



**CITY OF ZEELAND**  
**City Council Work-Study Session**  
**Agenda**  
**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm**  
**March 16, 2026, 6:00 p.m.**

**DISCUSSION ITEMS:**

1. Clean Water Plant – Final Clarifier #2 Improvements
2. Police Department Service Weapon Purchase
3. Clean Water Plant SCADA Server Refresh
4. Clean Water Plant SCADA Software Upgrade
5. Facilities Maintenance Tech Position
6. Snowmelt Special Assessment Resolution #4
7. Parks & Recreation Master Plan Proposal
8. Budget Amendment – Parks & Recreation Plan
9. Local Streets Mill/Resurface Contract Award
10. Downtown Maintenance Contract Award
11. Downtown Plantings & Christmas Décor Contract Award
12. Lawn Maintenance Contract Award
13. Lawn Mower Purchase
14. Alcohol License Report
15. Adopt 2026 Strategic Action Plan & Points Assignment

**UPCOMING BUSINESS:**

**OLD BUSINESS:**

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

**ANNOUNCEMENTS:**



**CITY OF ZEELAND**  
**City Council Regular Meeting**  
**Agenda**  
**City Hall – Council Chambers, 2<sup>nd</sup> Floor, 21 South Elm**  
**March 16, 2026, 7:00 p.m.**

**CALL TO ORDER:**

Invocation – Faith Reformed Pastor T J South  
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:**

None

**ACTION ITEMS:**

1. Clean Water Plant – Final Clarifier #2 Improvements
2. Police Department Service Weapon Purchase
3. Clean Water Plant SCADA Server Refresh
4. Clean Water Plant SCADA Software Upgrade
5. Snowmelt Special Assessment Resolution #4
6. Parks & Recreation Master Plan Proposal
7. Budget Amendment – Parks & Recreation Plan
8. Local Streets Mill/Resurface Contract Award
9. Downtown Maintenance Contract Award
10. Downtown Plantings & Christmas Décor Contract Award
11. Lawn Maintenance Contract Award
12. Lawn Mower Purchase
13. Facilities Maintenance Tech Position
14. Accept Alcohol License Report
15. Adopt 2026 Strategic Action Plan & Points Assignment

**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 matters 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 March 2, 2026.
2. Approve minutes of the Regular City Council meeting of March 2, 2026.
3. Receive for information draft minutes of March 5, 2026, Planning Commission meeting.
4. Receive for information draft minutes of March 12, 2026, Shopping Area Redevelopment Board meeting.
5. Receive for information draft minutes of March 12, 2026, Personnel Committee meeting.
6. Receive for information draft minutes of March 10, 2026, Board of Public Works meeting.
7. Ratify BPW Action #26.016 – Approve the purchase of three BPW Electric SCADA replacement servers from Dell, under MiDeal Contract pricing, in an amount not to exceed \$45,675.
8. Ratify BPW Action #26.017 – Approve the January 2026 cash disbursements and the regular monthly transfers for the month of January 2026.
9. Ratify BPW Action #26.018 – Approve the Fiscal Year 2026-2027 budget as presented.
10. Ratify BPW Action #26.019 – Approve the base bid and bid alternate for construction at Fairview Substation from Kent Power in the amount of \$113,595 for the Fairview 69kV Breaker Replacement Construction Services.

Council Meeting  
Common Council  
March 2, 2026

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

The Invocation was offered by Pastor Dirk Koetje from North Street Christian Reformed Church. The Pledge of Allegiance to the Flag

### **Approve additions/deletions to the Agenda**

Motion was made by Councilmember Perkins and Supported by Councilmember Lam to add the Mead Johnson Hold Harmless Agreement to the March 2, 2026, City Council agenda. Motion carried. All voting aye.

### **Consent Agenda**

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

1. Approve minutes of the City Council Work Study of February 16, 2026,
2. Approve minutes, as amended, of the Regular City Council meeting of February 16, 2026.
3. Receive for information draft minutes of January 20, 2026, Library Advisory Board meeting.
4. Receive for information draft minutes of February 5, 2026, Planning Commission meeting.
5. Receive for information draft minutes of February 16, 2026, Clean Water Plant Technical Review meeting.
6. Receive for information draft minutes of February 17, 2026, Board of Public Works meeting.
7. Receive for information draft minutes for February 17, 2026, Board of Zoning Appeals meeting.

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

### **City Managers Report**

*City Manager Klunder reported:*

Planning Commission – The Planning Commission will hold their regular monthly meeting on

Thursday, March 5. At the meeting the Planning Commission will start the process of reviewing the N. Division vacation request from Mead Johnson that City Council forwarded to the Planning Commission for review.

BL-196 Pedestrian Bridge Funding – Within the 2026 Strategic Action Plan is a goal to confirm potential partner commitments to the project and to seek potential funding sources for the project. Recently, Zeeland Charter Township’s Board did confirm their ongoing support for a pedestrian bridge over BL-196. Additionally, we recently submitted a funding request to Representative Slagh under Act 32 of 2025. We see the BL-196 pedestrian bridge as a beneficial project.

Act 210 and Act 255 Sunsets – Earlier this year we passed along information that Act 210 (Commercial Rehabilitation Act) and Act 255 (Commercial Redevelopment Act) sunset on December 31, 2025, and therefore they are no longer tax incentives we can offer to potential developments in Downtown Zeeland. As we previously relayed, the City of Zeeland has used Act 210, Commercial Rehabilitation Act, extensively to support numerous projects in our downtown area. Many of these projects have been from locally owned property owners/businesses. We sent a letter to Representative Slagh identifying the importance of these incentive tools to Zeeland and a request for him to help extend the use of these incentive tools.

Personnel Committee – We will be holding a meeting on March 12. With a pending retirement within the Facilities Maintenance Team, we are evaluating a change from a Building Custodian/Maintenance position to a “100%” maintenance position. Additionally, we are in the process of evaluating all positions within the city organization to ensure they remain market competitive. Our last comprehensive analysis of positions was done in 2022.

Alcohol License Reviews – The city no longer has a committee that conducts a meeting around Alcohol License Reviews, but our administrative team still reviews license holders’ compliance with our Alcoholic Beverages Ordinance, performs on-site inspections, reviews any police incidences throughout the year, and ensures that license holders are meeting the appropriate alcohol/non-alcohol sales ratio for their particular license (if applicable). Our team is in the process of collecting that information and it will be submitted to City Council by March 14 and then City Council can accept the report or recommend denial of a license renewal at your March 16 meeting.

Brownfield Redevelopment Authority – No meeting date has been set, but our Brownfield Redevelopment Authority will meet in the not-too-distant future. The Brownfield Plan amendment for the JR Automation project is ready for the Brownfield Authority to review and consider (and ultimately City Council). Additionally, while a Brownfield Plan amendment has already been approved for 17 E. Main, an Act 381 Work Plan needs to be submitted to the Michigan State Housing Development Authority (MSHDA) and approved by the Brownfield Redevelopment Authority. That work plan is ready for the Authority’s review. Finally, we are looking to finalize a proposed amended policy for Brownfield Tax Increment Financing and a new Economic/Community Financial Tax Incentive Policy.

## **Action Items**

### **26.029 Fire/Rescue Chief Appointment – Brad Deppe**

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to accept the recommendation of Mayor VanDorp and the Fire/Rescue Search Committee to appoint Mr. Brad Deppe as the City of Zeeland’s Fire/Rescue Chief effective March 23,

2026, and that his starting annual salary be \$110,000 which is based on the recommended salary range for the Fire/Rescue Chief's position in FY 26/27.

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

#### **26.030 Electric Scada Server Refresh**

Motion was made by Councilmember Timmer and Supported by Councilmember Bult to proceed with the purchase of three replacement SCADA servers in an amount not to exceed \$45,675, which includes a 5% contingency to address potential pricing fluctuations, utilizing previously approved capital funds, and authorize procurement through the MiDeal cooperative contract.

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

#### **26.031 City Hall Roof Top Unit Refresh Contract**

Motion was made by Councilmember Lam and Supported by Councilmember Bult to waive the formal bidding requirements due to the proprietary nature of the equipment and authorize a contract award to Trane U.S. Inc. in the amount of \$34,450 for the IntelliPak rooftop unit refresh service at City Hall.

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

#### **26.032 Cemetery/Parks Commission Appointment**

Motion by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to approve the appointment of Sabina Otteman to the Cemetery/Parks Commission with a term expiring May 6, 2029.

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

#### **26.033 Mead Johnson Hold Harmless Agreement**

Motion by Councilmember Perkins and Supported by Councilmember Bult to approve the attached Hold Harmless Agreement with Mead Johnson as presented.

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

## **Report from Council Members**

Mayor Pro-Tem Gruppen stated that the Manager's Performance Review will be distributed to the Council members, within the next few weeks, for their input on Manager Klunder's Performance over the last year.

Mayor VanDorp reported that State Representative Brad Slagh invited him, and he attended Governor Whitmer's State of the State Address.

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.

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Mayor Richard Van Dorp III

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Kristi DeVerney City Clerk

MEMORANDUM OF-STUDY SESSION  
Zeeland City Hall Council Chambers Monday, March 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 Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, IT Manager Tim Maloney, Interim Fire/Rescue Chief Mitch Harsevoort, and City Clerk Kristi DeVerney

### **Fire/Rescue Chief Appointment – Brad Deppe**

City Manager Klunder reported the Fire/Rescue Chief Search Committee conducted phone interviews and in-person interviews during the last couple of months and ultimately decided that Mr. Brad Deppe provided the city with the best option and continued to work with Mr. Deppe through the screening process by holding “meet and greets” with the city’s management team and Fire/Rescue Department members.

A conditional offer of employment was provided to Mr. Deppe, which he accepted, subject to City Council accepting Mayor VanDorp’s recommendation and successful completion of a physical exam and background checks. Mr. Deppe’s potential first day will be Monday, March 23, 2026.

The recommendation, of Mayor VanDorp and the Fire/Rescue Search Committee, is to accept the appointment of Brad Deppe as the City of Zeeland’s Fire/Rescue Chief effective March 23, 2026, and that his starting annual salary be \$110,000 which is based on the recommended salary range from the Fire/Rescue Chief’s position in FY 26/27.

### **Electric Scada Server Refresh**

IT Manager Tim Maloney reported that the Zeeland Board of Public Works Electric SCADA (Supervisory Control and Data Acquisition) infrastructure supports critical operational systems. The existing SCADA application servers and replication server have reached end-of-life and are no longer within their recommended hardware lifecycle. Continued operation on aging infrastructure increases the risk of hardware failure, extended downtime, and limited manufacturer support options.

Enterprise server hardware pricing remains volatile due to global supply chain pressures, AI-driven data center demand, and tariff impacts. These conditions have elevated equipment costs and reduced pricing predictability. Including a modest contingency is prudent to address potential fluctuations prior to final procurement.

Proposal:

The proposed refresh includes:

- Replacement of two virtual SCADA application servers
- Replacement of one virtual replication server
- Deployment of three new enterprise-class servers
- Elimination of two virtual domain controllers within the SCADA network

- Migration of hypervisors from VMware to Microsoft Hyper-V, reducing ongoing licensing costs
- Preservation of redundancy to maintain continuous SCADA operations The cost per server is \$14,500, resulting in a base purchase total of: 3 servers × \$14,500 = \$43,500

A 5% contingency is recommended due to current market volatility:

5% contingency = \$2,175

Total not-to-exceed amount:

\$45,675

Capital funds previously requested and allocated include:

- \$35,000 for two SCADA servers
- \$15,000 for one replication server Total capital allocation: \$50,000

The proposed purchase, including contingency, remains within the approved capital allocation.

The quoted pricing is provided directly by Dell under the State of Michigan MiDeal cooperative purchasing contract, which satisfies competitive procurement requirements. Accordingly, staff recommend that the formal three-bid process be waived for this purchase in accordance with the City's purchasing policy.

It is recommended that the City proceed with the purchase of three replacement SCADA servers in an amount not to exceed \$45,675, which includes a 5% contingency to address potential pricing fluctuations, utilizing previously approved capital funds, and authorize procurement through the MiDeal cooperative contract.

### **City Hall Rooftop Unit Refresh Contract Award**

Assistant City Manager/Finance Director Kevin Plockmeyer reported that last summer, we experienced a number of cooling issues at City Hall due to failures on the rooftop HVAC unit serving the building. While the unit remains operational because of significant attention from the Facilities Team, several major components are original and have reached a point in their life cycle where failure risk is significantly elevated.

