states, *"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 cost, an estimate of the life of the improvement, a description of the assessment district, recommendations as to what portion of the project must be borne by the Special Assessment District and the portion, if any, to be borne by the City, and such other pertinent information as will permit the City Council to decide the cost, extent, and necessity of the improvement proposed."* As staff, it is our pleasure to provide the necessary information for this report in the remainder of this memo and subsequent attachments.

Plans, Profiles, and Specifications

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

Elm Street Reconstruction – Awarded by City Council on 3/20/2017
City Hall Boiler Replacement Project – Awarded by City Council on 6/28/2017
Howard Miller Boiler Replacement Project – Awarded by City Council on 3/16/2020
Library Alley and Cherry Street Project – Awarded by City Council on 2/26/2021
Main Avenue Snowmelt and Streetscape – Awarded by City Council on 2/4/2023
Church Street Reconstruction Project – Affirmed by City Council on 12/1/2025

Because these projects have been awarded by City Council and the design of which does not impact this overall special assessment, the plans have not been included as part of this report. If any member of council wishes to see these plans, profiles, and specifications, they will be available

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upon request. While this is the case, a map of the overall snowmelt system is attached to this report (attachment No. 2).

Project Phasing

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

- South of Main along Elm – Currently Operational
- North Side of Cherry – Currently Operational
- Area Surrounding the Howard Miller Library – Currently Operational
- South of Main between 146 and 150 East Main – Currently Operational
- Area along Main from State to approx. 180' east of Maple – Currently Operational
- East Side of Church from Central to Washington – Anticipating 2026-2027 Heating Season
- West Side of Church from Central to Cherry – Anticipating 2026-2027 Heating Season
- West Side of Church from Main to Washington – Anticipating 2026-2027 Heating Season

Because it is anticipated that the entire system will not be operational at the time of the adoption of the special assessment, parcels will not be responsible for the payment of a special assessment until they receive benefit from the snowmelt system abutting their respective parcel.

Detailed Estimates of Cost

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

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

The readiness to serve or capital charge was developed by evaluating the major system components, their useful life, and the total investment made in each. Based on the investments and estimated lifespans identified in 2023, the annual capital cost was calculated at approximately \$123,200, which equated to \$1.19 per square foot when the system was fully built out to 103,479 square feet. When combined with the commodity charge, the total annual operation and



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maintenance cost was estimated at \$2.11 per square foot, which fell within the range previously presented to City Council.

In response to the 2023 special assessment report, City Council decided not to levy the readiness to serve or capital charge. Instead, Council set aside approximately \$600,000 as an endowment to fund the long term maintenance and replacement portion of the snowmelt system. This endowment was intended to relieve downtown property owners of the readiness to serve or capital charge for as long as the endowment funds remained available.

As part of the current special assessment cycle, staff intends to levy only the commodity or heating charge again at a rate of \$0.92 per square foot. This recommendation is being made because the City is still working to establish a more accurate understanding of the true operating and heating costs of the snowmelt system. Actual heating costs have fluctuated significantly, ranging from approximately \$0.33 per square foot in some seasons to as high as \$1.30 per square foot in others. Continuing the assessment at \$0.92 per square foot for another cycle is intended to provide additional data and stability, allowing staff to better refine and confirm the long term operating costs of the system.

As part of this special assessment cycle, staff is not recommending that the readiness to serve or capital charge be levied. After accounting for the capital charges that would have otherwise been levied and the interest earnings generated by the endowment, the snowmelt endowment continues to maintain a balance of nearly \$600,000. In addition, when incorporating the snowmelt components and additional square footage being added along Church Street and in the downtown passageway, the calculated capital charge would be reduced to approximately \$1.10 per square foot. This remaining endowment balance is considered sufficient to fund the capital maintenance and replacement needs of the system at this time, eliminating the need to impose a capital charge during this assessment cycle.

Estimated Life of the Improvement

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

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

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

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

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Special Assessment District

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

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

A listing of properties is included as attachment No. 3 of this report.

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

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

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

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

Owner-occupied single-family homes will be paid for by the city at large. This includes the following parcels:

- 43 East Main Avenue
- 311 East Main Avenue

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

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

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- Public passageways are the responsibility of the city, aside from areas reserved for private use.

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

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

The estimated cost to operate and maintain the snowmelt system for the term of this special assessment cycle is \$245,920.86 per year which is calculated based on a total of 121,743 square feet of snowmelt at \$2.02 per square foot (\$.92 operating charge plus \$1.10 capital charge). The City is proposing to pay for \$202,759.96 of this total cost or 82% of the operating costs. This \$202,733.70 is broken down as follows:

- \$49,395.50 represents the capital charge that will be covered by the “endowment” within the Snowmelt Operations Fund. 1
- \$24,282.42 represents the amount of the special assessment within district that cannot be specially assessed (United States Postal Service and Zeeland Public Schools).
- \$34,622.80 represents the special assessment on the City of Zeeland parcels and passageways not included in the special assessment.
- \$94,459.24 represents the square footage on specific parcels that has been excluded from the special assessment (both capital and commodity charge) per the exceptions listed above.

The remaining \$43,160.90 will be spread among the parcels as described in the special assessment district.

Special Assessment Term

While special assessment resolution no. 1 authorizes a special assessment period of up to 10 years, staff would recommend a period of 2 years. This would allow us to construct the Church Street system in year 1 and have one full year of normal operation. We think this will allow us to refine the operational costs of the full system prior to committing ourselves to a long-term special assessment.

Next Steps

We are not looking for City Council approval at this meeting. We are simply presenting the report and seeking feedback at this time. At your next meeting (February 2nd), we will likely bring forth Special Assessment Resolution No. 2, which will set a public hearing likely on February 16 to gather feedback from the general public about the proposed special assessment.

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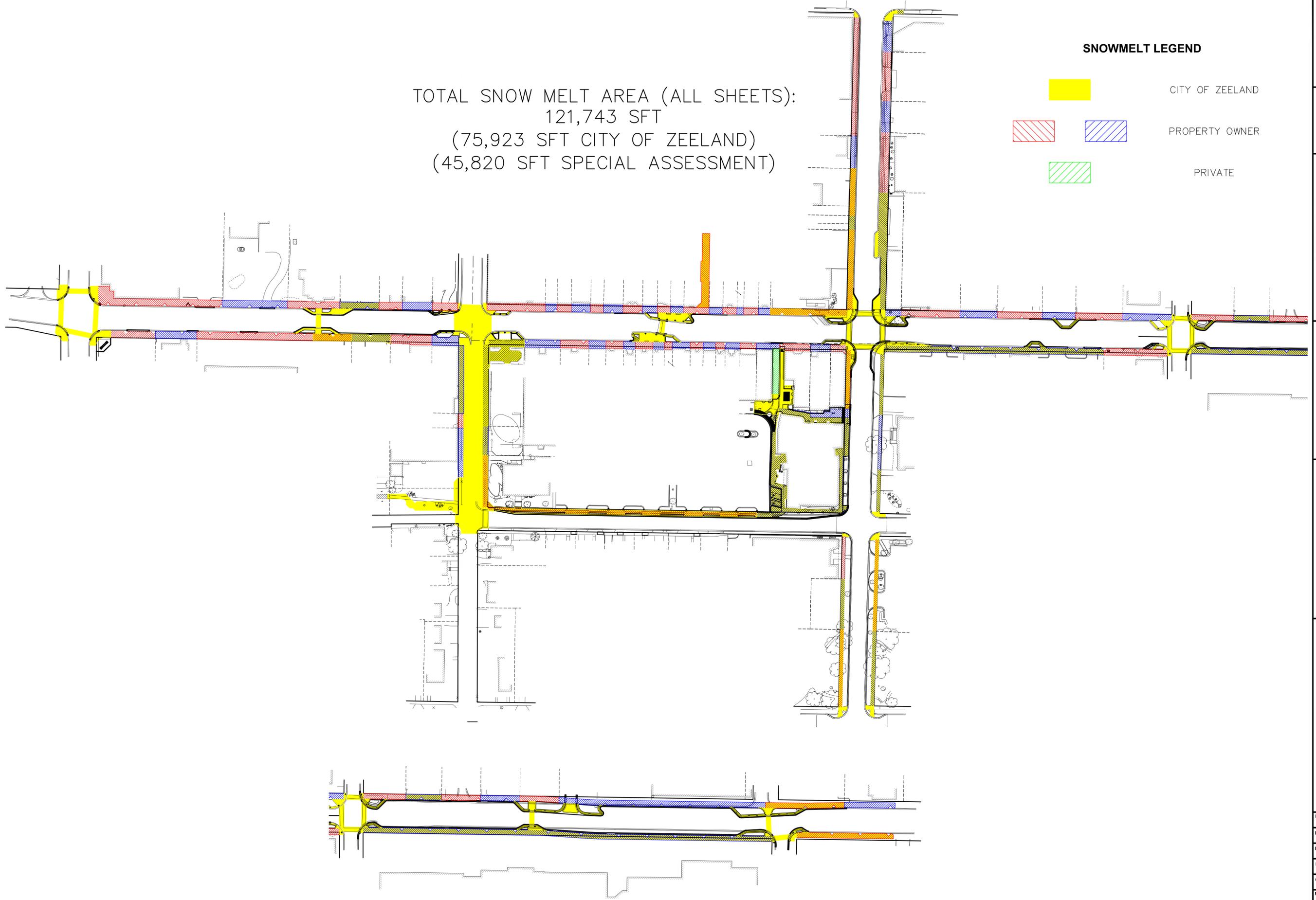
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Timothy R. Klunder, City Manager

