

Council Meeting
Common Council
February 16, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, February 16, 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 Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, Interim Fire/Rescue Chief Mitch Harsevoort, Utilities Manager Designee Robert Mulder and City Clerk Kristi DeVerney

The Invocation was offered by Attorney Donkersloot.
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 February 2, 2026,
2. Approve minutes, as amended, of the Regular City Council meeting on February 2, 2026.
3. Receive for information draft minutes of 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. \nand 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.

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

City Managers Report

City Manager Klunder reported:

Economic Development Recognition - For 2025, the City was once again recognized as a four-star city by iLabs in this economic development realm. Since 2018, we have been recognized as a four-star or five-star community. The eCities study analyzed publicly available data from 277 communities from 54 counties in Michigan. 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, 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.

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 – Recent department monthly operating reports are listed below:

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

Public Hearing – Snowmelt Special Assessment

Mayor VanDorp called the public hearing to order at 7:10 P.M. Assistant City Manager/Finance Director Plockmeyer gave 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. ACM/FD Plockmeyer stated those that would be charged are all city-owned parcels that would benefit and any property owners that benefit from the snowmelt system except:

- Owner-occupied single-family homes
- Parcels that are exempt
 - Zeeland Public Schools
 - United State Postal Service

The areas that will be charged are as follows:

- Crosswalks will be the responsibility of the City
- Bump outs are the responsibility of the City
- Corner lots are calculated to the lot line and on the frontage with the smallest dimension. Corner sidewalks are only calculated in instances where the snowmelt connects to the snowmelt in an adjacent parcel
- Square footage is calculated from the back of curb (or inferred back of curb) to edge of snowmelt nearest the face of the building
- Sidewalk square footage along Em Street is calculated based on a sidewalk width of 9'
- Public passageways are the responsibility of the City
- North Street & First CRC – staff is recommending that the snowmelt sidewalk that abuts a leased parking lot be paid for by the City at large

There are two (2) items that make up the charge for the snowmelt special assessment. They are: 1) a commodity or heating charge, and 2) a readiness-to-serve or capital charge.

The commodity or heating charge equals \$0.92 per square foot, which is consistent with the previous special assessment. Since constructing the snowmelt system, the charge has ranged from \$0.33 to \$1.31 per square foot. Staff is looking for two (2) more years of data to establish a better cost estimate.

The readiness-to-serve or capital charge equals \$1.10 per square foot. This is \$0.09 less than the previous special assessment. Staff is proposing to Waive the Capital Charge during this Special Assessment cycle due to funds set aside by a previous City Council for this purpose.

Below is the summary of the costs for the Snowmelt Special Assessment.

- Total operation and maintenance charge would be:
 - \$0.92 sq. ft. operation
 - \$1.10 sq. ft. RTS – Waived for this Special Assessment Cycle

- Total: \$2.02 sq. ft. – Only \$0.92 sq. ft. paid by property owner

When fully built out, below are the costs:

- \$207,759.96 city charges (82% of operating costs)
- \$ 43,160.90 property owners
- \$245,920.86 total annually

Following the close of the public hearing, City Council was 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.

Copies of the information are provided to Council to date including Snowmelt Special Assessment Resolution No. 1, 2, and 3 and the Snowmelt Special Assessment Report.

Staff recommend approval of the Snowmelt Special Assessment Resolution No. 3 which authorizes the City Assessor to develop the special assessment roll. The public hearing was closed at 7:17 P.M.

Action Items

26.020 Snowmelt Special Assessment

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to approve Snowmelt Special Assessment Resolution No. 3 which authorizes the City Assessor to develop the special assessment roll.

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

26.021 MPPA Purchase Power Commitment 2028-2031

Motion was made by Councilmember Timmer and Supported by Councilmember Lam 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.)

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

26.022 Rescue – Pumper Apparatus Purchase

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen 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.

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

26.023 Traffic Control Order – Peck/Rich

Motion by Councilmember Langeland and Supported by Councilmember Perkins to approve a stop sign be erected at the corner of Rich Ave. and Peck St for Westbound Rich Ave.

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

26.024 Police Tahoe Purchase

Motion by Councilmember Perkins and Supported by Councilmember Bult to 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

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

26.025 Master Plan RFP Award

Motion by Councilmember Bult and Supported by Councilmember Lam to 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.

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

26.026 Division Street Vacation Request

Motion by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to approve the North Division Street vacation request from Mead Johnson, LLC be referred to the Planning Commission in accordance with the City's established procedure.

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

26.027 Plumbing & Mechanical Contractor Contract

Motion by Councilmember Timmer and Supported by Mayor Pro-Tem Gruppen to approve the contract with West Shore Inspections, LLC to serve as the City of Zeeland's plumbing and mechanical inspection contractor.