Trane has evaluated the equipment and proposed participation in their IntelliPak Refresh Service Program. This program is a comprehensive factory-warranted service intended to restore critical components to original operating condition and extend the useful life of the unit. The scope includes replacement of both compressors, dryers, crankcase heaters, power contactors, airflow proving switches, cabinet integrity improvements, and related components, along with all crane and rigging labor.

The total cost for the refresh service is \$34,450 as opposed to a new unit which is expected to exceed \$200,000. Completion of the refresh provides a two-year compressor parts and labor warranty, with one year parts coverage on other replaced components.

Given the proprietary nature of the Trane IntelliPak system and the specific components involved in this refresh, these repairs must be performed by Trane authorized personnel utilizing factory parts and processes. The equipment design and warranty requirements limit this work to the manufacturer's service provider. As such, competitive bidding is not practical for this project.

Recommendation for City Council is to waive the formal bidding requirements due to the proprietary

nature of the equipment and authorize a contract award to Trane U.S. Inc. in the amount of \$34,450 for the IntellPak rooftop unit refresh service at City Hall.

### **Cemetery/Parks Commission Appointment – Sabina Otteman**

Mayor VanDorp reported that he asked Sabina Otteman if she would be interested in being appointed to the current vacancy on the Cemetery/Parks Commission with a term expiring May 6, 2029. She is interested in serving in this capacity and Mayor VanDorp is recommending her appointment at tonight's meeting.

### **Mead Johnson Hold Harmless Agreement**

Interim Fire/Rescue Chief Mitch Harsevoort reported that the Fire/Rescue Department and Police Department have been working with Mead Johnson to utilize the houses and townhomes, that Mead Johnson acquired in 2025, for training purposes. Mead Johnson is willing to allow this training to occur before building demolition with an appropriate Hold Harmless agreement between the parties. City Attorney Donkersloot reported that he has worked with Mead Johnson's legal team and the parties have arrived at a mutually acceptable hold harmless agreement. Interim Fire/Rescue Chief Harsevoort is asking City Council to add this to tonight's agenda and to approve the agreement. Council clarified that the vast majority of the training will occur within the buildings and Interim Chief Harsevoort committed to having the department ensure there is not a bunch of building material laying around the properties after the departments complete training. The department will also work with Marketing Director deRoo to inform the public of when these trainings will take place.

### **2025 Strategic Action Plan Review**

City Manager Klunder reviewed the latest draft of the 2026 Strategic Action Plan. All 2026 goals, outcome indicators, value statements, and commitments addressed by each goal have been incorporated into the plan. If City Council has any further recommendations on changes, please forward those to City Manager Klunder. He also reported that the majority of department supports (previously operational goals) have been submitted along with the associated outcome indicator and value statement. Again, if City Council has any suggested changes, please forward those to City Manager Klunder. The plan is to bring the final 2026 Strategic Action Plan for City Council adoption consideration at the March 16 City Council meeting.

There being no further items to discuss, Work study was adjourned at 6:40 P.M.

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Kristi DeVerney, City Clerk



**CITY OF ZEELAND  
PLANNING COMMISSION MEETING MINUTES  
CITY HALL – 21 SOUTH ELM STREET  
MARCH 5TH, 2026  
5:45PM**

-5:45PM – Chairman Elhart called the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners CJ Otteman, Amanda Cooper, Sheri Holstege, Bob Blanton, Rebecca Perkins, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioner Daniel Klompmaker

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Recording Secretary Kristi DeVerney

- Moved by Perkins, Supported by Holstege to excuse absent members. Motion carried unanimously by voice vote.

Maday requested to add Farm Stands discussion at the end of tonight's meeting.

Maday then reviewed his memo to request to vacate Division Street, north of Main Avenue with the Commissioners.

Request to Vacate Division Street north of Main Avenue

On February 16, 2026, City Council acted in accordance with the City's established street vacation procedure and referred to the request from Mead Johnson, LLC to the Planning Commission for review and recommendation, consistent with the July 13, 2011 memorandum from the City Attorney outlining the City's process for street vacations.

The Planning Commission needs to determine whether to require a traffic study prior to making a recommendation. The Commission may hold a public hearing as they develop a recommendation, but it is also required to hold a City Council public hearing prior to final action by Council.

Mead Johnson representative, Allan Barron, indicated 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 limited use of the street. However, the Planning Commission may require a traffic study if it determines one is necessary, or if information presented during the public hearing suggests additional analysis would be beneficial.

### **Motion 2026.03**

**Moved by Perkins to schedule a public hearing at the April regular meeting, April 16, 2026, to hear comments regarding the February 6, 2026, request from Mead Johnson, LLC to vacate a portion of North Division Street.**

**Supported by Holstege**

### **Roll Call Vote on Motion 2026.03**

**Ayes: CJ Otteman, Amanda Cooper, Sheri Holstege, Bob Blanton, Rebecca Perkins, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart**

**Nays: None.**

**Absent: Daniel Klompmaker.**

**Motion Passes.**

-Motion by Klunder to approve the Planning Commission meeting minutes from the February 5, 2026 meeting. Supported by Cooper. Motion carried unanimously by voice vote.

### **Downtown Parking Assistance Report 2026**

As downtown Zeeland continues to experience growth and reinvestment, ensuring that our parking strategy supports that momentum remains essential. With that in mind, the Shopping Area Redevelopment Board (SARB) and city staff that oversee downtown projects support the *Parking Report and Recommendations* prepared by Rob Bacigalupi, AICP, Principal of Mission North, LLC, dated February 6, 2026.

Following several city-initiated parking changes last year, our team felt it was both responsible and strategic to seek guidance from a professional in the parking industry. We were hopeful that, after studying Zeeland's parking supply, our unique downtown culture, and our previous parking study, a consultant might identify new ideas or uncover something we had missed that would alleviate our perceived parking challenges.

To our own surprise, we did not find any such singular issue or overlooked solution. Instead, this report has clarified our understanding of the realities we face and strengthened our confidence in our team's ability to approach parking with a big-picture perspective. The findings affirm that Zeeland provides a high level of service, while also acknowledging the increasing pressure created by new development, the complexity of coordinating numerous public and shared-use lots, and the long-term sustainability questions associated with funding and management.

Importantly, the report outlines practical and phased recommendations:

- **Quick Actions**, including improved signage and enforcement in municipal lots, targeted supply enhancements for unrestricted parking, and on-street striping to improve efficiency and encourage appropriate use.
- **Midterm Strategies**, such as exploring a residential permit program, assessing long-term management and fiscal capacity, and considering tools to charge for parking, like special assessments or payment-in-lieu-of-parking for new developments.

- **Longer-Term Planning**, including consolidation of parking assets and conducting a parking deck feasibility study to proactively plan for future growth.

From a downtown vitality and economic development standpoint, SARB and staff believe these recommendations align with broader community goals and will continue to strengthen the greater downtown. The report reinforces that thoughtful management, education, enforcement, and strategic investment — rather than a single dramatic change — are the keys to long-term success. If the Planning Commission is comfortable with the direction outlined in this report, the next step would be to return the document to the Parking Working Group for final review and coordination. Following that process, it would be forwarded to City Council for acceptance, marking formal authorization for staff to begin developing a plan for implementation of the recommended actions.

#### **Motion 2026.04**

**Moved by Cooper to endorse the Downtown Parking Assistance Report 2026.**

**Supported by Holstege**

#### **Roll Call Vote on Motion 2026.04**

**Ayes: CJ Otteman, Amanda Cooper, Sheri Holstege, Bob Blanton, Rebecca Perkins, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart**

**Nays: None.**

**Absent: Dan Klompmaker.**

**Motion Passes.**

#### **Farm Stands**

Maday stated farm stands have become more prevalent in 2025. Because the City of Zeeland does not have an ordinance for these stands, staff are requesting clear expectations. The Commission directed Maday to contact other surrounding cities to get their feedback.

6:24 PM – Moved by Perkins, supported by Holstege, to adjourn. Motion carried unanimously by voice vote.

Kristi DeVerney  
Recording Secretary

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

PRESENT: Board members: Barnes, Bult, Dick, Gentry, VanHoven  
ABSENT: VanKampen, 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 Gentry to approve the February 12, 2026, meeting minutes. All present voting aye, Motion Carried.

2. **MATCH ON MAIN GRANT**

deRoo noted the State is offering a potential reimbursement grant for qualified downtown district applicants. The grant is up to \$25,000 (with 10% from applicant) for activating new space or growing their business. Some examples include main floor improvements, expanding into new space, adding a patio, and upgrading technology. Points are given to the business application as to how it benefits the community.

The City of Zeeland can submit up to two business applications to the State for review. However, only one, potentially, can be chosen. The City of Zeeland needs to have their selections to the State by April 20, 2026. If a business applicant is not chosen this year, they may apply again next year, if the grant is still available.

3. **DOWNTOWN CALENDAR**

The Memorial Day Parade's route was discussed due to construction on Church St. The route will not run on Central Ave. but will run on Lincoln St. instead.

4. **DOWNTOWN PROJECTS**

**Mural Project** – Call to Artists applications will be available soon with a budget of \$25,000. The Marketing Department is hoping to create two murals this year. The locations being pursued are the southeast walls of 122 E. Main (Adorned Home) and suspending a removable mural within the passageway at 137 W. Main.

**Main Street Auto Project** – City staff is preparing the RFP for 303 E. Main and hope to have it ready to publish May 5, 2026. Proposals are due on June 30, 2026. The building will be torn down and replaced with multi-story building. There are 2 private property homes (on the side and back side) of the Main Street Auto property that could potentially be included in the project, if developers find the property owners to be interested in selling.

5. **OTHER**

**Parking** - VanHoven noted that he had recently talked to Public restaurant's owner, Luke Grill about parking downtown. He is in favor of a parking garage as his parking lot is usually full around lunchtime. SARB speculated that the full parking lot is due to lack of parking enforcement – noting that employees from Moxy Dental, Royal Cutz and downtown apartment tenants are ignoring the four-hour parking rule. Additionally, it was suspected that The Social homeschool program might dismiss at noon, which fills the parking lot with parents picking up their children.

SARB indicated that there is likely several reasons that the lunch hour crowd has declined – in addition to parking – increased food pricing, increase of restaurants means more competition, several restaurants in the Holland/Zeeland area with similar menu items.

Board members also noted that buildings and apartments are being built that don't have enough parking for their customers, tenants, and employees.

**Dumpster Update** – City of Zeeland is working with the City Attorney for a ruling that the city could offer dumpster service to downtown properties as a utility, which would mean that the city contracts directly with the waste hauler, and ideally create a more efficient and equitable service. Gentry noted that her Waste Management rate was increased 20% this year.

**April Meeting** – May need to have an April meeting for the RFP. deRoo will follow up with the Board if this is necessary.

A motion was made by Dick and supported by VanHoven to close the meeting at 9:49 A.M. All present voting aye, Motion Carried.

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Kristi DeVerney, City Clerk

**MEMORANDUM OF MEETING**  
Personnel Committee  
March 12, 2026 – 12:00 PM  
City Hall Main Floor Conference Room

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

**ABSENT:** None

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

Mayor VanDorp called the meeting to order at 12:02 PM

**Approval of January 28, 2026, Meeting Minutes**

*A motion was made by Boerman and seconded by Lam to approve the January 28, 2026, meeting minutes. All in favor, minutes approved.*

**Employee Comments**

None

**Facilities Custodian Maintenance Position**

Plockmeyer gave an overview of establishing the position of Facilities Maintenance Technician and the associated pay range for the position.

In anticipation of the pending retirement of a long-time custodian and building maintenance employee, staff believe it is appropriate to shift the responsibilities of the position toward a more maintenance focused role. The intent is to place additional emphasis on building systems, particularly HVAC systems, while continuing to support the overall maintenance of City facilities. This position is not considered a creation of a new job but instead to better align the current position with the operational needs of our facilities and provide additional capacity and support to the Facilities Maintenance Supervisor.

The proposed Facilities Maintenance Technician position would focus on skilled maintenance and repair work across City buildings, including electrical, plumbing, and HVAC systems, as well as coordination with contractors and vendors when needed. The role would also continue to assist with operational needs at City facilities, including events and building support functions.