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

TOTAL SNOW MELT AREA (ALL SHEETS):
121,743 SFT
(75,923 SFT CITY OF ZEELAND)
(45,820 SFT SPECIAL ASSESSMENT)



SNOWMELT LEGEND

- CITY OF ZEELAND
- PROPERTY OWNER
- PRIVATE



0 35 70
PLAN SCALE: 1" = 70'



PLAN REVISIONS

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



SNOW MELT AREAS
FOR
**MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY**
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B

PROJECT NO.:
210257.01

DESIGN DRAWN BY:
LFY

DESIGNED BY:
AP

CHECKED BY:
AP

PLAN DATE:
JANUARY 13, 2023

SHEET NUMBER
1 OF **7**

STATE ST.

SNOWMELT LEGEND



CITY OF ZEELAND



PROPERTY OWNER



PRIVATE

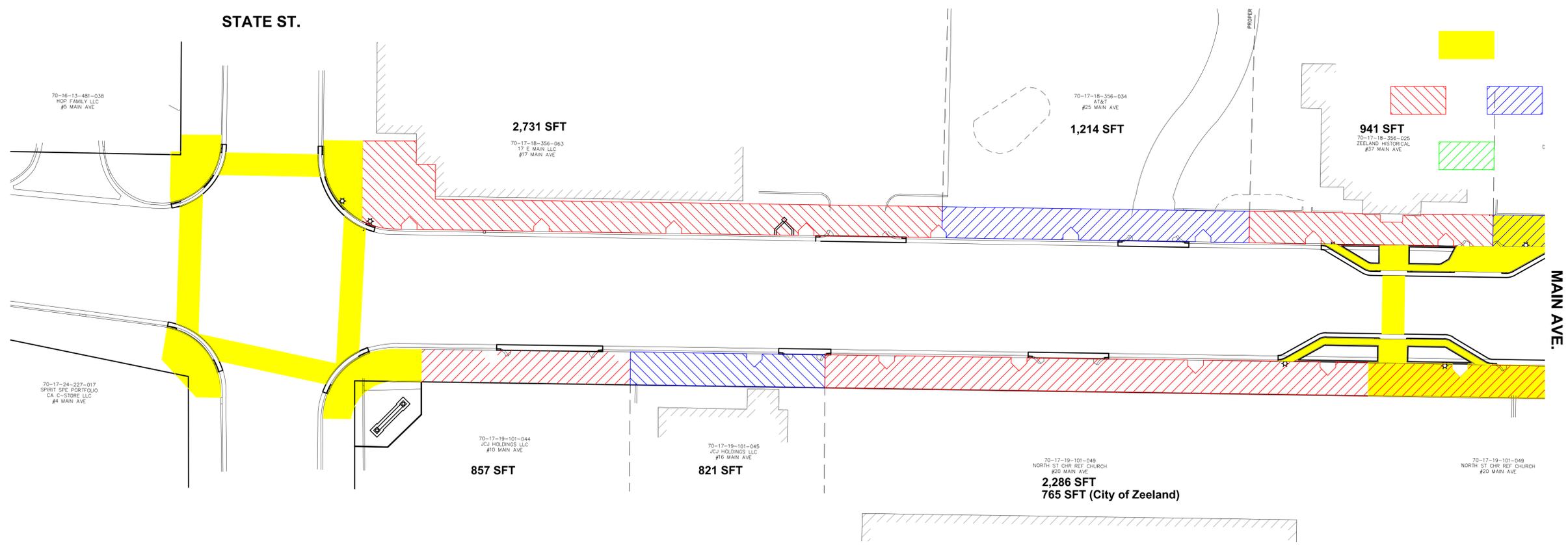


0 10 20
PLAN SCALE: 1" = 20'

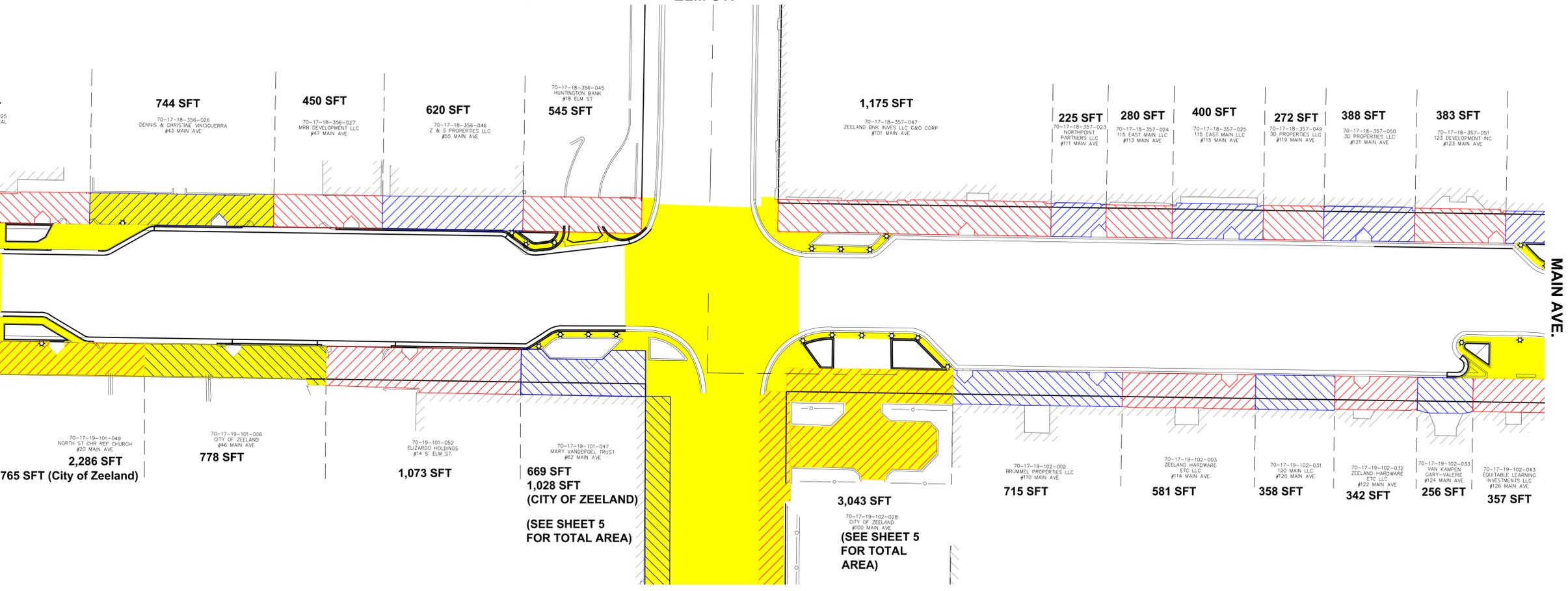


Know what's below.
Call before you dig.

PLAN REVISIONS



ELM ST.