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

26.028 SARB Re-appointments

Motion by Councilmember Lam and Supported by Councilmember Bult re-appointments of Eric Barnes, Brian VanHoven, and Doug Vos to the Shopping Area Redevelopment Board (SARB) with a term expiring February 16, 2030.

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

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting at 7:31 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 16, 2026
5:45 P.M.

Mayor VanDorp called the Study Session to order at 5:45 P.M.

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

ABSENT: None

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director, Police Chief Tim Jungel, Interim Fire/Rescue Chief Mitch Harsevoort, and City Clerk Kristi DeVerney

MPPA Purchase Power Commitment 2028-2031

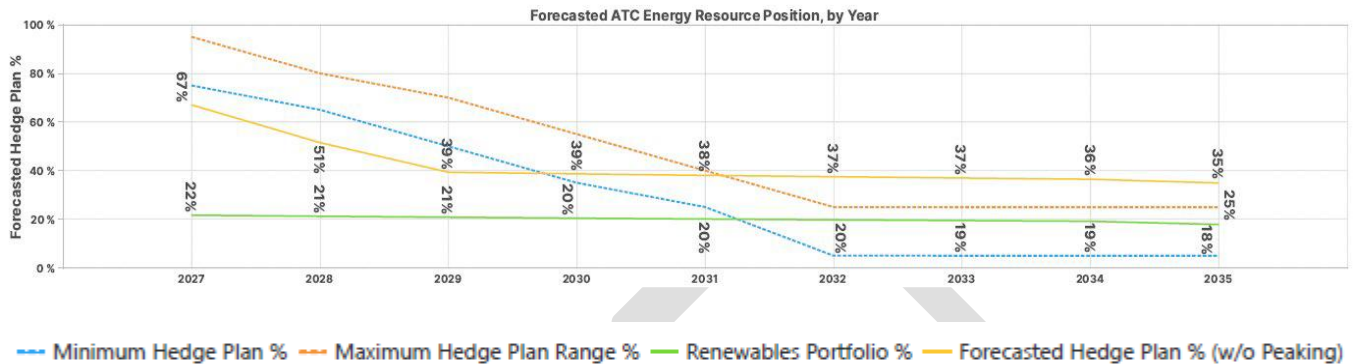
Robert Mulder, Utilities Manager Designee, reported that in recent weeks, MPPA Power Supply staff have recommended that monthly energy purchase transactions be executed for the period of calendar years 2028 – 2031, to address open positions and mitigate risk by aligning the BPW's hedged position with 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*).



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.)
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 - 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.)

Rescue – Pumper Apparatus Purchase

Interim Fire/Rescue Chief Mitch Harsevoort reported that 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 practically evaluating our fleet, 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

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.

Staff ask 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.

Traffic Control Order – Rich Ave – Peck St Stop Sign

Police Chief Jungel noted 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.

Master Plan RFP Award

Community Development Director Tim Maday reported that 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. 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, City Council considered 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 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.

The next step will be the project kickoff meeting with the Planning Commission and the consultant team.

Division Street Vacation Request

Community Development Director Tim Maday noted that 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. 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: 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.

Further, 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 recommended 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.

Plumbing & Mechanical Contractor Contract

Community Development Director Tim Maday reported that 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 benefited 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 brought the attached proposed contract with West Shore Inspections, LLC (Inspector: Robert Modreske) to City Council for review and approval. 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 recommended that City Council approve the contract with West Shore Inspections, LLC to serve as the City of Zeeland's plumbing and mechanical inspection contractor.

Snowmelt Special Assessment Public Hearing

Assistant City Manager/Finance Director Plockmeyer gave 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 was 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.

Copies of the information are provided to Council to date including Snowmelt Special Assessment Resolution No. 1, 2, and 3 and the Snowmelt Special Assessment Report.

Staff recommend approval of the Snowmelt Special Assessment Resolution No. 3 which authorizes the City Assessor to develop the special assessment roll.

SARB Re-Appointments

City Clerk DeVerney reported 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, which all three of them did.

Staff recommend City Council re-appoint Eric Barnes, Brian VanHoven, and Doug Vos to SARB with a term expiring on February 16, 2030.

Strategic Action Plan Review

City Manager Klunder reported that 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. Manager Klunder reviewed 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, staff hopes 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).

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.

Closed Session

Motion was made by Councilmember Timmer and supported by Mayor Pro-Tem Gruppen to enter into Closed Session at 6:21 P.M. for purposes of reviewing an attorney’s opinion. Motion carried by all voting aye.

Motion was made by Councilmember Timmer and supported by Councilmember Langeland for the City Council to reconvene from Closed Session at 6:37 P.M. Motion carried by all voting aye.

Interim Fire/Rescue Chief Harsevoort gave an update on the Creekside Apartments fire on February 13, 2026.

There being no further items to discuss, Work study was adjourned at 6:54 P.M.

Kristi DeVerney, City Clerk