Given the increasing complexity of building systems and the growing demands on our facilities, additional emphasis on HVAC (including snowmelt) operation, troubleshooting, and maintenance will help ensure the City maintains safe, efficient, and well-functioning facilities while allowing the Facilities Maintenance Supervisor to focus on broader oversight and project management responsibilities. One of the committee members suggested developing work instructions for the position of Facilities Maintenance Supervisor.

The transition of this position was anticipated during the development of the FY26 budget and was included in that budget. The position will also be reflected in the proposed FY27 budget. As a result, there are no anticipated budgetary impacts associated with this change.

*Motion was made by Cooney and seconded by Gruppen to establish a Facilities Maintenance Technician position with a salary range of \$49,456.85 to \$74,185.28 with a midpoint of \$61,821.07. All in favor, motion passed.*

**FY26/27 Salary Range Recommendations**

Klunder gave an overview of the upcoming salary range recommendations that will be brought before the Personnel Committee at April's meeting as Hellenthal has been working on market salary ranges for our employees.

**Paternity Leave, Compensation Time, Holiday Pay, Fitness Membership Follow-Up**

Hellenthal provided a follow-up from the last Personnel Committee meeting in January. After contacting other companies concerning changes to paternity leave, compensation time, and holiday pay, our administrative team is not inclined to suggest any changes. The Personnel Committee did not offer any formal disagreement with the assessment. Our administrative team will bring forth a formal recommendation at an upcoming Personnel Committee meeting on those policy matters.

Helenthal also noted that while it didn't come up at the last Personnel Committee meeting, we have had a request to consider some type of assistance with fitness memberships. Helenthal provided a brief overview of some options the city could consider. The Personnel Committee provided feedback for her to bring back additional information for their consideration. Mayor VanDorp stated that it is possible Zeeland Recreation may consider providing discounts to interested city employees should the city decide to pursue such a policy.

*Motion was made by Cooney and seconded by Gruppen to adjourn the meeting at 12:39 p.m. All in favor, meeting adjourned.*

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Kristi DeVerney, City Clerk

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

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, March 10, 2026. Chairperson Boerman called the meeting to order at 3:30 p.m.

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

Walters ABSENT: Commissioners – None

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

Motion was made by Commissioner Walters and seconded by Commissioner Cooney to approve the minutes of February 10, 2026, and February 17, 2026, Regular Meetings. Motion carried. All voting aye.

**Public Comment**

None.

**Safety Minute**

Heart attack vs cardiac arrest.

26.016 Purchase Recommendation: Electric SCADA Server Replacement

IT Manager Maloney noted that the Zeeland Board of Public Works Electric SCADA (Supervisory Control and Data Acquisition) infrastructure supports critical operational systems. The existing SCADA application servers and replication server have reached end-of-life and are no longer within their recommended hardware lifecycle. Continued operation on aging infrastructure increases the risk of hardware failure, extended downtime, and limited manufacturer support options.

Enterprise server hardware pricing remains volatile due to global supply chain pressures, AI-driven data center demand and tariff impacts. These conditions have elevated equipment costs and reduced pricing predictability. Including a modest contingency is prudent to address potential fluctuations prior to final procurement.

**Proposal:**

The proposed refresh includes:

- Replacement of two virtual SCADA application servers
- Replacement of one virtual replication server
- Deployment of three new enterprise-class servers
- Elimination of two virtual domain controllers within the SCADA network
- Migration of hypervisors from VMware to Microsoft Hyper-V, reducing ongoing licensing costs
- Preservation of redundancy to maintain continuous SCADA operations

The cost per server is \$14,500, resulting in a base purchase total of:

3 servers × \$14,500 = \$43,500

A 5% contingency is recommended due to current market volatility:

5% contingency = \$2,175

Total not-to-exceed amount:

\$45,675

Capital funds previously requested and allocated include:

- \$35,000 for two SCADA servers
- \$15,000 for one replication server

Total capital allocation: \$50,000

Staff recommend that BPW proceed with the purchase of three replacement SCADA servers in an amount not to exceed \$45,675, which includes a 5% contingency to address potential pricing fluctuations, utilizing previously approved capital funds, and authorizing procurement through the MiDeal cooperative contract.

Motion was made by Commissioner Query and seconded by Commissioner Cooney to approve the purchase of three BPW Electric SCADA replacement servers from Dell, under MiDeal Contract pricing, in an amount not to exceed \$45,675.

26.017      Approve Cash Disbursements and Recommended Cash Transfers

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the January 2026 cash disbursements and the regular monthly transfers for the month of January 2026 as follows:

Cash and Investments as of:      January 31, 2026

	<u>Electric</u>		<u>Water</u>
Receiving	\$ 3,576,185	\$	375,952
Accumulated Debt Service (in Receiving Fund)	-		-
Plant Improvements and Contingencies	13,148,879		13,771.156
Bond and Interest Payment Reserve*	-		-
Totals	<u>\$ 16,725,064</u>		<u>\$ 14,147,108</u>

\*Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month:      January-26

	<u>Electric</u>	<u>Water</u>
Receiving	(\$57,645)	-
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	-
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 January 2026.

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:

#### **January 2026 Customer Metrics**

- Overdue/Disconnect Notices = 203
- Active Accounts = 8,006
- Total Bills Sent = 8,043
- Paperless Bills = 2,692
- Pre-Authorized Payment Customers = 2,219
- Invoice Cloud = 3,087
  - o Credit Card = 2,296
  - o EFT = 791

#### **December 2025 Customer Metrics**

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

**C&I Electric Meter Read Dates** – Over the next several months, we will be launching a campaign to transition our Commercial and Industrial customers from a 20th-of-the-month read date to an end-of-the-month read date. This change will result in customers receiving a normal bill, followed by a “long” bill of approximately 40 days, and then returning to a normal billing cycle.

As staff, we are approaching this transition with some excitement, as we see it as an opportunity to provide more accurate financial data since billing will better align with our expenses. We are currently working on customer communications for this transition and will begin by converting our BPW and City-owned accounts first. We expect to accomplish this change without any service outage to customers. Our goal is to complete all transitions prior to June 30.

**Downtown Trash Service Billing** – We are currently exploring the idea of transitioning the billing of downtown trash service (for those who use the centralized dumpsters in the north and south parking lots) to the BPW. We are considering this change due to the experience we are currently having with our trash hauler and the expectation that we may be able to reduce trash costs for downtown property owners.

Based on our understanding of SpryPoint, this would be a relatively simple billing item to administer. We will continue to keep the board informed as we further evaluate this option.

ACM/Finance Director Plockmeyer noted that at the Board’s February 17 special meeting, the BPW management team presented the proposed Fiscal Year 2026-2027 budget. Overall (electric and water combined), the Fiscal Year 2026-2027 budget is proposing overall net operating revenues of \$48,854,391, total operating expenses of \$51,874,487, and nonoperating income of \$3,870,074. In total the budget is proposing a net operating loss of \$849,978. The budget is also proposing to invest \$8,213,000 in capital projects.

Based on the board’s action, the next step will be to bring this budget to the Zeeland City Council for consideration at the end of March, with anticipated final approval by City Council at their May 4th meeting.

Motion by Commissioner Query and seconded by Commissioner VanAst to approve the Fiscal Year 2026-2027 budget as presented. All voting aye.

**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

**Transmission & Distribution Department Projects Update**

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

- City Undergrounding Projects
- Fairview Circuit Breaker Replacement
- Outage Statistics

**26.019 Fairview Substation 69kV Breaker Replacement – Construction Bids**

This project involves replacing three (3) existing 69kV circuit breakers at the Fairview Substation. These breakers have been targeted for replacement due to their age and increasing maintenance requirements, which presents a growing risk to system reliability and service continuity. Preventative maintenance reports from previous years have documented the degradation of this equipment, and staff have determined that replacement is the most reliable long-term solution.

The selected contractor will be responsible for assembling and installing the new circuit breakers, including retrofitting existing foundations, modifying and terminating control wiring, and completing associated installation work necessary to place the new breakers into service. This work will utilize the breakers previously approved and purchased by the Board.

A bid alternate option was requested to obtain pricing for the proper disposal of the existing circuit breakers after removal and was not required as part of the base bid.

Upon completion of construction, staff will coordinate testing and commissioning activities to ensure the new breakers are fully operational and integrated into the substation system.

Bidder Name	Quote	Meets Specification	Comments
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Kent Power	Base Bid: \$85,780 Bid Alternate: \$27,815	YES	RECOMMEND BOTH
Newkirk Electric	Base Bid: \$164,040 Bid Alternate: N/A	YES	

Motion by Commissioner Cooney and seconded by Commissioner Query to approve the base bid and bid alternate for construction at Fairview Substation from Kent Power in the amount of \$113,595 for the Fairview 69kV Breaker Replacement Construction Services.

**Power Production and Buildings & Grounds Department Report**

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder updated the Board on activities, current operations status, and projects which include:

- Operations & Power Supply – January 2026
- Renewable Energy Credits (RECS): January 2026
- Projects & Department Updates
  - o Gregg Schmidt – Electric System Operator II Certification
  - o Integrated Resource Plan (IRP) Update & Stakeholder Engagement Project
  - o MPPA BTMG Initiative
  - o Power Plant Natural Gas Main Replacement Project
  - o Employee Retirements
  - o APPA Legislative Rally
  - o Remembering Keith Parrott, MPPA Staff
- Buildings & Grounds
  - o BPW Office Remodel & Expansion Project
  - o General Facilities Work

**Other BPW Business**

Power Supply & Market Operations Manager/Utilities Manager Designee Mulder updated the Board on current activities including:

- Electric SCADA Server Replacement

**Upcoming Events**

- **Next Regular ZBPW Board Meeting, Tuesday, April 14, 2026, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland**
- Power Supply Strategic Planning and Stakeholder Engagement Initiative Stakeholder Working Group Meeting #3, Thursday, March 19, 2026, 4:00 – 6:00 p.m., HML North Activity Room
- MMEA Legislative Reception, Wednesday, April 15, 2026, 11:00 a.m. – 1:00 p.m., Lansing, MI
- 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 adjourned at 5:02 p.m. Motion carried. All voting aye.

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*Kristi DeVerney, City Clerk*

DRAFT



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

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CITY COUNCIL MEMORANDUM

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TO: Mayor Richard Van Dorp III and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: City Manager's Report

DATE: March 13, 2026

CC: March 16<sup>th</sup> Council Agenda

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Church Street Project – Please note that the intersection of Lincoln/Central will be closed effective Monday, March 16. Current estimate is that the intersection will remain closed for approximately 6 – 8 weeks. Additionally, with the removal of numerous trees along Church, the overhead utility lines are “more exposed”, and we have had questions on whether the overhead will go underground as part of the Church reconstruction project. The answer is yes. We will also replace trees that were removed on a one-for-one basis. Albeit, they will not be in the exact removal location, nor same replacement size as removed trees.

Cemetery/Parks Commission – Met this past Wednesday for a regular meeting. There were several items on their agenda. Attached is the packet from the March 11 meeting.

135/137 E. Main – Tim Maday shared that he learned that the apartments that were developed as part of the 135/137 E. Main project (passageway) are full. There were eight apartments incorporated into that project along with 131/133 E. Main. Given City Council played a significant role in that project (purchase of 135/137 E. Main, removal of building, RFP for development), we are pleased to share this news on occupancy of the apartments.

17 E. Main – Similar to 135/137 E. Main, occupancy is trending well with the apartments at 17 E. Main. Of the twenty-two apartments, there are currently four unoccupied. Again, given City Council's significant involvement with the purchase, removal, RFP development, of 3 E. Main (now 17 E. Main with the incorporation of the former 9/11 building), we are also pleased

FEEL THE ZEEL



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to share the positive news on how occupancy is trending at this facility's residential units and first floor commercial units. This is another great example of City Council's support, and willingness to take a "risk" on helping encourage redevelopment opportunities in Downtown Zeeland.

Downtown Mural Addition - The Marketing Department is ready to kick off the City's second mural initiative; hoping to accomplish two smaller murals this year within the \$25,000 project budget. The locations that have been targeted are the south/southeast walls of 122 E. Main (Greg Visser's building / Adorned Home) and suspending a removable mural within the passageway at 137 E. Main. The Call to Artists will be published early next week with applications due by April 30, 2026.