P:\210257.01 Zeeland - Main Ave Snowmelt Areas.dwg, 1/14/2026 12:50:55 PM, JAMES VANHEKKE

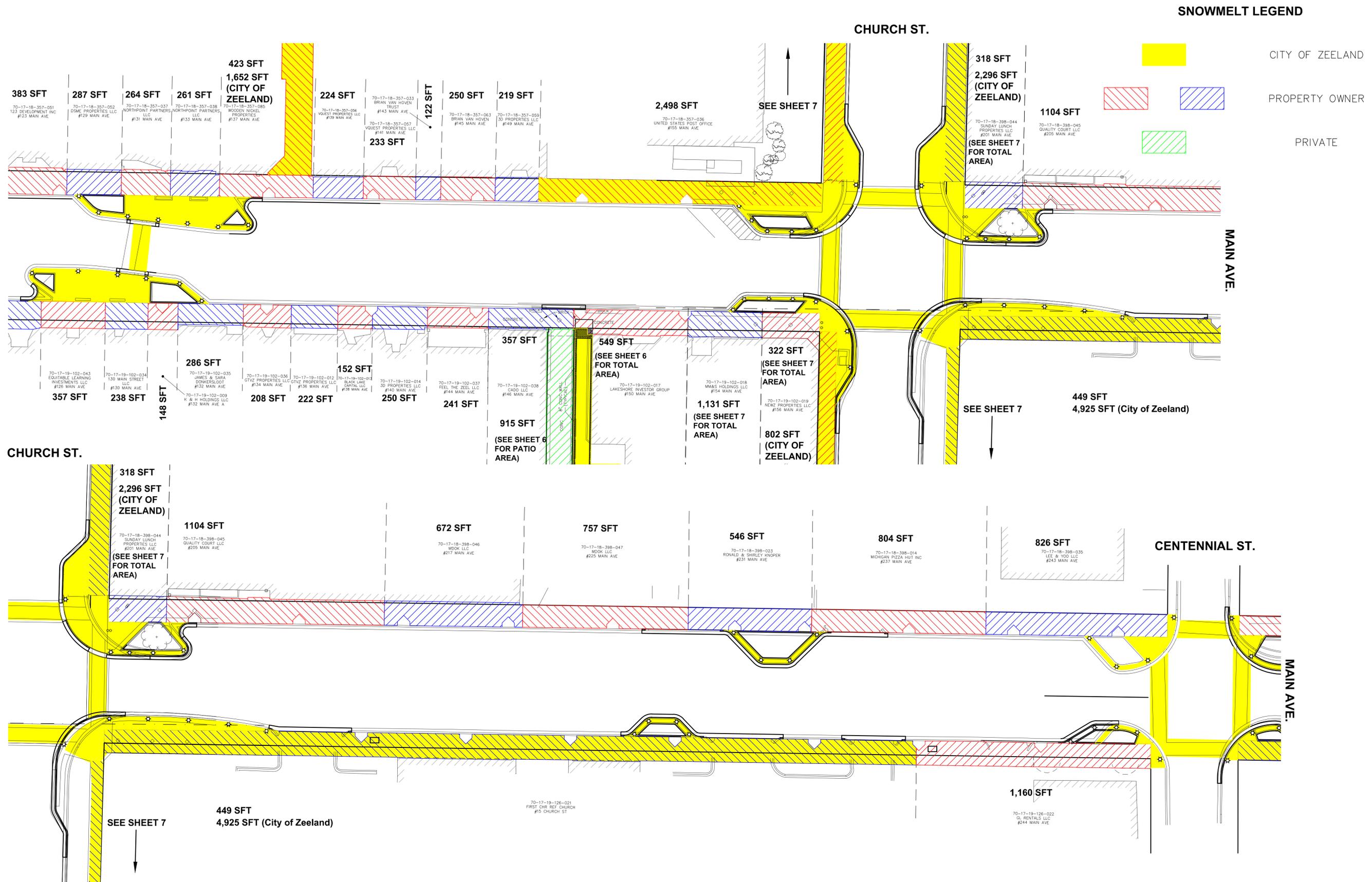
Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801
mailto:mbce@mbce.com



SNOW MELT AREAS
FOR
MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

| | |
|---------------------|------------------|
| FIELD SURVEY / DATE | M+B |
| PROJECT NO. | 210257.01 |
| DESIGN DRAWN BY: | LFY |
| DESIGNED BY: | AP |
| CHECKED BY: | AP |
| PLAN DATE: | JANUARY 13, 2023 |
| SHEET NUMBER | 2 OF 7 |

P:\210257.01 Zeeland - Main Ave Snowmelt\CAD\DWG\210257_SNOWMELT AREAS.dwg, 1/14/2026 12:51:00 PM, JAMES VANHEKKE



0 10 20
PLAN SCALE: 1" = 20'

811
Know what's below.
Call before you dig.

Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 365-9801
mailto:info@mbce.com

SNOW MELT AREAS FOR
MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

SNOWMELT LEGEND



CITY OF ZEELAND



PROPERTY OWNER



PRIVATE



0 10 20
PLAN SCALE: 1" = 20'



PLAN REVISIONS

Moore+Bruggink
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2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 365-9801
mailto:mail@mbce.com



SNOW MELT AREAS FOR
MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

FIELD SURVEY / DATE
M+B

PROJECT NO.:
210257.01

DESIGN DRAWN BY:
LFY

DESIGNED BY:
AP

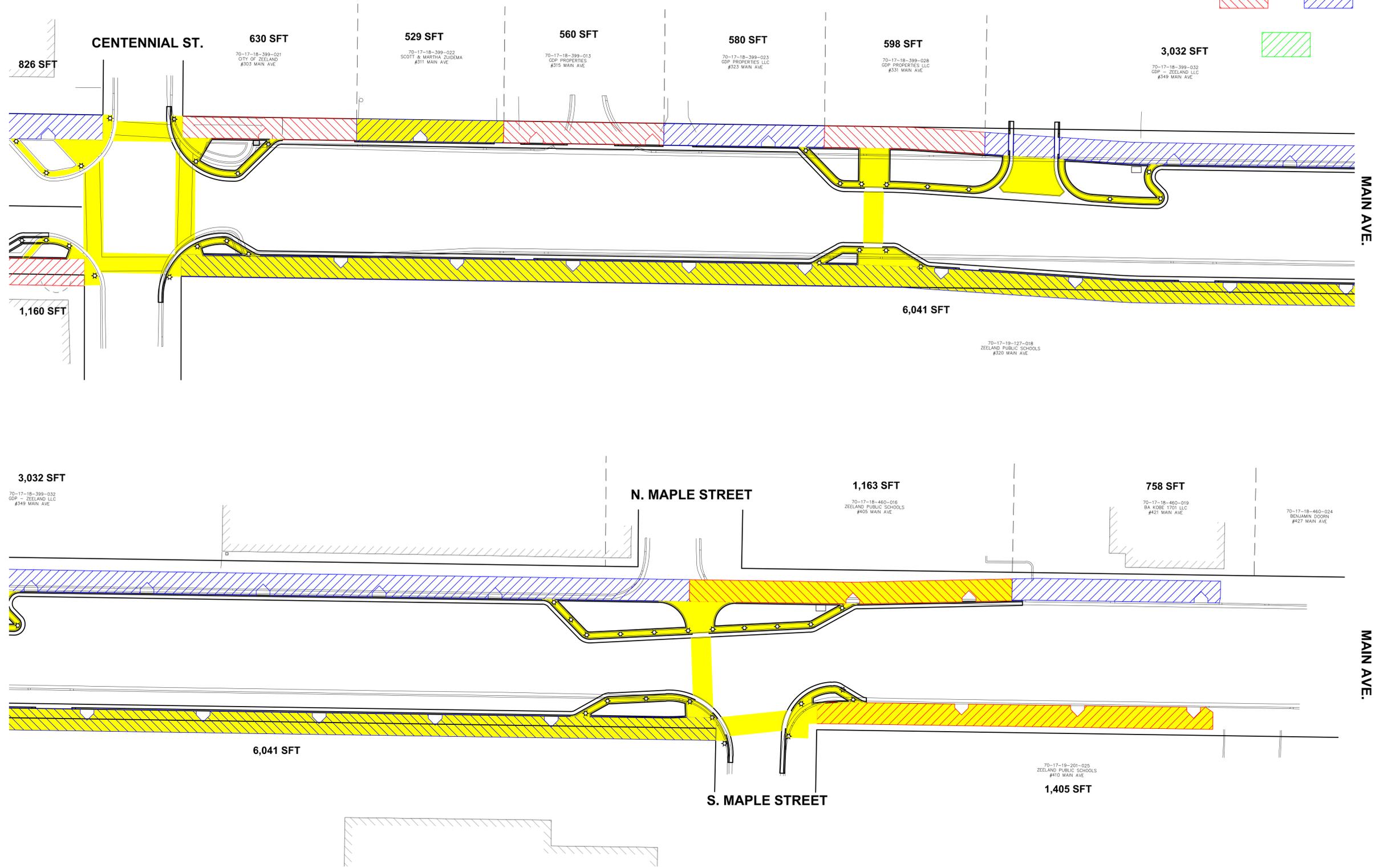
CHECKED BY:
AP

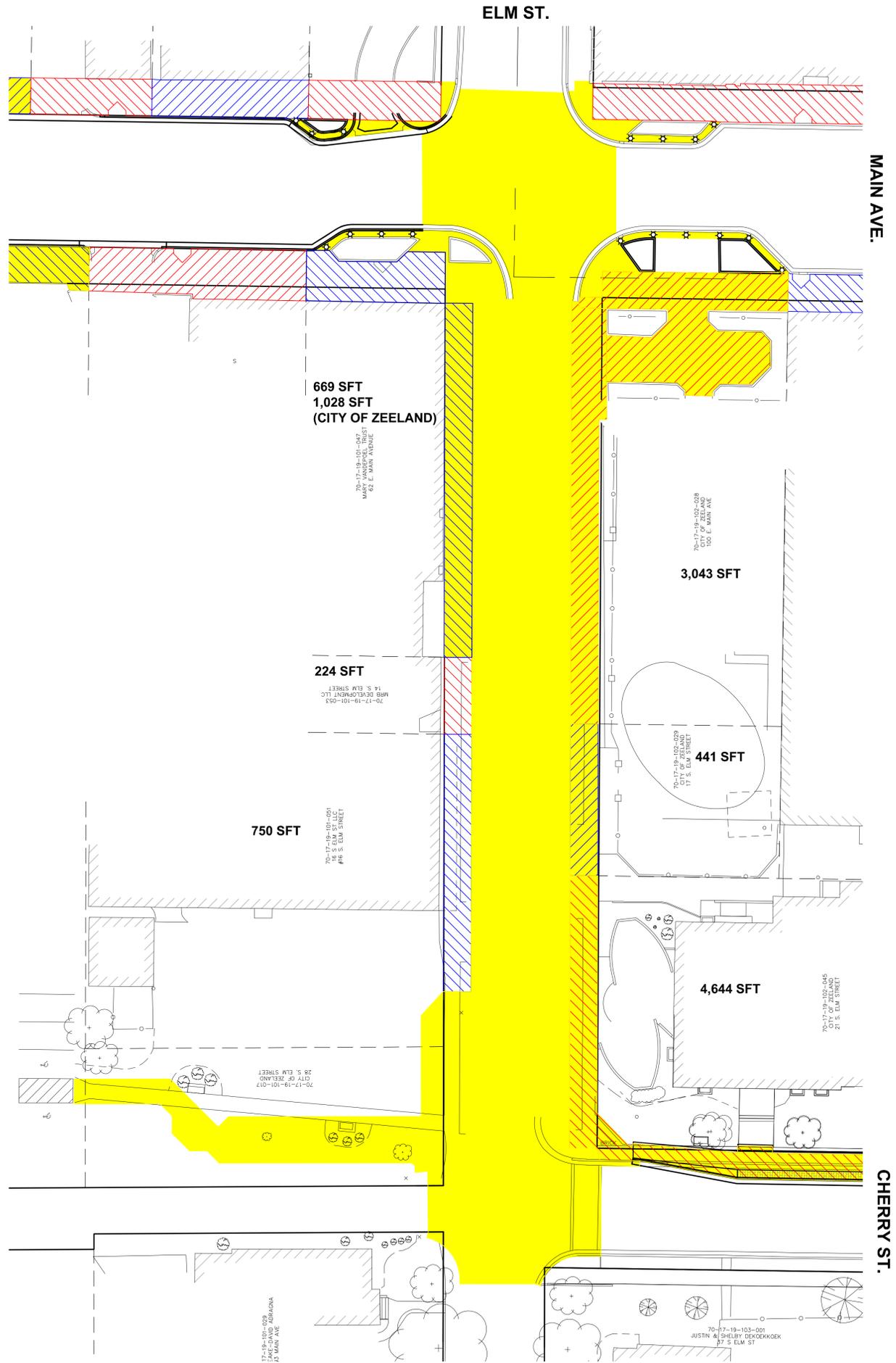
PLAN DATE:
JANUARY 13, 2023

SHEET NUMBER

4 OF 7

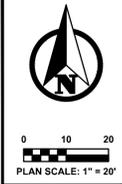
P:\210257.01 Zeeland - Main Ave Snowmelt\CADD\DWG\210257_SNOWMELT AREAS.dwg, 1/14/2026 12:51:05 PM, JAMES VANHEKKE





SNOWMELT LEGEND

- CITY OF ZEELAND
- PROPERTY OWNER
- PRIVATE



PLAN REVISIONS

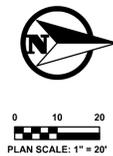
Moore+Bruggink
Consulting Engineers
2020 Monroe Ave.
Grand Rapids, MI 49505
(616) 363-9801 mailbox@mboe.com



SNOW MELT AREAS
FOR
**MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY**
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

| | |
|---------------------|----------------------|
| FIELD SURVEY / DATE | M+B |
| PROJECT NO. | 210257.01 |
| DESIGN DRAWN BY: | LFY |
| DESIGNED BY: | AP |
| CHECKED BY: | AP |
| PLAN DATE: | JANUARY 13, 2023 |
| SHEET NUMBER | 5 OF 7 |