FY 26/27 Budget Review – A reminder that City Council budget reviews will take place on Monday, March 30 and Tuesday, March 31. The meetings will start at 5:30 p.m. We are typically done by 8:30 – 9:00 p.m. each evening. This year's budget proposal has come together nicely. While we will need to use some General Fund balance for the General Fund, it is projected to be a smaller amount than in past years, and we are projecting to start the fiscal year in a much better position than we anticipated a year ago. The budget proposal will also be able to address department operational requests, capital projects, City Council goal initiatives, etc. We have incorporated overall personnel projections (wage recommendations, benefits, personnel levels) into the budget proposal. Our Personnel Committee heard a very high-level overview of the projections at Thursday's (March 12) meeting, but we have not yet submitted a formal recommendation for their approval consideration. As we have noted, this year we are completing a full analysis of positions within the organization to ensure we are within market. While this is a time-consuming process that has extended our timeframe for having a full recommendation around personnel related costs in the FY 26/27 budget, it is worth the effort.

"Mead Johnson" Playground – Efforts to consider the relocation of the existing playground equipment from the former Bethel Christian Reformed Church to property at the corner of Main/Fairview (Zeeland Public Schools) continue to progress. Draft agreements around a property lease (ZPS) and playground equipment relocation/development (Mead Johnson) are being reviewed. The next step in the process is to identify the location (survey) of the potential playground and plans for a playground. This is an exciting opportunity for the community.

FEEL THE ZEEL



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Twenty-Five Year Anniversaries - Mike Volkers, Lead Operator at the Clean Water Plant, and Leann Parker, Library Technology and Business Office Lead, will be celebrating 25 years of service with the City of Zeeland. Please help me congratulate them on this wonderful accomplishment. Mike's anniversary with the city is March 12, and Leann's anniversary with the city is March 20.

Board of Public Works Power Supply Strategic Plan - The Board's final stakeholder working group meeting will take place on Thursday, March 19 @ 4 p.m. The meeting will take place at the Howard Miller Library/Community Center. Please feel free to attend if available.

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

Timothy R. Klunder, City Manager

# AGENDA

## Cemetery-Parks Commission Meeting

Wednesday, March 11, 2026 @ 5:00 PM

Zeeland City Hall, 21 S. Elm Street, Zeeland, MI 49464 / 2<sup>nd</sup> Floor Council Chambers

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### Commissioners:

- Mayor Pro Tem Sally Gruppen, City Council Representative
- John Query, Cemetery & Parks Commission Chair
- Susan Lucas, Commissioner
- Thom Parker, Commissioner
- Ashley Kiekintveld, Commissioner
- Lynette Lam, Commissioner
- Sabina Otteman, Commission

### Additional Attendees:

- Kevin Plockmeyer, Assistant City Manager & Finance Director
- Susan Moore, Administrative Assistant

- 1) Approval of December 10, 2025, Meeting Minutes
- 2) Introduction of Sabina Otteman
- 3) Lawrence Park Playground Concept Design and Budget
- 4) Vande Luyster Square Gazebo Follow-Up
- 5) FY2027 Budget
- 6) Rates and Fees
- 7) 5-Year Recreation Plan Update
- 8) Cemetery Parks Ordinance Review Item – Domestic Animals
- 9) Other Items
  - a) Burial Report

### **Burials**

Felch – Resident - 2, Non-Resident - 2  
Lincoln – Resident - 3, Non-Resident - 9

### **Sales**

Felch – Resident - 5, Non-Resident - 5  
Lincoln – Resident - 0, Non-Resident - 3  
Sellbacks – 3 plots at Lincoln

Transfers – 3 plots at Lincoln

- b) Church Street Progress Update – Verbal Update
- c) Paw Paw Park Vegetation Management – Verbal Update
- d) Public Concerns – Verbal Update

**Agenda Distribution:**

City Clerk-Posting Copy  
Cemetery-Parks Commissioners  
City Council  
City Manager

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## MEETING MINUTES

**DATE:** Wednesday, December 10, 2025

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

**ABSENT:** Sally Gruppen, Mayor Pro Tem

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

**GUEST:** Melinda Whitten, MC Smith & Associates

### I. Approval of September 10, 2025, Meeting Minutes

**Motion:** Thom Parker

**Support:** Ahsley Kiekintveld

All in favor, minutes approved.

### II. General Updates

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

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

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

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

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

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

**III. Burial Report:**

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

The meeting was adjourned @ 6:20 PM.

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

RECORDED BY:

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Susan Moore, Administrative Assistant



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

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INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Lawrence Park Playground Design  
DATE: March 6, 2026

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At the Commission's last meeting, staff presented two preliminary design concepts for the replacement of the gazebo at Vande Luyster Square. After discussion and deliberation, the Commission indicated a preferred direction for the replacement structure with the understanding that the total replacement cost would be roughly \$500,000.

It was noted at that meeting that staff did not anticipate the replacement cost to be this high. The Parks Master Plan had also suggested for the replacement of the playground equipment at Lawrence Park to occur at approximately the same time as the Vande Luyster Square gazebo replacement.

With the projected cost of the Vande Luyster Square gazebo coming in higher than expected, staff identified that there were now competing priorities and that additional evaluation of the Lawrence Park playground replacement would be necessary.

Since the Commission's last meeting, City Council authorized MCSA Group to prepare preliminary designs and budgeting for the Lawrence Park playground replacement. At Wednesday's meeting, staff will present these preliminary concepts and cost estimates for the Commission's review and discussion.

Attached to this memo are copies of the preliminary plans and a budget for the upgrade of the playground at Lawrence Park.

---

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



EXAMPLE OF TURF GRASS WITH BOULDERS

**SYNTHETIC GRASS AREA**

-May have slight slope to make up small elevation differences between play areas. Can include boulders for stepping stones, or seating

**UPDATED BARRIER FREE PARKING**

-With updated striping and sidewalk connection

**EXISTING HEDGE TO REMAIN**

**ACCESSIBLE RAMP**

**EXISTING COURTS**

**BENCH**

-With Companion space

**SYNTHETIC GRASS AREA**

-May have slight slope to make up small elevation differences between play areas. Can include boulders for stepping stones, or seating

**ACCESSIBLE RAMP**

**BENCH**

-With Companion space

**PLAY AREA WITH WOOD FIBER SAFETY SURFACING**

**PLAY AREA WITH POURED IN PLACE SAFETY SURFACING**

**PLAY AREA WITH WOOD FIBER SAFETY SURFACING**

**PROPOSED SIDEWALK**

**EXISTING PARKING LOT**

**EXISTING SIDEWALK**

**PROPOSED LITTER RECEPTACLE**

**EXISTING SHELTER**

**EXISTING AMPHITHEATER**



**CONCEPT PLAN**

**LAWRENCE PARK PLAYGROUND**

Project No. 2271  
March 6, 2026



Rendered in Custom Palette

**DESIGN VOCABULARY**

**LAWRENCE PARK PLAYGROUND**

*Project No. 2271  
March 6, 2026*



Rendered in Custom Palette

## DESIGN VOCABULARY

# LAWRENCE PARK PLAYGROUND

*Project No. 2271  
March 6, 2026*



Rendered in Custom Palette

## DESIGN VOCABULARY

# LAWRENCE PARK PLAYGROUND

Project No. 2271  
March 6, 2026



Rendered in Custom Palette

## DESIGN VOCABULARY

# LAWRENCE PARK PLAYGROUND

Project No. 2271  
March 6, 2026



Rendered in Custom Palette

## DESIGN VOCABULARY

# LAWRENCE PARK PLAYGROUND

Project No. 2271  
March 6, 2026

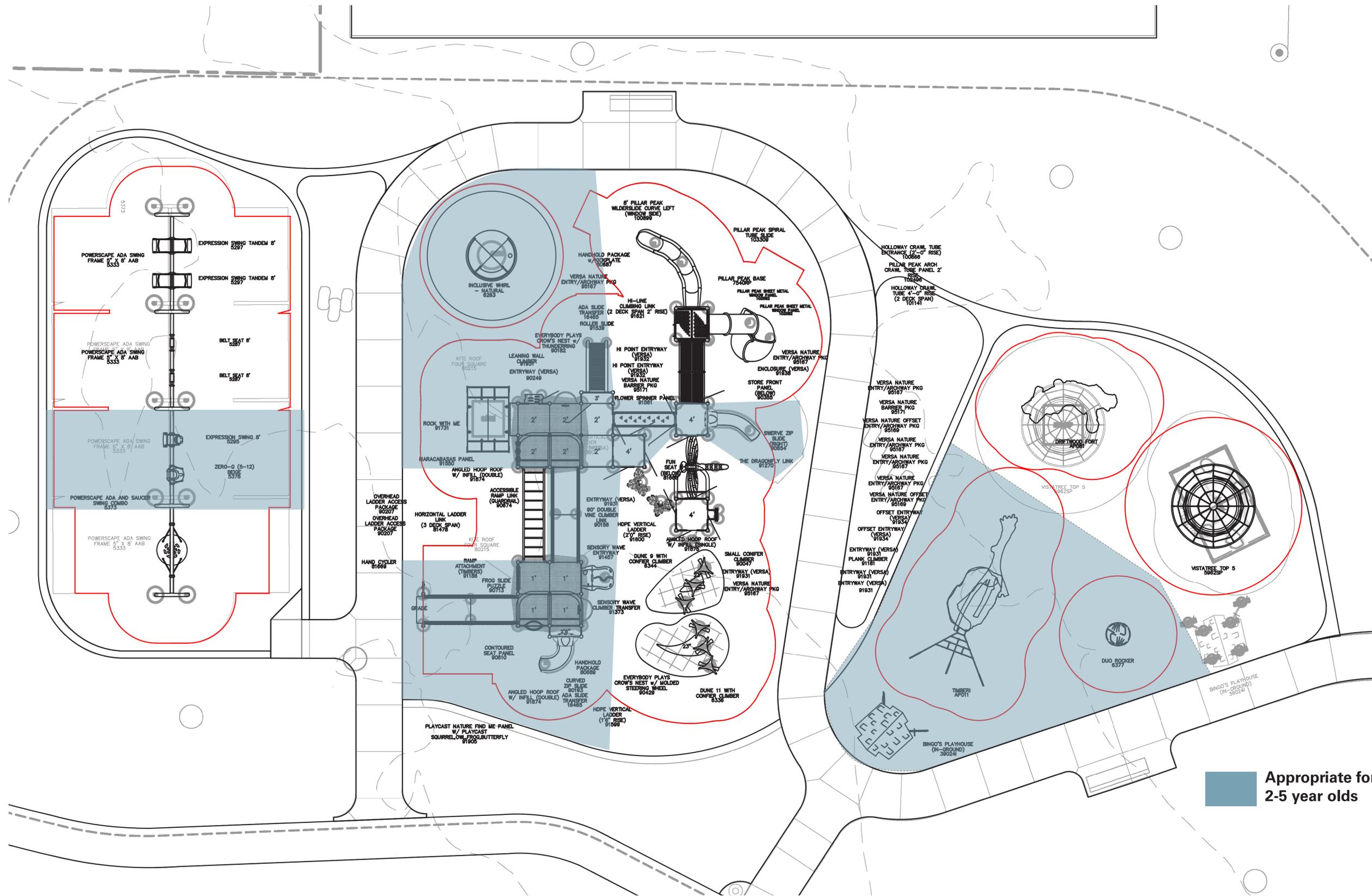


Rendered in Custom Palette

## DESIGN VOCABULARY

# LAWRENCE PARK PLAYGROUND

Project No. 2271  
March 6, 2026



**EQUIPMENT PLAN**

**LAWRENCE PARK PLAYGROUND**

Project No. 2271  
March 6, 2026



**EQUIPMENT PLAN**

**LAWRENCE PARK PLAYGROUND**

Project No. 2271  
March 6, 2026



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

# LAWRENCE PARK PLAYGROUND

## ORDER OF MAGNITUDE COST ESTIMATE

March 6th, 2026

Description	Unit	No. of Units	Price	Extension
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### General Conditions

Mobilization	LS	1	\$10,000.00	\$10,000.00
Insurance, Permits, and Bonds	LS	1	\$15,000.00	\$15,000.00
Layout and Staking	LS	1	\$10,000.00	\$10,000.00
Project Sign	LS	1	\$2,500.00	\$2,500.00
General Conditions (M, O & P@5%)	LS	1	\$43,326.00	\$43,326.00
<b>Subtotal</b>				<b>\$80,826.00</b>