SNOWMELT LEGEND

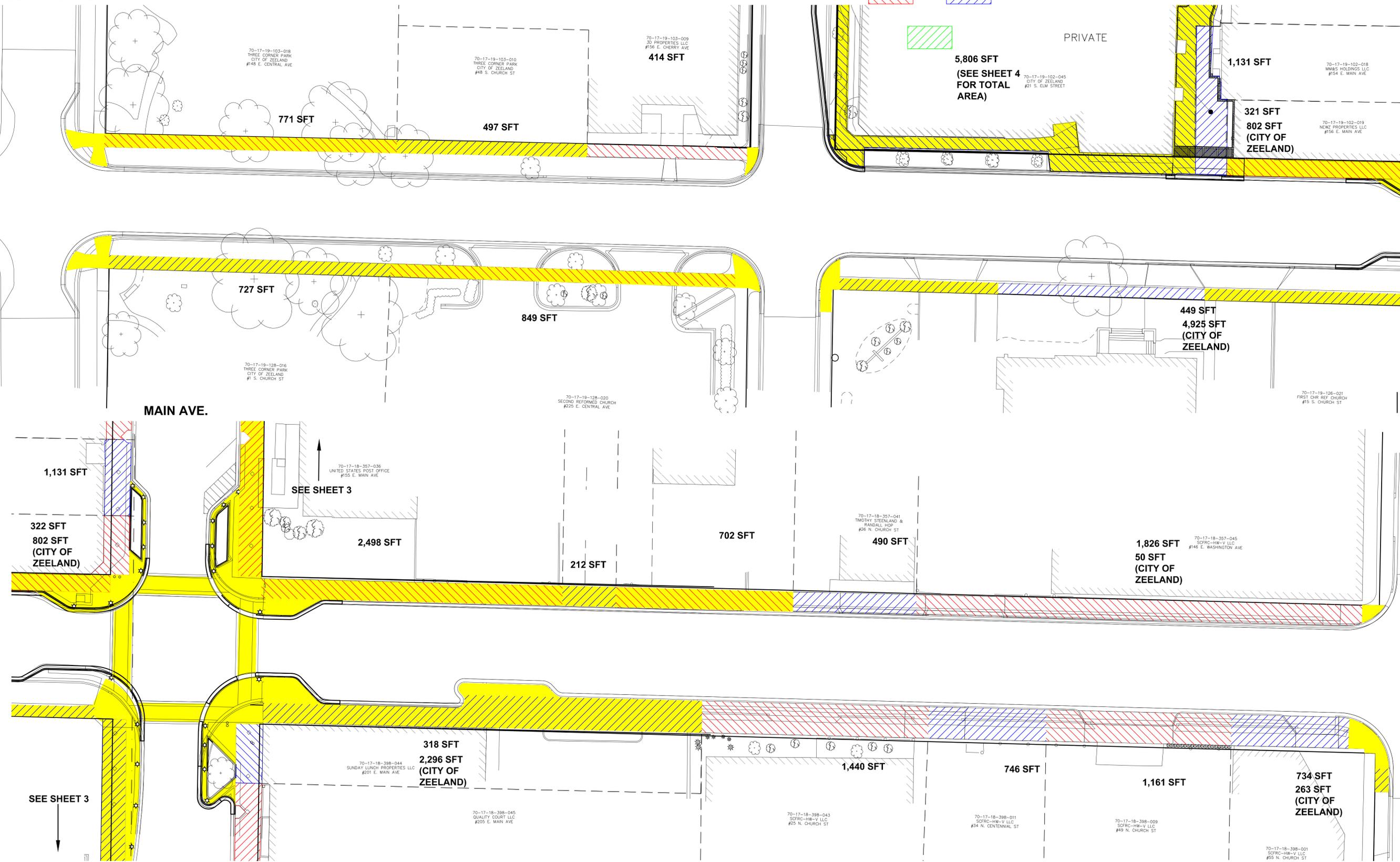


CENTRAL AVE.

CHERRY ST.

CHURCH ST.

CHURCH ST.



PLAN REVISIONS

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



SNOW MELT AREAS FOR
MAIN AVE, ELM ST, CHURCH ST,
CHERRY AVE AND LIBRARY ALLEY
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN

| | |
|---------------------|------------------|
| FIELD SURVEY / DATE | M+B |
| PROJECT NO. | 210257.01 |
| DESIGN DRAWN BY: | LFY |
| DESIGNED BY: | AP |
| CHECKED BY: | AP |
| PLAN DATE: | JANUARY 13, 2023 |
| SHEET NUMBER | 7 OF 7 |

P:\210257.01 Zeeland - Main Ave Snowmelt\CAD\DWG\210257_SNOWMELT AREAS.dwg, 1/14/2026 12:51:20 PM, JAMES VANHEKKEN

NORTH SIDE OF MAIN

| PARCEL | ADDRESS | OWNER NAME | DESCRIPTION | ASSESSED AREA (SFT) | Operating Cost/SFT | Capital Cost/SFT | Total Special |
|------------------|-------------------------------------------|--------------------------------|----------------------------|------------------------|-----------------------|---------------------|---------------------|
| | | | | | \$ 0.92 | \$ 1.10 | Assessment |
| 70-17-18-356-063 | 17 E Main Ave, Zeeland, MI 49464 | 17 E MAIN LLC | Midwest Apartments | 2731 | \$ 2,512.52 | \$ - | \$ 2,512.52 |
| 70-17-18-356-034 | 25 E Main Ave, Zeeland, MI 49464-1701 | AT&T | AT&T | 1214 | \$ 1,116.88 | \$ - | \$ 1,116.88 |
| 70-17-18-356-025 | 37 E Main Ave, Zeeland, MI 49464-1701 | ZEELAND HISTORICAL | Historical Society | 941 | \$ 865.72 | \$ - | \$ 865.72 |
| 70-17-18-356-027 | 47 E Main Ave, Zeeland, MI 49464-1761 | MRB DEVELOPMENT LLC | Former West Coast Building | 450 | \$ 414.00 | \$ - | \$ 414.00 |
| 70-17-18-356-046 | 55 E Main Ave, Zeeland, MI 49464-1701 | Z & S PROPERTIES LLC | Steve Sterken's Building | 620 | \$ 570.40 | \$ - | \$ 570.40 |
| 70-17-18-356-045 | 18 N Elm St Zeeland, MI 49464 | HUNTINGTON BANK | Huntington Lot | 545 | \$ 501.40 | \$ - | \$ 501.40 |
| 70-17-18-357-047 | 101 E Main St, Zeeland, MI 49464-1757 | ZEELAND BNK INVES LLC C&O CORP | Huntington Main Building | 1175 | \$ 1,081.00 | \$ - | \$ 1,081.00 |
| 70-17-18-357-023 | 111 E Main Ave, Zeeland, MI 49464 | NORTHPOINT PARTNERS LLC | La Crème | 225 | \$ 207.00 | \$ - | \$ 207.00 |
| 70-17-18-357-024 | 113 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC | Buntes | 280 | \$ 257.60 | \$ - | \$ 257.60 |
| 70-17-18-357-025 | 115 E Main Ave, Zeeland, MI 49464-1735 | 115 EAST MAIN LLC | Buntes | 400 | \$ 368.00 | \$ - | \$ 368.00 |
| 70-17-18-357-049 | 119 E Main Street, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC | The Salon Co. | 272 | \$ 250.24 | \$ - | \$ 250.24 |
| 70-17-18-357-050 | 121 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC | Mom and Baby Again | 388 | \$ 356.96 | \$ - | \$ 356.96 |
| 70-17-18-357-051 | 123 E Main Ave, Zeeland, MI 49464-1768 | 123 DEVELOPMENT INC | Koele Godfrey | 383 | \$ 352.36 | \$ - | \$ 352.36 |
| 70-17-18-357-052 | 129 E Main Ave, Zeeland, MI 49464-1735 | DSME PROPERTIES LLC | State Farm | 287 | \$ 264.04 | \$ - | \$ 264.04 |
| 70-17-18-357-037 | 131 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS LLC | Moxy | 264 | \$ 242.88 | \$ - | \$ 242.88 |
| 70-17-18-357-038 | 133 E Main Ave, Zeeland, MI 49464-1735 | NORTHPOINT PARTNERS | Public | 261 | \$ 240.12 | \$ - | \$ 240.12 |
| 70-17-18-357-065 | 137 E Main Ave, Zeeland, MI 49464-1735 | WOODEN NICKEL PROPERTIES | | 423 | \$ 389.16 | \$ - | \$ 389.16 |
| 70-17-18-357-056 | 139 E Main Ave, Zeeland, MI 49464 | VQUEST PROPERTIES LLC | Innovative Nail Oasis | 224 | \$ 206.08 | \$ - | \$ 206.08 |
| 70-17-18-357-057 | 141 E Main Ave, Zeeland, MI 49464-1735 | VQUEST PROPERTIES LLC | Royal Cutz | 233 | \$ 214.36 | \$ - | \$ 214.36 |
| 70-17-18-357-033 | 143 E Main Ave, Zeeland, MI 49464-1735 | BRIAN VAN HOVEN TRUST | Zeeland Print | 122 | \$ 112.24 | \$ - | \$ 112.24 |
| 70-17-18-357-063 | 145 E Main Ave, Zeeland, MI 49464-1735 | VAN HOVEN BRIAN | Zeeland Print | 250 | \$ 230.00 | \$ - | \$ 230.00 |
| 70-17-18-357-059 | 149 E Main Ave, Zeeland, MI 49464-1735 | 3D PROPERTIES LLC | Weise Law | 219 | \$ 201.48 | \$ - | \$ 201.48 |
| 70-17-18-398-044 | 201 E Main Ave, Zeeland, MI 49464-1737 | SUNDAY LUNCH PROPERTIES LLC | Main Street Cycle | 318 | \$ 292.56 | \$ - | \$ 292.56 |
| 70-17-18-398-045 | 205 E Main Ave, Zeeland, MI 49464-1737 | QUALITY COURT LLC | Kiekoover Building | 1104 | \$ 1,015.68 | \$ - | \$ 1,015.68 |
| 70-17-18-398-046 | 217 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC | Dons' Flowers | 672 | \$ 618.24 | \$ - | \$ 618.24 |
| 70-17-18-398-047 | 225 E Main Ave, Zeeland, MI 49464-1737 | MDOK LLC | Dons' Flowers | 757 | \$ 696.44 | \$ - | \$ 696.44 |
| 70-17-18-398-023 | 231 E Main Ave, Zeeland, MI 49464-1737 | KNOPER RONALD-SHIRLEY | Knoper Rental | 546 | \$ 502.32 | \$ - | \$ 502.32 |
| 70-17-18-398-014 | 237 E Main Ave, Zeeland, MI 49464-1737 | MICHIGAN PIZZA HUT INC | Pizza Hut | 804 | \$ 739.68 | \$ - | \$ 739.68 |
| 70-17-18-398-035 | 243 E Main Ave, Zeeland, MI 49464-1737 | LEE & YOO LLC | ACE Dental | 826 | \$ 759.92 | \$ - | \$ 759.92 |
| 70-17-18-399-021 | 303 E Main Ave, Zeeland, MI 49464-1323 | ZEELAND CITY OF | Former Main St Auto | 630 | \$ 579.60 | \$ - | \$ 579.60 |
| 70-17-18-399-013 | 315 E Main Ave, Zeeland, MI 49464 | GDP PROPERTIES LLC | GDP | 560 | \$ 515.20 | \$ - | \$ 515.20 |
| 70-17-18-399-023 | 323 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC | GDP | 580 | \$ 533.60 | \$ - | \$ 533.60 |
| 70-17-18-399-028 | 331 E Main Ave, Zeeland, MI 49464-1323 | GDP PROPERTIES LLC | GDP | 598 | \$ 550.16 | \$ - | \$ 550.16 |
| 70-17-18-399-032 | 349 E Main Ave, Zeeland, MI 49464 | GDP - ZEELAND LLC | GDP | 3032 | \$ 2,789.44 | \$ - | \$ 2,789.44 |
| 70-17-18-460-019 | 421 E Main Ave, Zeeland, MI 49464-1325 | BA KOBE 1701 LLC | Community Restaurant | 758 | \$ 697.36 | \$ - | \$ 697.36 |
| Totals | | | | 23092 | \$ 21,244.64 | \$ - | \$ 21,244.64 |

SOUTH SIDE OF MAIN

| PARCEL | ADDRESS | OWNER NAME | DESCRIPTION | ASSESSED AREA (SFT) | Operating Cost/SFT | Capital Cost/SFT | Total Special |
|------------------|---------------------------------------|-------------------------|------------------|------------------------|-----------------------|---------------------|------------------|
| | | | | | \$ 0.92 | \$ 1.10 | Assessment |
| 70-17-19-101-044 | 10 E Main Ave, Zeeland, MI 49464 | JCJ HOLDINGS LLC | MTV Lot | 857 | \$ 788.44 | \$ - | \$ 788.44 |
| 70-17-19-101-045 | 16 E Main Ave, Zeeland, MI 49464-1702 | JCJ HOLDINGS LLC | MTV Building | 821 | \$ 755.32 | \$ - | \$ 755.32 |
| 70-17-19-101-049 | 20 E Main Ave, Zeeland, MI 49464-1702 | NORTH ST CHR REF CHURCH | North Street CRC | 2286 | \$ 2,103.12 | \$ - | \$ 2,103.12 |
| 70-17-19-101-052 | 52 E Main Ave, Zeeland, MI 49464-1751 | ELIZARDO HOLDINGS | DON'T TELL MOM | 1073 | \$ 987.16 | \$ - | \$ 987.16 |
| 70-17-19-101-047 | 62 E Main Ave, Zeeland, MI 49464-1702 | VANDEPOEL MARY L TRUST | Mary VanderPoel | 669 | \$ 615.48 | \$ - | \$ 615.48 |
| 70-17-19-101-053 | 14 S Elm St, Zeeland, MI 49464-1751 | MRB DEVELOPMENT LLC | Streets Taco | 224 | \$ 206.08 | \$ - | \$ 206.08 |

| | | | | | | | |
|------------------|------------------------------------------|------------------------------------------|-----------------------------|--------------|---------------------|--------------------|---------------------|
| 70-17-19-101-051 | 16 S Elm St, Zeeland, MI 49464 | 16 S ELM ST LLC | MIDWEST | 750 | \$ 690.00 | \$ - | \$ 690.00 |
| 70-17-19-102-002 | 110 E Main Ave, Zeeland, MI 49464-1736 | BRUMMEL PROPERTIES LLC | Brummels | 715 | \$ 657.80 | \$ - | \$ 657.80 |
| 70-17-19-102-003 | 114 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC | Out of the Box | 581 | \$ 534.52 | \$ - | \$ 534.52 |
| 70-17-19-102-031 | 120 E Main Ave, Zeeland, MI 49464-1736 | 120 MAIN LLC | GRITZMAKER | 358 | \$ 329.36 | \$ - | \$ 329.36 |
| 70-17-19-102-032 | 122 E Main Ave, Zeeland, MI 49464-1736 | ZEELAND HARDWARE ETC LLC | Zeeland Hardware | 342 | \$ 314.64 | \$ - | \$ 314.64 |
| 70-17-19-102-033 | 124 E Main Ave, Zeeland, MI 49464-1736 | VAN KAMPEN GARY-VALERIE | Deckers | 256 | \$ 235.52 | \$ - | \$ 235.52 |
| 70-17-19-102-043 | 126 E Main Ave, Zeeland, MI 49464-1736 | EQUITABLE LEARNING INVESTMENTS LLC | ELS | 357 | \$ 328.44 | \$ - | \$ 328.44 |
| 70-17-19-102-034 | 130 E Main Ave, Zeeland, MI 49464-1736 | 130 MAIN STREET LLC | Zeeland Bakery | 238 | \$ 218.96 | \$ - | \$ 218.96 |
| 70-17-19-102-009 | 132 E Main Ave A, Zeeland, MI 49464-1736 | K & H HOLDINGS LLC | Integrity Cabinets | 148 | \$ 136.16 | \$ - | \$ 136.16 |
| 70-17-19-102-035 | 132 E Main Ave, Zeeland, MI 49464-1736 | DONKERSLOOT JAMES-SARA | Donkersloot Law | 286 | \$ 263.12 | \$ - | \$ 263.12 |
| 70-17-19-102-036 | 134 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC-VANDER ZWAAG TIMOTHY | Franks | 208 | \$ 191.36 | \$ - | \$ 191.36 |
| 70-17-19-102-012 | 136 E Main Ave, Zeeland, MI 49464-1736 | 6TVZ PROPERTIES LLC | Franks East | 222 | \$ 204.24 | \$ - | \$ 204.24 |
| 70-17-19-102-013 | 138 E Main Ave, Zeeland, MI 49464-1736 | BLACK LAKE CAPITAL LLC | Engedi | 152 | \$ 139.84 | \$ - | \$ 139.84 |
| 70-17-19-102-014 | 140 E Main Ave, Zeeland, MI 49464-1736 | 3D PROPERTIES LLC | Mitch Baker Vacant Building | 250 | \$ 230.00 | \$ - | \$ 230.00 |
| 70-17-19-102-037 | 144 E Main Ave, Zeeland, MI 49464-1736 | FEEL THE ZEEL LLC | Tripelroot | 241 | \$ 221.72 | \$ - | \$ 221.72 |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC | Tripelroot | 357 | \$ 328.44 | \$ - | \$ 328.44 |
| 70-17-19-102-038 | 146 E Main Ave, Zeeland, MI 49464-1736 | CADO LLC (Private Patio) | Tripelroot | 915 | \$ 841.80 | \$ 1,006.50 | \$ 1,848.30 |
| 70-17-19-102-017 | 150 E Main Ave, Zeeland, MI 49464-1736 | LAKESHORE INVESTOR GROUP | Drip/Bridal Shop | 549 | \$ 505.08 | \$ - | \$ 505.08 |
| 70-17-19-102-018 | 154 E Main Ave, Zeeland, MI 49464-1774 | MM&S HOLDINGS LLC | Edward Jones/Redlum | 1131 | \$ 1,040.52 | \$ - | \$ 1,040.52 |
| 70-17-19-102-019 | 156 E Main Ave, Zeeland, MI 49464-1736 | NEWZ PROPERTIES LLC | Five Star/ Ron Brink | 322 | \$ 296.24 | \$ - | \$ 296.24 |
| 70-17-19-126-021 | 15 S Church St, Zeeland, MI 49464-1738 | FIRST CHR REF CHURCH | 1st CRC | 449 | \$ 413.08 | \$ - | \$ 413.08 |
| 70-17-19-126-022 | 244 E Main Ave, Zeeland, MI 49464-1738 | GL RENTALS LLC | Generational Wealth | 1160 | \$ 1,067.20 | \$ - | \$ 1,067.20 |
| Totals | | | | 15917 | \$ 14,643.64 | \$ 1,006.50 | \$ 15,650.14 |