### Site Preparation and Removals

Soil Erosion, Sedimentation Control, Site Preparation and Grading	SY	2,507	\$10.00	\$25,070.00
Removal Existing Playground, Complete (including all playground equipment, surfacing, and timber edging)	LS	1	\$20,000.00	\$20,000.00
Parking Lot Striping	LS	1	\$1,000.00	\$1,000.00
Remove Existing Trees	EA	2	\$2,000.00	\$4,000.00
<b>Subtotal</b>				<b>\$50,070.00</b>

### Site Construction

Concrete Paving - 4" Depth	SF	2,226	\$8.00	\$17,808.00
Concrete Paving - 6" Depth	SF	131	\$11.00	\$1,441.00
Turned Down Edge at Playground	LF	454	\$20.00	\$9,080.00
Flush Concrete Curb at Playground	LF	351	\$50.00	\$17,550.00
Poured in Place Surfacing	SF	3,685	\$35.00	\$128,975.00
Engineered Wood Fiber Surfacing	SY	487	\$30.00	\$14,610.00
Accessible Ramp	EA	2	\$500.00	\$1,000.00
Synthetic Turf Grass	SF	747	\$40.00	\$29,880.00
Boulder Steps/Seats	EA	8	\$400.00	\$3,200.00
<b>Subtotal</b>				<b>\$223,544.00</b>

### Playground Allowance

Playground Equipment, Complete	LS	1	\$505,000.00	\$505,000.00
<b>Subtotal</b>				<b>\$505,000.00</b>



**MCSA**  
GROUP, Inc.

Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN

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

Description	Unit	No. of Units	Price	Extension
<b>Site Utilities</b>				
4" Dia. Perforated Pipe	LF	479	\$8.00	\$3,832.00
6" Dia. Perforated Pipe	LF	795	\$15.00	\$11,925.00
Leaching Basin	EA	2	\$6,000.00	\$12,000.00
Site Light	EA	1	\$4,000.00	\$4,000.00
Electrical Connection/Distribution	LS	1	\$5,000.00	\$5,000.00
<b>Subtotal</b>				<b>\$36,757.00</b>
<b>Site Amenities</b>				
Bench	EA	2	\$2,700.00	\$5,400.00
Litter Receptacle	EA	1	\$2,600.00	\$2,600.00
<b>Subtotal</b>				<b>\$8,000.00</b>
<b>Landscape Improvements</b>				
Lawn Seeding and 4" of Top Soil	SY	1,129	\$5.00	\$5,645.00
<b>Subtotal</b>				<b>\$5,645.00</b>
<b>SUBTOTAL</b>				<b>\$909,842.00</b>
Design and Construction Contingences @ 10%				\$90,984.20
Professional Fees and Expenses @ 8%				\$80,066.10
<b>GRAND TOTAL</b>				<b>\$1,080,892.30</b>

Evaluations of the Project Budget and Estimates of Construction Cost prepared by M.C. Smith Associates represents their judgment as design professionals. It is recognized, however, M.C. Smith Associates has no control over the cost of labor, materials or equipment, nor a contractor's methods of determining bid prices, or over competitive bidding, or market conditions. Accordingly, M.C. Smith Associates cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any estimate of construction cost or evaluation prepared by M.C. Smith Associates.



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

**LAWRENCE PARK MASTER PLAN**  
**City of Zeeland**  
**Play Equipment Comparison**

**SWINGS**

<b>Description</b>	<b>Existing Qty.</b>	<b>Proposed Qty.</b>
Belt Seats	8	6 (Including Tandem)
Saucer Swing	0	1 (capacity 5 kids)
Adaptive Seats	0	1
Tot Seats	5	1
<b><u>Total</u></b>	<b><u>13</u></b>	<b><u>9*</u></b>

\*Equals 13 when counting capacity of Saucer Swing

**FREESTANDING EQUIPMENT/PLAY**

<b>Description</b>	<b>Existing Qty.</b>	<b>Proposed Qty.</b>
Spinners	1	2
Spring Riders	0	1
Activity Panel	2	0
Play House (includes multiple activity Panels)	0	1
Free Standing Slide	2	0
Sand Pit	1	0
Rock/Net Climbers	0	2
<b><u>Total</u></b>	<b><u>4</u></b>	<b><u>6</u></b>



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**COMPONENT STRUCTURE**

<b>Description</b>	<b>Existing Qty.</b> 2 Structures	<b>Proposed Qty.</b> Single Accessible Structure
Slides	4	5
Climbers (bridges/ tubes/curved decks)	4	10
Overhead Components	2	1
Activity Panels	3	10
Accessible Spring Rider (Rock with Me)	0	1
<b><u>Total</u></b>	<b><u>13</u></b>	<b><u>27</u></b>



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INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Vande Luyster Square Gazebo Update  
DATE: March 6, 2026

---

At the Commission's last meeting, the Commission reviewed the preliminary design concepts for the replacement of the gazebo at Vande Luyster Square and suggested several modifications to the proposed gazebo master plan.

Following that discussion, MCSA Group incorporated the Commission's feedback and comments into an updated design for the gazebo replacement.

Attached to this memo is the revised design for the Commission's consideration. Staff and MCSA Group look forward to receiving the Commission's feedback and discussing the updated concept at Wednesday evening's meeting.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



**VANDE LUYSTER SQUARE PARK GAZEBO**  
**FINAL OCTAGON OPTION**  
**CITY OF ZEELAND, MICHIGAN**



DATE  
3.6.2026  
PROJECT NO.  
2264





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# VANDE LUYSTER SQUARE PARK

## Final Option - Octagon Gazebo

### ORDER OF MAGNITUDE COST ESTIMATE - 3.6.2026

Description	Unit	No. of Units	Price	Extension
<b>General Conditions</b>				
Mobilization	LS	1	\$8,000.00	\$8,000.00
Insurance, Permits, and Bonds	LS	1	\$6,000.00	\$6,000.00
Layout and Staking	LS	1	\$6,000.00	\$6,000.00
General Conditions (M, O & P@5%)	LS	1	\$19,078.00	\$19,078.00
<b>Subtotal</b>				<b>\$39,078.00</b>
<b>Site Preparation and Removals</b>				
Soil Erosion, Sedimentation Control, Site Preparation and Grading	SY	1,377	\$5.00	\$6,885.00
Remove Existing Pavers	SF	793	\$2.00	\$1,586.00
Remove Existing Shelter and Site Furniture	LS	1	\$8,000.00	\$8,000.00
Remove Existing Hedge	LS	1	\$2,000.00	\$2,000.00
<b>Subtotal</b>				<b>\$18,471.00</b>
<b>Site Construction</b>				
Concrete Paving	SF	751	\$8.00	\$6,008.00
Brick Pavers	SF	739	\$45.00	\$33,255.00
Concrete Retaining Wall (2' Tall)	LF	118	\$500.00	\$59,000.00
Railings at stairs	LF	14	\$200.00	\$2,800.00
Decorative Railings	LF	117	\$400.00	\$46,800.00
Monumental Concrete Stairs	SF	129	\$125.00	\$16,125.00
Storm Drainage /Leaching Basin	LS	1	\$10,000.00	\$10,000.00
<b>Subtotal</b>				<b>\$173,988.00</b>
<b>Site Amenities</b>				
Carmel Octagon Gazebo (18' dia.)	LS	1	\$112,500.00	\$112,500.00
Picnic Tables	EA	1	\$3,000.00	\$3,000.00
Benches	EA	3	\$2,500.00	\$7,500.00
Litter/Recycling Receptacles	EA	1	\$2,500.00	\$2,500.00
<b>Subtotal</b>				<b>\$125,500.00</b>



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**Lighting and Electrical**

Gazebo Light -Center Interior Light	EA	1	\$2,600.00	\$2,600.00
Gazebo Lights at Eves	LS	1	\$4,000.00	\$4,000.00
Electrical Outlets	EA	2	\$1,000.00	\$2,000.00
Electrical Distribution/connections to existing	LS	1	\$5,000.00	\$5,000.00
<b>Subtotal</b>				<b>\$13,600.00</b>

**Landscape Improvements**

Landscape Edger	LF	94	\$25.00	\$2,350.00
Ornamental Trees	EA	1	\$600.00	\$600.00
Evergreen Trees	EA	19	\$600.00	\$11,400.00
Shrubs/ Perennials	EA	50	\$75.00	\$3,750.00
Restoration Seeding	SY	555	\$7.00	\$3,885.00
Irrigation Repairs/Updates (Gazebo Area Only)	LS	1	\$8,000.00	\$8,000.00
<b>SUBTOTAL</b>				<b>\$29,985.00</b>

<b>SUBTOTAL</b>	<b>\$400,622.00</b>
Design and Construction Contingences @ 10%	\$40,062.20
Professional Fees and Expenses @ 9%	\$39,661.58
<b>GRAND TOTAL</b>	<b>\$480,345.78</b>

Evaluations of the Project Budget and Estimates of Construction Cost prepared by MCSA Group represents their judgment as design professionals. It is recognized, however, MCSA Group has no control over the cost of labor, materials or equipment, nor a contractor's methods of determining bid prices, or over competitive bidding, or market conditions. Accordingly, MCSA Group cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project Budget or from any estimate of construction cost or evaluation prepared by MCSA Group.



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## INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Fiscal Year 2027 Budget Considerations  
DATE: March 6, 2026

---

Staff has begun the process of developing the upcoming fiscal year budget for the parks and cemetery system. From an operational standpoint, we are not anticipating any significant changes. We are planning to continue providing the same level of service, including contracted string trimming in Lincoln Cemetery, and there are no proposed staffing changes at this time. We will continue to make investments in our parks and cemeteries as part of our ongoing maintenance and improvement efforts. One such item includes an evaluation of the sprinkling system at Vande Luyster Square to better understand the condition of the system and identify any potential upgrades or repairs that may be necessary.

From a capital investment perspective, it is anticipated that the City Park Improvement Fund will have approximately \$450,000 available following the completion of the Hoogland Park project. As staff evaluates future park projects, we would recommend pursuing the Lawrence Park playground update prior to the replacement of the gazebo at Vande Luyster Square.

This recommendation is based on several factors. Over the past year staff has received several complaints regarding the condition of the playground equipment at Lawrence Park. Additionally, Mike Bronkhorst has indicated that replacement of the playground equipment would be his top priority. The Parks Master Plan also identifies Lawrence Park as the next highest priority from a large-scale project standpoint.

While this would be staff's recommendation, we do recognize that the gazebo at Vande Luyster Square needs maintenance. At this time, staff would suggest completing the maintenance that is required, including a new roof, repair of rotten lumber, and repainting. This approach would allow us to extend the life of the structure and provide additional time before a full replacement is necessary. Funds have been allocated in the FY27 budget to complete this maintenance work.

Staff believes this approach allows the City to address more immediate community needs while continuing to plan for larger park improvements in a responsible manner.

From a timing perspective, we would hope to begin reconstruction of Lawrence Park as early as fall of 2027, but it is more likely that the project would occur during the summer of 2028.

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Staff looks forward to receiving the Commission's feedback and discussing these items further at Wednesday evening's meeting.

A handwritten signature in black ink, appearing to read 'K. Plockmeyer', is positioned above a horizontal line.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL



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## INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Rates and Fees Considerations  
DATE: March 6, 2026

---

Staff recently completed a comparison of cemetery fees among several neighboring communities including Holland Charter Township, Zeeland Charter Township, Georgetown Township, and the City of Holland. The purpose of this review was to better understand how the City of Zeeland's cemetery rates compare within the region and to evaluate whether adjustments should be considered.

In general, the City of Zeeland's fees are on the lower end of the range for many services. While it is important that our rates remain competitive, staff also believes that the City should avoid having the lowest rates in the region when possible. At the same time, we do not believe it is necessary for Zeeland to be among the highest priced communities. Our goal would be to remain somewhere in the middle of the range while continuing to provide a high level of service.

Based on the comparison, staff would suggest considering modest adjustments to several fees.

The current resident adult grave fee is \$350. Comparable communities range from approximately \$250 to \$1,000. A modest increase to approximately \$450 would move Zeeland closer to the middle of the lower range while still remaining significantly less expensive than several neighboring communities.

The current resident burial opening fee is \$450. Comparable communities are generally higher, with Georgetown Township charging approximately \$650 and the City of Holland charging between roughly \$550 and \$750 depending on the service provided. Staff would suggest considering an increase to approximately \$525 to \$550.