CHURCH ST

| PARCEL | ADDRESS | DESCRIPTION | ASSESSED AREA (SFT) | Operating | Capital | Total |
|------------------|----------------------|-------------------------------|---------------------|--------------------|-------------|--------------------|
| | | | | Cost/SFT | Cost/SFT | Special |
| 70-17-19-103-009 | 156 E. CHERRY | 3D PROPERTIES LLC | 414 | \$ 380.88 | \$ - | \$ 380.88 |
| 70-17-18-357-041 | 26 N CHURCH ST | STEENLAND TIMOTHY-HOP RANDALL | 490 | \$ 450.80 | \$ - | \$ 450.80 |
| 70-17-18-357-045 | 146 E WASHINGTON AVE | SCFRC-HW-V LLC | 1826 | \$ 1,679.92 | \$ - | \$ 1,679.92 |
| 70-17-18-398-001 | 55 N CHURCH ST | SCFRC-HW-V LLC | 734 | \$ 675.28 | \$ - | \$ 675.28 |
| 70-17-18-398-009 | 49 N CHURCH ST | SCFRC-HW-V LLC | 1161 | \$ 1,068.12 | \$ - | \$ 1,068.12 |
| 70-17-18-398-011 | 34 N CENTENNIAL ST | SCFRC-HW-V LLC | 746 | \$ 686.32 | \$ - | \$ 686.32 |
| 70-17-18-398-043 | 25 N CHURCH ST | SCFRC-HW-V LLC | 1440 | \$ 1,324.80 | \$ - | \$ 1,324.80 |
| Totals | | | 6811 | \$ 6,266.12 | \$ - | \$ 6,266.12 |

| | |
|-------------------------------|---------------------|
| Total Assessed Area | 45820 |
| Total Amount Collected | \$ 43,160.90 |



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: Abby deRoo, Marketing Manager
Kristi DeVerney, City Clerk
SUBJECT: Re-appointments to SARB
DATE: February 12, 2026
CC: February 16, 2026, Council Packet

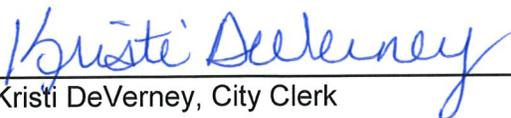
BACKGROUND: The terms of Eric Barnes, Brian VanHoven, and Doug Vos, on the Shopping Area Redevelopment Board (SARB), are expiring on February 16, 2026. They were notified that their term would be expiring and encouraged them to return their application for consideration for re-appointment. Attached are their applications seeking re-appointment to SARB.

RECOMMENDATION:

Motion and support to approve the re-appointment of Eric Barnes to the Shopping Area Redevelopment Board (SARB) with a term expiring February 16, 2030.

Motion and support to approve the re-appointment of Brian VanHoven to the Shopping Area Redevelopment Board (SARB) with a term expiring February 16, 2030.

Motion and support to approve the re-appointment of Doug Vos to the Shopping Area Redevelopment Board (SARB) with a term expiring February 16, 2030.



Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 2/12/26

Name Eric Barnes

Home Phone

Address 231 E Central Ave

Cell Home

Zeeland MI 49464

Business _____

E-Mail

Number of Years as a Resident 11.5

Appointment Seeking:

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

Employed by Second Reformed

Position held Pastor

Current memberships SARB

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 _____

I have served on SARB since 2018 and continue to be actively engaged in the city. On SARB I have sat on restaurant related working groups & parking related working groups.

Personal References:

| Name and Occupation | Address | Phone No |
|---------------------------|-------------------------|----------|
| 1. <u>Kristin Goodyke</u> | <u>18 E Cherry Ct</u> | |
| 2. <u>Dave Boscher</u> | <u>4411 W. Lawrence</u> | |

Signature

Internal Use Only : Information Verified by: Kristi DeLaney



CITY OF ZEELAND
CONSIDERATION FOR APPOINTMENT



Date: 2-12-26

Name: Brian Van Hoven
Address: 145 E Main Ave
Zeeland MI 49464
E-Mail: [Redacted]

Home Phone
Cell Home [Redacted]
Business [Redacted]
Number of Years as a Resident

Appointment Seeking:

- Board of Construction Appeals
Airport Authority
Library Board
Board of Public Works Commission
Board of Review
Shopping Area Redevelopment Board (SARB)
Board of Zoning Appeals
City Council
Cemetery/Parks Commission
Local Officers Compensation
Commission Nominating Commission
Planning Commission
Hospital Finance Committee

Employed by Zeeland Print Position held President

Current memberships

Offices held SARB

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

Downtown owner for 45 years

Personal References:

- Name and Occupation Address Phone No.
1. Kurt Henry, Pastor [Redacted]
2. Nate Weaver, Michigan Wood Fiber [Redacted]

Signature: Brian Van Hoven

Internal Use Only: Information Verified by: Kristi Selmerney



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 2/9/2026

Name Doug vs

Address 2563 Lakeshore

Holland, MI 49424

E-Mail [Redacted]

Home Phone [Redacted]

Cell Home [Redacted]

Business [Redacted]

Number of Years as a Resident 22

1963-1985

Appointment Seeking:

- Board of Construction Appeals
- Airport Authority
- Library Board
- Board of Public Works Commission
- Board of Review
- Shopping Area Redevelopment Board (SARB)
- Board of Zoning Appeals

- City Council
- Cemetery/Parks Commission
- Local Officers Compensation
- Commission Nominating Commission
- Planning Commission
- Hospital Finance Committee
-

Employed by Doris Flowers 46145 Position held President

Current memberships Great Lakes Floral Ass.

Offices held President

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 over 30 yrs serving on SARB
Grew up in Zeeland, and own a business downtown.

Personal References:

| Name and Occupation | Address | Phone No. |
|-----------------------|-----------------------------------|-------------------|
| 1. <u>Ted Mulder</u> | <u>1474 Wiersma Zeeland 49164</u> | <u>[Redacted]</u> |
| 2. <u>Greg Visser</u> | <u>331 E Central Zeeland</u> | <u>[Redacted]</u> |

Signature [Handwritten Signature]

Internal Use Only : Information Verified by: Kristi DeWaney



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: Draft 2026 Strategic Action Plan Review
DATE: February 13, 2026
CC: February 16th Council Work/Study Session

At the last City Council work/study session, City Council confirmed the goals that you would like to carry forward into the 2026 Strategic Action Plan. With those identified, our team has started to identify goal outcome indicators and value statements.

Additionally, departments have started to identify proposed Strategic Action Plan Supports (operational goals) for 2026. Attached you will find a first draft for several of the goal outcome indicators along with some initial supports for 2026. Given there are several projects being worked on right now, a hard deadline to have draft statements was not required for the February 16 meeting. Rather, we plan to have a complete draft ready for your March 2, 2026, meeting. However, I hope this starts to provide a framework of what the Strategic Action Plan will look like with a new “lay-out” of goals (action steps) and supports (operational goals).

Assuming we have time in the work/study session, I would like to start reviewing these statements with Council. I would also encourage each of you to take some time to review these on your own and please provide any feedback to me. Again, we will continue to review these at future work/study sessions with the goal of having City Council adopt the 2026 Strategic Action Plan no later than your first meeting in April.