The cremains burial opening fee is currently \$150 for residents and \$225 for non-residents. This is significantly lower than most surrounding communities, where rates commonly range from approximately \$200 to \$500. Staff would suggest increasing these fees to approximately \$200 for residents and \$275 for non-residents.

The Saturday burial fee is currently \$200. Other communities charge considerably more for weekend burials, with some communities charging between \$300 and \$600. Staff would suggest increasing this fee to approximately \$300 to better reflect the additional staffing and operational costs associated with weekend services.

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The non-resident adult grave fee is currently \$2,000, which is already within the mid to upper range of surrounding communities. For that reason, staff would recommend no change to this fee at this time. Similarly, the non-resident burial opening fee of \$800 is already comparable to neighboring communities and may not require adjustment.

Finally, the columbarium niche fee is currently \$550 for residents and \$1,700 for non-residents. Given the increasing demand for cremation options and the fact that many communities charge between approximately \$800 and \$1,300 for niche spaces, staff would suggest considering a modest increase to approximately \$650 for residents and \$1,800 for non-residents.

Overall, these suggested adjustments are intended to move Zeeland's rates closer to the middle of the regional market while remaining competitive and help offset increasing operational costs associated with maintaining the cemetery system.

Staff looks forward to the Commission's feedback and discussion regarding these potential adjustments. We will not ask for a formal recommendation at Wednesday's meeting as we would like to give you the opportunity to consider these adjustments. For the Commission's reference, attached is a summary of the rates charged by the various communities.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

**Cemetery Rate Comparison**

N/A = that specific fee was not listed on available materials

	Adult Grave	Adult Burial	Burial Cremains/ Columbarium Opening	Saturday Burials	Transfer Fee
<b>City of Zeeland</b>					
Resident	\$ 350.00	\$ 450.00	\$ 150.00	\$ 200.00	\$ 25.00
Non-Resident	\$ 2,000.00	\$ 800.00	\$ 225.00	\$ 200.00	\$ 25.00
<b>Holland Charter Township</b>					
	**=Fee in addition to charges that may apply		**=Fee in addition to charges that may apply		
Resident	\$ 500.00	Contractor Fee	Contractor Fee	N/A	\$ 25.00
Non-Resident	\$ 2,000.00	500.00**	\$150.00**	N/A	\$ 25.00
<b>Zeeland Charter Township</b>					
Resident	\$ 250.00	Charged by funeral home (\$650.00 each)	Cremations: \$200.00	\$300.00 add'l for weekend grave openings	No charge
Non-Resident	\$ 1,300.00	Charged by funeral home (\$650.00 each)	Cremations: \$200.00	\$300.00 add'l for weekend grave openings	No charge
<b>Georgetown Township</b>					
Resident	\$ 1,000.00	\$ 650.00	Cremation: \$350.00	Extra Saturday: \$450.00	Resident to Resident: \$50.00
Non-Resident	\$ 2,200.00	\$ 800.00	Cremation: \$500.00	Extra Saturday: \$600.00	Non-Resident to Resident: \$50.00
					Resident to Non-Resident: \$1200.00
<b>City of Holland / Pilgrim Home Cemetery</b>				<b>The following fees are in addition to burial fees:</b>	
Resident	\$800.00	\$750.00 (service)/\$550.00 (no svc., no family/friends present)	\$400.00 (graveside svc.)/\$300.00 (no svc.; no family/friends present)	Adult/child: \$700.00 / Infant: \$300.00	\$ 200.00
Non-Resident	\$800.00	\$1,500.00 (service)/\$1,100.00 (no svc., no family/friends present)	\$800.00 (graveside svc.)/\$600.00 (no svc.; no family/friends present)	Adult/child: \$1,400.00 / Infant: 600.00	\$ 400.00
<b>City of Holland / Graafschap Cemetery</b>				<b>The following fees are in addition to burial fees:</b>	
Resident	\$800.00	\$750.00 (service)/\$550.00 (no svc., no family/friends present)	\$400.00 (graveside svc.)/\$300.00 (no svc.; no family/friends present)	Adult/child: \$700.00 / Infant: \$300.00	\$ 200.00
Non-Resident	\$800.00	\$1,500.00 (service)/\$1,100.00 (no svc., no family/friends present)	\$800.00 (graveside svc.)/\$600.00 (no svc.; no family/friends present)	Adult/child: \$1,400.00 / Infant: 600.00	\$ 400.00

<b>Columbarium Niche</b>	
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\$	550.00
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\$	1,700.00
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	N/A
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	N/A
--	-----

	N/A
--	-----

	N/A
--	-----

\$	800.00
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\$	1,800.00
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<b>Niche fees are not based on residency</b>
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Outdoor Niche: Pilgrim Home: \$1,300.00/Graafschap: \$1,300.00
--

Chapel Niche: Large Glass: \$1,250/Standard Glass: \$800/Standard Limestone: \$700
--

<b>Niche fees are not based on residency</b>
--

Outdoor Niche: Pilgrim Home: \$1,300.00/Graafschap: \$1,300.00
--

Chapel Niche: Large Glass: \$1,250/Standard Glass: \$800/Standard Limestone: \$700
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## INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Cemetery Ordinance Review – Domestic Animals  
DATE: March 6, 2026

---

The purpose of this memo is to provide the Cemetery and Parks Commission with an update regarding the City's Five-Year Parks and Recreation Plan. The City's current plan has expired and must be updated in order to remain eligible for several Michigan Department of Natural Resources grant programs. Maintaining an up-to-date plan also provides the City with a strategic framework for planning, prioritizing, and funding improvements to parks, recreation facilities, trails, and open spaces.

Staff has been working with MCSA Group, the firm that has assisted the City with previous recreation plans, to update the plan for the next five-year period. The updated plan will evaluate the City's existing park system, review current recreation needs, and establish goals, objectives, and capital improvement priorities for the coming years. It will also ensure that the City's planning efforts remain consistent with the guidelines required by the Michigan Department of Natural Resources for grant eligibility.

Public engagement will remain an important component of the planning process. However, rather than hosting multiple public input meetings, like the last time we adopted the plan, we will focus primarily on distributing an online public input survey. This approach allows residents to participate more conveniently and helps gather feedback from a broader cross section of the community regarding park use, recreation priorities, and desired improvements.

As part of the planning process, we will also review the City's individual park master plans to ensure that they still meet the vision of the Cemetery and Parks Commission and that of the greater community.

The anticipated project schedule will begin in April 2026 with a project start up meeting, followed by site inventory and evaluation work in May. The public survey is expected to be distributed in July, with the draft plan available for public review in October. The final plan is anticipated to be adopted by City Council in late 2026 or early 2027, with submission to the Michigan Department of Natural Resources required by February 2027.

Due to the nature of the plan and the required timeline, the Cemetery and Parks Commission will play an important role in reviewing progress and providing input throughout the process.

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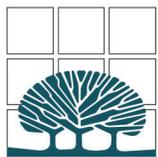
This will require more regular meetings with the Commission during the planning period in order to review the inventory and analysis, discuss survey results, and consider draft recommendations prior to final adoption. These meetings are necessary to ensure the City remains on schedule to complete and submit the updated plan by the February 2027 deadline.

Staff will be seeking approval of the professional services contract with MCSA Group from City Council at their March 16 meeting. If approved, the planning process will begin shortly thereafter and staff will coordinate with the Commission regarding upcoming meeting dates and opportunities for input. Attached to this memo is a copy of the proposal from the MCSA Group to complete the project.

Updating the Parks and Recreation Plan will ensure the City continues to strategically guide park improvements, maintain eligibility for important grant opportunities, and provide a clear direction for the future of Zeeland's parks and recreation system.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



**MCSA**  
GROUP, Inc.

Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN



**SBA WOSB**  
Woman Owned Small Business

City of Zeeland

**Five-Year Recreation Master Plan Update**

February 23rd, 2026



February 23, 2026

Kevin Plockmeyer  
City of Zeeland Assistant City Manager/Finance Director  
21 S. Elem Street  
Zeeland, MI 49464

**RE: Five Year Recreation Master Plan Update**

Dear Mr. Plockmeyer,

MCSA Group, Inc. is excited to submit our proposal to the City of Zeeland for professional consulting services for the Five-Year Recreation Master Plan Update. We welcome the opportunity to partner with the City on this important initiative and to bring our depth of experience, collaborative approach, and commitment to excellence to this effort.

Our proposal highlights MCSA Group's extensive experience preparing five-year master plans for communities across Michigan. In addition to completing the City of Zeeland's previous plans, we have completed plans for the City of Coopersville (2021; population 4,396), Ada Township (2022; population 14,717), Brownstown Township (2022; population 31,920), the City of Muskegon (2022; population 38,318), Gaines Township (2023; population 27,021), the City of Holland (2024; population 34,006), the City of East Grand Rapids (2025; population 11,559), Lowell Charter Township (2026; population 6,702), and the City of Kentwood (2026; population 51,693). This diverse portfolio demonstrates our ability to tailor master plans to communities of all sizes while meeting state requirements and local goals.

In addition, MCSA Group brings strong experience with Michigan Natural Resources Trust Fund (MNRTF) grant applications. On average, we prepare approximately three grant applications each year and regularly support implementation through grant-funded projects, ensuring continuity from planning through execution.

We would be honored to continue to work with the City of Zeeland and to deliver the same high level of professional service, responsiveness, and results-driven planning that we have been providing you and communities throughout Michigan.

Should you have any questions or require additional information, please do not hesitate to contact us. We appreciate your consideration and look forward to the opportunity to collaborate.

Sincerely,

Melinda Whitten  
MCSA Group, Inc.





## Five-Year Recreation Master Plan Update

CITY OF ZEELAND

### FIRM PROFILE AND DESIGN PHILOSOPHY

M. C. Smith & Associates, Inc. was formed in March 1977 by Michael C. Smith. The firm provides award winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and Tiffany A. Smith, RLA. Michael C. Smith is the firm's Creative Director. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and became a Woman-Owned Business.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities; Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

In addition to our professional staff of Architects and Landscape Architects, MCSA Group, Inc. has excellent consultants for specialized portions of specific projects. These consultants extend our team capabilities by providing such disciplines as: surveying, soils analysis, structural engineering, mechanical and electrical engineering, and traffic engineering.

By offering a full range of professional services through the entire planning, design, engineering, and development process, MCSA Group provides each client with comprehensive services. Our

diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award-winning projects can be achieved without needing to be designed beyond budget limitations.

Our construction documents for every project are complete and comprehensive, detailing all components and systems of the construction. Our plans provide contractors a solid base for bidding, resulting in excellent bids. Construction based upon our plans is completed with minimal change orders and in accordance with the established schedule. We provide complete construction administration for all projects.

We practice a high level of sustainable design and believe that both facility development and environmental conservation and preservation can be structured side-by-side and if properly designed and implemented will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management or support.



Huizenga Park Playground



Site Inventory Photo from Huizenga Park

## PROJECT TEAM

MCSA Group, Inc. has a team of highly qualified professionals who, by combining their individual talents, will update the existing Community Parks and Recreation Plan for 2027-2031 for the City of Zeeland of the highest quality and appropriateness. By providing services as a carefully coordinated team of diversely specialized professionals, we are able to bring the broadest perspective to the project while maintaining the highest degree of understanding of the community's needs.

The capability of MCSA Group, Inc. to produce recreation plans that can effectively be used as a resource for the community and as a basis for grant applications is evidenced by our experience with numerous recreation plans and the success of our grant applications. The majority of our Recreation Plan clients are repeat clients, illustrating the quality of our work.

MCSA Group, Inc.'s current staff includes four Graduate Landscape Architects and three Architects. For each project, many staff members are involved in some manner since we continually strive to work as a team providing all our clients with the diversity of our talents.

Our team for the City of Zeeland Community Parks and Recreation Plan include: Tiffany Smith, President of MCSA Group, Inc. as the Project Director and main contact for this project. Tiffany, a Certified Playground Safety Inspector, has a wide range of experience in Park and Recreation Planning, creative report writing and grant writing and has been with MCSA Group for 25 years.

Assisting Ms. Smith with primary project management responsibilities will be Melinda Whitten, Principal and Landscape Architect. Melinda will assist Tiffany with the project planning. Melinda has a wide range of experience in Park and Recreation Planning, and is a Principal at MCSA Group, Inc., Abby Dussault Staff Landscape Architect, will assist on all aspects of this project. Julie Estes, Executive Assistant, will also be assisting with clerical and reporting.

## RECREATION MASTER PLAN EXPERIENCE

MCSA Group, Inc. provides a comprehensive range of park and recreation services. Currently, with our staff of 8, including landscape architecture and architecture and park & recreation planning specialists, we are involved in the planning, design and development of numerous park and recreation projects totaling millions of dollars in development costs. We have assisted communities with over 100 Park Grant Projects. The majority of these projects are funded by the various Michigan Department of Natural Resources Funding Programs.

For most of these projects we prepared the Five-Year Parks and Recreation Plan and assisted with the applications for the funding grants. Among our numerous community park and recreation plans, the following offer a representative listing of successful plans. Most of these plans have resulted in the acquisition of grants for these communities in Michigan.

**Gaines Charter Township (2023)**

**Brownstown Charter Township (2022)**

**City of East Grand Rapids  
(1992, 1997, 2002, 2012, 2020, 2025)**

**Georgetown Charter Township (2010, 2015)**

**Holland Charter Township  
(1983, 1989, 1996, 2003, 2008, 2013, 2020, 2027)**

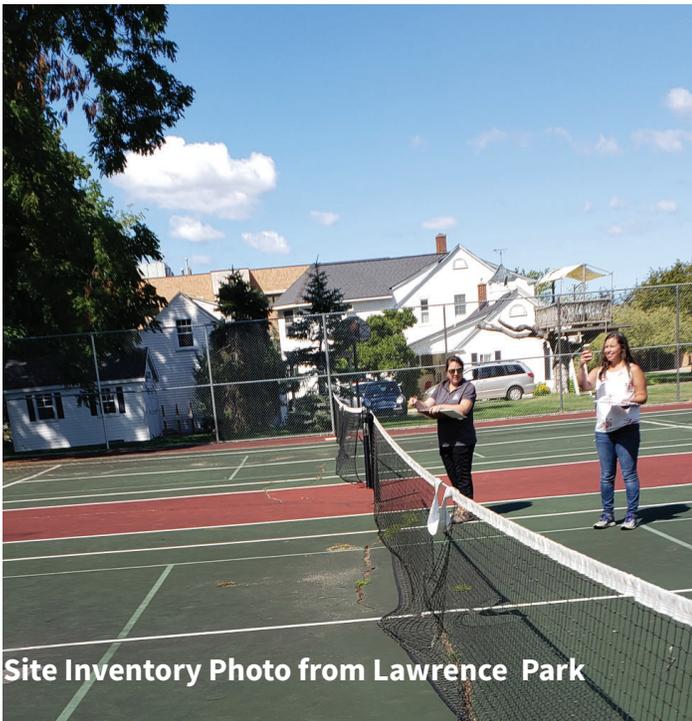
**City of Kalamazoo (2008, 2013)**

**City of Kentwood (2021, 2026)**

**City of Holland (2004, 2009, 2024)**



**Hoogland Park Progress Photo**



## PROJECT WORK PLAN AND SCOPE OF SERVICES

### Statement of Understanding

MCSA Group, Inc. will work closely with City of Zeeland staff members and representatives to produce and update their Community Parks and Recreation Plan. The plan will re-evaluate, assess and make recommendations regarding parks, recreation, non-motorized trails, and open space needs for the City. Within our Work Plan, we will conduct three (3) meetings with Cemetery and Parks Commission to review the planning process and solicit their opinions and suggestions on the goals, objectives, and future direction for the park system for the City.

We will administer an online survey via Survey Monkey to receive input from Community Members. The process is user friendly and gives residents the opportunity to provide the City with a diversity of information on needs and desires for the future of the City of Zeeland parks.

The updated plan will be prepared in conformance with the guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans, as provided by the Michigan Department of Natural Resources Grants Management (Revised 04/26/2021). Our focus will be to create a plan that is complete, comprehensive, and suitable for use for future grant applications, as well as a working tool for the City of Warren Staff.

Digital PDF copies of the draft and final plan will be provided for distribution to City staff and elected officials and for submission to the DNR and Regional planning entities.

The following is an outline of the individual tasks involved in preparing the plan. We would expect to meet with City staff at regular intervals during the planning process.

## Scope of Services

### Task I: PROGRAM REVIEW AND DEVELOPMENT

- We are very familiar with the City's Park system. However we will meet with Assistant City Manager and City Staff, to obtain a thorough understanding of changes and updates they desire for the park system.
- Review existing Community Parks and Recreation Plan in relation to new DNR guidelines and accomplishments achieved in the previous 5 Year planning period.
- Develop an understanding of the City's administrative structure, including Boards and Commissions; Parks and Recreation staff; current and projected budget and sources of funding; current Park and Recreation programming and participation levels; and relationships with school districts and other entities involved in Parks and Recreation.
- Develop a detailed schedule for planning and public meetings and final plan adoption.
- Gather the City's current demographic and environmental data to describe the community's social and physical characteristics as they relate to parks, recreation and open space. Review the impact of population growth as it relates to recreation resources. Provide graphic data, as appropriate.

### Task II: INVENTORY AND ANALYSIS

- Collect all available base data, including available Ottawa County Aerial Photos, topography and property lines, land Use Master Plan; City Planning and Zoning Documents; area and regional plans; base maps; park maps; trail maps; aerial photographs; natural area inventories; etc
- Update the comprehensive Recreation Inventory of all the City parks, recreation facilities, natural resources, green spaces and non-motorized trails and non-utilized City owned property and facilities. Visit each site and document the existing natural features and facilities, including playground review and ADA compliance. Additionally, we will evaluate the condition and level of use, and note possible opportunities for improvement. This will be documented on individual maps of each park.
- Evaluate the current accessibility of all parks & recreation facilities and note necessary

improvements to be included in the Capital Improvement Schedule.

- Inventory adjacent Municipal facilities, school facilities, private facilities, City, Township, State and Regional facilities that are available to the community, and their relationship to the City's own facilities.
- Update the map showing the location of the existing recreational facilities within the City and a matrix summarizing the facilities provided in each location.
- Evaluate and identify future park properties or areas within the City where additional property should be considered for future park development, non-motorized trails, and open spaces.
- Complete Post-Completion Self-Certification Inspections and submit reports for all projects that have received grant assistance per MDNR Grants Management.

### Task III: NEEDS AND DEFICIENCIES

- Compare current existing facilities and program opportunities with the current and future needs of the community based on demographic characteristics, and geographic distribution.
- Recreation deficiencies are evaluated using recreation standards, analysis of facility distribution, and input from township staff and the public. Together, these methods provide a reliable assessment of recreational needs. National Recreation and Park Association (NRPA) standards serve as benchmarks for facilities and park acreage per 1,000 residents and are adapted to reflect the township's character and population projections, enabling the plan to assess deficiencies in recreational facilities and parkland.
- Identify deficiencies in park and recreation system, including accessibility issues. This will be documented using a chart format.

### Task IV: PUBLIC INPUT AND PLANNING PROCESS

- Prepare a comprehensive on-line survey of recreation attitudes and preferences in the Community. The City will provide a link so that they may advertise via their social media and other methods. Present the findings and include within the planning process. Results will

# Five-Year Recreation Master Plan

**Michigan Tot Lot  
Master Plan Sketches**



be shown and analyzed in many ways including bar graphs and charts.

- Provide copies of the Draft Plan for public review and comment. Assist with effective advertising of the plan availability. Receive and review any public, City representative, and City staff comments and make any changes to the final plan as deemed appropriate.

## Task V: GOALS, OBJECTIVES AND ACTION ITEMS

- Analyze the data collected in Tasks I through IV to identify the improvements needed in the park and recreation system, respond to deficiencies in the system, and meet the community's needs considering current and emerging trends.
- Develop a series of long range, broad goals (ten years or longer) for the future planning of the Parks, Recreation and Open Space system within the City.
- Develop specific short-range objectives for achieving these goals within the next five years. The long and short range objectives may include climate action strategies and policies.
- Develop a strategy to work towards achieving the stated goals and objectives over the next five years. Identify specific park projects with justification for each item and a timetable for completion.
- Make minor updates to the previously completed park master plans to reflect current goals and objectives.
- Review the existing Capitol Improvement Schedule and update with completed and add proposed projects identified by year with list of improvements and order of magnitude cost projections for each project including development and acquisition. Consider potential funding sources and develop a strategy for making use of available grant funding opportunities.
- All of this information will be compiled in a clear and concise report that is in a easily understood format and readily able to be executed.



**Michigan Tot Lot  
Master Plan Rendering**

## PROJECT SCHEDULE\*

START-UP MEETING: Background Information Required from City, Project Schedule and Meetings, Current Recreation Facilities Inventory, Review of previous Parks and Recreation Plan	April 2026
SITE INVENTORY/PROGRESS MEETING: Site review and ADA analysis, Recreation Inventory, Needs and Deficiencies	May 2026
1st Progress Meeting with Cemetery and Parks Commission Meeting Review Inventory /Analysis, Needs/Deficiencies , and Draft Survey	June 2026
PUBLIC SURVEY	July 2026
2nd Progress Meeting with Cemetery and Parks Commission Meeting Review Survey Responses, Goals and Objectives;	August 2026
3rd Progress Meeting with Cemetery and Parks Commission Meeting Action Program; Capital Improvement Schedule; Draft of Complete Plan	September 2026
PUBLIC REVIEW: Draft of Final Plan available for 30-day Public Review as required by the DNR	October 2026
PUBLIC HEARING AT CITY COUNCIL MEETING Public Hearing & Adoption of Plan	December/January 2026
PLAN COMPLETION AND DNR SUBMITTAL	February 2027

\*Note that additional meetings/check-ins with City staff will be scheduled as necessary.



**Vande Luyster Square Gazebo Illustrative**

## Five-Year Recreation Master Plan

### PROFESSIONAL FEES

In accordance with our Work Plan and Scope of Services, we would propose to assist City of Zeeland with updating the existing 5 Year Park and Recreation Master Plan for a professional fee not to exceed **\$22,000**.



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## INTEROFFICE MEMORANDUM

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TO: Cemetery and Parks Commission  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Cemetery Ordinance Review – Domestic Animals  
DATE: March 6, 2026

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The purpose of this memorandum is to inform the Commission of a recent concern raised regarding dogs in Felch Cemetery and to request feedback from the Commission regarding potential policy considerations.

The City recently received communication from a concerned citizen whose son was buried at Felch Cemetery last month. The individual expressed appreciation for staff assistance during the burial process but also raised concerns about individuals walking dogs through the cemetery and allowing them to urinate and defecate near graves and headstones. The citizen indicated that this behavior is upsetting to families visiting loved ones and feels that it diminishes the dignity and sacred nature of the cemetery grounds.

The citizen noted that signage is currently posted at cemetery entrances reminding visitors to clean up after their pets and indicating a potential fine for violations. However, the individual believes these signs are ineffective and may unintentionally signal that dogs are welcome on the grounds so long as owners clean up after them. The citizen indicated that despite the posted rules, individuals continue to walk dogs through the cemetery.

As a potential solution, the citizen suggested modifying the rules and signage to prohibit dogs from cemetery grounds entirely or to restrict them to roadways only. The individual also suggested the possibility of increased monitoring or the installation of cameras to deter violations.

Under the City's current ordinances, dogs are generally permitted in City parks and public spaces provided they are restrained and owners properly clean up after them. The ordinance also prohibits activities that damage cemetery property or create a nuisance, including allowing animals to disturb graves or monuments. While violations may be subject to enforcement, the City does not have the ability to constantly monitor cemetery activity. Enforcement typically occurs when violations are observed by staff or reported to the City.

The concerns raised by the citizen highlight two perspectives that merit consideration. On one hand, families visiting the cemetery expect a respectful and dignified environment and may feel that dog activity near graves is inappropriate regardless of whether waste is removed. On the

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other hand, cemeteries are public spaces within the park system, and the City's current ordinance framework allows dogs provided responsible pet ownership practices are followed.

A change to prohibit dogs entirely within cemetery grounds, or to further restrict where they are allowed, would require an amendment to the City's ordinance. Such a change would require review and recommendation by the Cemetery and Parks Commission before consideration by City Council. It is also important to note that even with stricter rules in place, enforcement would remain a practical challenge given the limited ability to monitor cemetery activity on a constant basis.