Timothy R. Klunder, City Manager

FEEL THE ZEEL



2026 Strategic Action Plan Goals and Supports to spread “Zeel” in 2026

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City of Zeeland 2026 Strategic Plan Action Plan Goals

| Goal | Commitment | Outcome Indicator | Value Statement |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) Washington Ave. Development/ Re-Development | | Throughout 2026, develop a vision for the Washington Avenue reconstruction project including: 1) Identify right-of-way constraints throughout the corridor; 2) Work with stakeholders within the corridor to develop a knowledge base of future plans, access needs, utility concerns, etc.; 3) Develop a traffic flow plan based on the right-of-way constraints and stakeholder knowledge base. | A project that aligns with our vision will guide the thoughtful redevelopment of a key corridor, improve traffic flow and accessibility, support adjacent property owners, and create new opportunities for downtown vibrancy and future economic development. |
| (2) Mead Johnson Implementation | Economic & Community Development; Infrastructure & City Services; Strong, Safe & Connected Neighborhoods; Parks & Recreation; Financial Sustainability | During calendar year 2026, while paying special attention to balance the needs of Mead Johnson with the interest of Zeeland – specifically the neighborhood adjacent to Mead Johnson through consideration for such things as traffic impacts, appropriate buffering, noise and odor mitigation efforts, etc.; support Mead Johnson in its efforts to modernize and expand its facilities through site plan review and approval; development of agreements for utility service needs, playground relocation and park space; and industrial facility exemption requests. | |
| (3) JR Automation Implementation | | Throughout 2026, facilitate development of the industrial headquarters site through approval of a brownfield plan and associated documents, and continuing to pursue necessary public infrastructure improvements to support the project and end user. | Facilitating development of the City’s last significant industrial parcel will support continued economic growth and investment within the City. |



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| (4) Park & Recreation Master Plan Update | | During 2026, update our Parks and Recreation Master Plan. | A plan that aligns with our vision will set a clear course for future park improvements, strengthen long-term planning efforts, and enhance financial sustainability by positioning the City to compete for grant funding. |
| (5) Roundabout at Main & Fairview | Infrastructure & City Services; Economic & Community Development | Explore the development of a roundabout as a means of addressing projected traffic increases associated with the JR Automation and Mead Johnson projects, along with general community industrial growth, through such things as preliminary design of a roundabout, identifying property acquisition needs, cost estimates, and funding sources in order to allow City Council to make an informed decision on proceeding with this potential infrastructure project. | |
| (6) Feel the Zeel 20 th Anniversary Planning | | | |
| (7) Facility Improvement Plan | | By the FY28 Budget, work with stakeholders and City Council to develop a prioritization and funding plan for the needs of our facilities as identified in the Facilities Condition Audit and Space Use Analysis. | A plan that aligns with our vision will prioritize and responsibly fund facility improvements, ensuring our public buildings remain functional, well maintained and responsive to the needs of residents, visitors and staff, while demonstrating strong stewardship of community resources. |
| (8) Regional Biosolids Drying Facility | Infrastructure & City Services; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Financial Sustainability | Throughout 2026, we will continue to actively collaborate with other West Michigan communities to plan for an alternative biosolids disposal solution to replace land application, as contaminant concerns raise doubts about the long-term viability of current practices. In doing so, we will maintain our overarching goals of protecting the environment, safeguarding public health, and preserving our water supply. | Collaboratively strategizing with other West Michigan communities to identify environmentally conscious and cost-effective solutions for the disposal of biosolids generated through wastewater treatment. |
| (9) Master Plan Rewrite | | By 12/31/26, be substantially underway with the comprehensive Master Plan rewrite project, including completion of at least one community engagement activity and | Refining the community vision will allow the city to guide development in a way that brings the city closer to that shared vision. |

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| | | initiation of community visioning efforts. | |
| (10) Funding Mechanisms for Capital Improvements | | By September 2026, develop a 10-year financial model that can be used to assist in making financial decisions. As part of this model, present City Council with funding source recommendations for our major capital improvement categories (parks, streets, downtown, facilities, technology, and motor pool). | A plan that aligns with our vision will strengthen long-term financial sustainability by providing a clear framework for capital planning, supporting informed decision making, and ensuring responsible stewardship of resources for current and future community needs. |
| (11) Underground Utilities – State, Washington & Lincoln | | | |
| (12) Future Visioning with Schools | Strong, Safe & Connected Neighborhoods; Economic & Community Development | Engage with Zeeland Public Schools and Zeeland Christian School to share and discuss future plans around their respective facilities in the city in order to assist the city in planning for these improvements as a means of balancing school needs/desires with the surrounding community. | |
| (13) Second Exit from Public Safety Building | | | |
| (14) Legal Succession Planning | | | |
| (15) Snowmelt Expansion Phase 3 | | In 2026, confirm our commitment to snowmelt in the following ways: 1) Construct a boiler plant at 17 East Main Avenue; 2) Install snowmelt as part of the Church Street Project; 3) Affirm our snowmelt master plan. | A snowmelt plan that aligns with our vision will expand snow-free roadways and walkways, strengthen downtown vitality and economic development, and affirm our long-term commitment to strategic infrastructure investment. |
| (16) Business Loop I-196 Beautification | | By June 30, 2026 revisit our vision for the beautification of BL-196 and determine council’s desire to implement the vision. | A plan that aligns with our vision will enhance the visual character of a key gateway corridor, strengthen community identity, and reinforce our commitment to creating attractive and welcoming public spaces for residents and visitors alike. |
| (17) Finance Staffing | | As part of the budget creation, determine the structure and staffing levels for the Finance Department in order to not meet the needs of the BPW but also the City as a whole. | Appropriately structured staffing meets the operational needs of both the City and BPW, supports financial sustainability, organizational effectiveness, and strong stewardship of public resources. |



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| (18) Succession Planning | | | |
| (19) Business Loop I-196 Pedestrian Crossing | | Throughout 2026, affirm stakeholder position on the BL-196 crossing and work to secure grant funding as opportunities arise. | A project that aligns with our vision will strengthen connectivity between neighborhoods, enhance pedestrian and cyclist safety, and reinforce our commitment to creating strong, safe and connected neighborhoods. |
| (20) Downtown Parking | | | |
| (21) Main Street Auto Redevelopment | | By 12/31/26, release a Request for Proposals for the redevelopment of the site, and select a developer to redevelop the site in accordance with the City's vision. | Pursuing a high-quality development on this site emphasizes the Downtown Vision Plan recommendation to create strong corners at every intersection throughout downtown. |
| (22) Implementation Plan for New Electric Generation | | | |

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City of Zeeland 2026 Strategic Action Plan Supports

| Support | Commitment | Outcome Indicator | Department |
|--------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| (1) Identify Replacement Valves and/or Actuators for Aeration Air Supply | | <p>CWP staff will evaluate and identify suitable replacement valves and/or actuators that control the air supply to the aeration process. The existing equipment is over 10 years old, not operating as reliably or efficiently as staff feels it is possible. The objective is to improve the consistency and stability of air delivery to the aeration trains. By reducing sporadic air flow and control issues, reliance on the secondary turbo blower will be minimized. Achieving this will reduce mechanical ear on the blower and lower overall electrical consumption and operating costs.</p> <p>1) Improved reliability and control of aeration air supply 2) Reduced run time and wear on the secondary turbo blower 3) Lower electrical usage and operating costs 4) Identification of modern, efficient, and compatible replacement equipment.</p> | Clean Water Plant |
| (2) Establish a PFAS Local Limit | | <p>The City of Zeeland will take proactive steps to protect its wastewater treatment system and the rivers and lakes of Michigan from PFAS, a group of man-made chemicals of concern. City staff will work with engineering consultants Moore & Bruggink and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to develop a local ordinance that sets limits on PFAS discharges into the wastewater system.</p> | Clean Water Plant |

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| (3) Train Staff in the Use of Library IQ | | Staff to perform collection audits to identify gaps in the collections, run weeding reports, track new releases, and streamline book ordering. | Library |
| (4) Complete Sound-Absorption Installation Project | | Use design specifications for sound mitigation project by ADB engineering firm to solicit bids for project completion and installation of sound absorption materials throughout library. | Library |
| (5) Digitize Library Registration Cards & Library of Things Waivers | | Work with IT to purchase scanning equipment and set up the digital repository for these documents. Project to be completed by December 2026. | Library |
| (6) Develop a Plan to Ensure Website Compliance | | The department will establish a coordinated, proactive approach to achieving WCAG compliance under the ADA Title II Web and Mobile Application Accessibility Rule by identifying responsible staff, aligning with City IT efforts, and evaluating tools to assess and address accessibility gaps. This process will be implemented in advance of the April 2027 compliance deadline to ensure ongoing accessibility in digital content and services. | Library |
| (7) Update Pricing for Community Center Rentals & Revise Informational Brochure | | Recommend rental price increase to City Council for implementation in FY 2026-2027; update and reprint informational brochure. | Howard Miller Community Center |
| (8) Evaluate Alternative Online Event Management Platforms | | Research different online room reservation management systems and work with IT to determine if a switch is beneficial to the organization. | Howard Miller Community Center |
| (9) Purchasing Policy | | Update the City's purchasing policy and establish a standard set of terms and conditions. | Finance |
| (10) Downtown Subaddresses | | By 12/31/26, inventory all subaddresses being used in the central business district. | Community Development |



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| (11) Taft and Main Visioning | | In 2026, hold at least one discussion with the owners of the properties at Taft St. and Main Ave. to discuss future uses and the redevelopment of the sites. | Community Development |
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