At this time, staff is not recommending a specific change but is bringing this matter forward so the Commission is aware of the concern raised and the suggestions provided. Staff would welcome feedback from the Commission regarding whether the current ordinance and signage remain appropriate, or whether the Commission would like staff to explore potential ordinance or signage modifications for future consideration.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



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CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and Councilmembers  
FROM: Doug Engelsman, CWP Superintendent  
SUBJECT: Final Clarifier #2 Improvements  
DATE: March 6, 2026  
CC: March 16, 2026, Council Agenda

---

**Background** Final clarifiers are an essential component of the wastewater treatment process. These circular tanks contain mechanisms mounted at the center that serve two important purposes. First, they push debris that accumulates on the surface of the water toward a trough where it is collected and disposed of. More importantly, they move the microorganisms that settle at the bottom of the tank toward a central pit. These microorganisms are either returned to the treatment process or wasted as necessary to maintain the proper biological inventory within the system.

Final Clarifier #2 was installed 62 years ago, in 1964, and has served well beyond its expected useful life. It is the last remaining final clarifier scheduled to be rebuilt, as the other four units have all been reconstructed within the past ten years.

Once approved, the replacement mechanism will have to be fabricated and is expected to arrive by the end of 2026. Installation will follow as weather conditions permit in spring of 2027.

**Recommendation** Clean Water Plant staff respectfully request that City Council award a contract to Franklin Holwerda Co. for the rebuilding of Final Clarifier #2 in the amount of \$416,934.00, per the attached documentation. Staff also recommend establishing a total project budget of \$538,000.00, with funding to come from the Zeeland Clean Water Repair and Replace Fund.

Doug Engelsman  
Clean Water Plant Superintendent



March 6, 2026  
Mr. Doug Engelsman  
City of Zeeland  
21 South Elm Street  
Zeeland, Michigan 49464

Re: Zeeland CWP Final Clarifier No. 2 Improvements  
Project No: 25021.01 Award Letter

Dear Mr. Engelsman:

Three bids were received at 11 a.m., on Tuesday, March 2, 2026, for the Zeeland CWP Final Clarifier No. 2 Improvements project. All bids were reviewed and checked for accuracy. A copy of the tabulation of bids is Attached Franklin Holwerda Co. submitted the low bid for the project in the amount of \$419,934.00. The engineer's estimate was \$640,000.00. The low bidder has a satisfactory performance record on previous projects, and we recommend that a contract be awarded to Franklin Holwerda Co. in the amount of \$419,934.00.

**TABULATION OF BIDS**

PROJECT: Zeeland CWP Final Clarifier No. 2 Improvements – 250213.01  
BIDS RECEIVED: TIME: 11 a.m. DATE: Tuesday, March 3, 2026, at Zeeland City Hall.  
ENGINEER'S ESTIMATE: \$640,000.00

<b>Contractor</b>	<b>Bid Bond</b>	<b>Add 1</b>	<b>Bid Signed</b>	<b>Bid amount</b>
<b>Franklin Holwerda Co.</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>\$416,934.00</b>
<b>Allied Mechanical Services</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>\$444,500.00</b>
<b>L.D. Docsa Associates</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>\$477,000.00</b>
<b>EV Construction</b>				
<b>RK Davis Construction</b>				

Based on our recommendation to award a contract on the Zeeland CWP Final Clarifier No. 2 Improvements project in the amount of \$419,934.00, we hereby estimate the total project budget as follows:

**PROJECT COSTS**

Low Bid (Franklin Holwerda Co.) \$419,934.00  
Design Engineering \$38,000.00  
Construction Inspection and Engineering \$39,000.00  
Project Contingencies \$41,066.00

**TOTAL ESTIMATED BUDGET \$538,000.00**

Funding is provided by the City of Zeeland.

If you have any questions, please contact me.

Sincerely,



Brian Hannon, P.E. Project Engineer





# ***Zeeland Police Department***

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

Timothy L. Jungel - *Chief of Police*

To: Mayor VanDorp and City Council

From: Chief Tim Jungel

Re: Service pistol purchase

Date March 5, 2026

The police department currently issues Sig Sauer P226 .40 caliber pistols to its officers. The majority (9) of these pistols were purchased in September 2011 with the others having various purchase dates within a close timeframe. These pistols have been serviced regularly and are in good working order. However, the expected life of a police service pistol is around 10 years.

There has been a shift in preferred police duty rounds. Many police agencies nationwide have, or are in the process of, transitioning to the 9mm ammunition. With this shift the .40 caliber ammunition and associated pistols are no longer offered at government pricing.

The firearms instructors at ZPD studied trends, analyzed equipment and presented the members of the department with several different weapons and accessories (all 9mm). After testing and evaluation by members of the department it was decided that the preferred choice was the Glock 17 Gen. 6 in 9mm. This is a tried-and-true option that American Law Enforcement agencies have been using for many decades. This weapon will be coupled with a C.O.A. red dot sight and a Streamlight weapon mounted flashlight. The bid also requires holsters to fit the new weapon.

We received bids from three major police outfitters. Kieslers, CMP and Michigan Police Equipment. The weapons were all the same price based on Glock gov't pricing. The light, red dot sight, holster and trade-in credit all varied.

Also, in this request is the need for additional ammunition. As we transition to a new weapon we need training and the associated documentation before being issued for duty use. The ammunition is not dealer specific. Ammo prices are provided yearly by suppliers.

**Kieslers Police Supply**

Glock with C.O.A. sight \$800.63

Holster \$156.42

Light \$153.31

Trade-in credit \$300

Total per weapon = \$811.36

**Michigan Police Equipment**

Glock with C.O.A. sight \$800.63

Holster \$167.50

Light \$160.00

Trade-in credit \$250

Total per weapon = \$878.13

**CMP**

Glock with C.O.A. sight \$800.63

Holster \$176.95

Light \$169.95

Trade-in credit \$225

Total per weapon = \$922.53

It is my recommendation that we replace the current duty weapon with the Glock 17 Gen. 6 9mm pistol and accessories, and that we award the contract to Kieslers Police Supply in the amount of \$12,170.40. Additionally, we would require \$3,984.28 for ammunition.

**Total project cost: \$16,154.68** for 15 weapons with accessories and ammunition.



# Sales Quote

KIESLER POLICE SUPPLY  
 2802 SABLE MILL RD  
 JEFFERSONVILLE, IN 47130

**Bill-to Customer**

ZEELAND POLICE DEPARTMENT  
 Tim Jungel  
 29 W. MAIN  
 ZEELAND, MI 49464

**Ship-to Address**

ZEELAND POLICE DEPARTMENT  
 Tim Jungel  
 29 WEST MAIN ST.  
 ZEELAND, MI 49464

Your Reference

Bill-to Customer No. L02623  
 Tax Registration No.

Salesperson  
 Email  
 Home Page  
 Phone No.

No. Q171113  
 Document Date February 28, 2026  
 Due Date March 30, 2026  
 Payment Terms  
 Payment Method  
 Tax Identification Type Legal Entity  
 Shipment Method Standard

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
GLOCP61750B02DC8 A3	GLOCK 17MOS8DC GEN6 9MM PISTOL, BOF/USCR  STANDARD COA SIGHTS, FRONT SERRATIONS, W/ AIMPOINT COA OPTIC, BLACK, 5.5LB HCME	14	EACH	800.63	11,208.82
SAFA7360RDS- 89727411	SAFARILAND MODEL 7360RDS ALS/SLS MID-RIDE LVL III  DUTY HOLSTER FOR GLOCK 47MOS W/ STANDARD OPTIC & TLR-7, SAFARISEVEN FINISH, BLACK, RIGHT HAND CAECK	13	EACH	156.42	2,033.46
STRE69458	STREAMLIGHT TLR-7 HL-X USB, 1000 LUMENS, INCLUDES HIGH/LOW PADDLE SWITCHES, SL-B9 BATTERY PACK, USB-C CORD, MULTI-TOOL & KEY KIT, BLACK CARCO	13	EACH	154.31	2,006.03
STRE20234	STREAMLIGHT 8-UNIT BANK CHARGER, SL-B9, 100V/120V AC W/ BATTERIES CEEAE	1	EACH	115.35	115.35
KIESLER NOTE	TRADE IN ALLOWANCE- SIG 226 40 CAL, DA/SA, 3 MAGS EACH	13	EACH	-300.00	-3,900.00
SHIPPING	SHIPPING CHARGE	1	EACH	30.00	30.00
FORMAT JASON	QUOTED BY JASON BRUNN KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. JBRUNN@KIESLER.COM	1	EACH	0.00	0.00



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	1	EACH	0.00	0.00

X \_\_\_\_\_  
SIGNATURE REQUIRED

X \_\_\_\_\_  
DATE

X \_\_\_\_\_  
PHONE# FOR FED X QUESTIONS

Amount Subject to Sales Tax 0.00  
Amount Exempt from Sales Tax 0.00

**Subtotal** 11,493.66  
Total Tax 0.00  
**Total \$ Incl. Tax** 0.00  
**Tax Amount** 0.00

**KIESLER POLICE SUPPLY, INC. FFL# 4-35-019-11-7M-08220**

**RETURNED GOODS POLICY**

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

**DEFECTIVE MERCHANDISE POLICY**

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

**DAMAGED GOODS POLICY**

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.

Michigan Police Equipment Co.

6521 Lansing Road  
Charlotte, MI 48813

# Quote

Date	Quote #
2/27/2026	Q192589

Name / Address
Chief Tim Jungel Zeeland Police Department 29 W Main St Zeeland Mi 49464



Phone 517-322-0443
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Rep	SP
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Description	Qty	Cost	Total
GLOCK P61750B02DC8A3 MODEL 17 GEN 6 WITH COA MOS8 BOF/USCR 3 - 17 RD MAGAZINES	14	800.63	11,208.82
STREAMLIGHT 69458 TLR-7 HL-X WITH RECHARGABLE BATTERY 1000 LUMEN PISTOL LIGHT	14	160.00	2,240.00
SAFARILAND 7360RDS-28327-411 7360RDS GLK19/23 TLR7 SAFSEV BLK RH	14	167.50	2,345.00
tjungel@cityofzeeland.com 616-772-9125  Quote by: Sena Parks sena@mpec.biz Cell 313-600-7484			
Prices Valid for 60 Days		<b>Total</b>	\$15,793.82

CMP Distributors, Inc.  
 16753 Industrial Parkway  
 Lansing, MI 48906  
 Phone # 517-721-0970  
 Fax # 517-721-0974

# Quote

Date	Quote #
2/9/2026	16871

Bill To
Zeeland Police Department*** 29 W Main St Zeeland, MI 49464

Ship To
Zeeland Police Department 29 W Main St Zeeland, MI 49464

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
JAM	1640	Net 30	3/9/2026	Best Way

Description	Qty	Price	Total
Glock 17, Gen 6, 9mm, with Aimpoint COA, factory mounted, 3 magazines	13	800.63	10,408.19T
Streamlight 69458, TRL 7 HL-X USB, 1000 lumens weapon light	13	169.95	2,209.35T
Safariland 7360RDS-89727-411, Glock 47 MOS, Holosun 509T, Streamlight TRL7 HLX, Right Hand, Black	13	176.95	2,300.35T
Trade-In Credit - Sig Sauer P226, .40S&W, NS, 3 Mags, Strealight TLR-1	-13	225.00	-2,925.00T
Shipping and Handling		0.00	0.00T

<b>Shipping &amp; Handling Terms:</b> - Freight to be added at time of shipment - Ships UPS Ground	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$11,992.89

This is a quotation on the goods named, subject to the conditions noted below:  
 1. Pricing is good for 30 days unless otherwise noted.  
 2. Please include the quote number on all correspondence to insure proper pricing when ordered.  
 3. To accept this quotation, please sign and return.

Customer Signature \_\_\_\_\_



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## CITY COUNCIL MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Tim Maloney, IT Director  
SUBJECT: Clean Water Plant SCADA Server Refresh  
DATE: March 13, 2026  
CC: City Council Work Study and Action Items March 16, 2026

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**Background:**

The Zeeland Clean Water Plant relies on several aging computer systems to support operational software and plant monitoring functions. The current configuration includes one server and two workstations that host application services used by plant staff.

These systems are passed the end of their useful lifecycle and are no longer aligned with current infrastructure standards. Replacing them with dedicated enterprise-class servers will improve reliability, simplify maintenance, and provide better long-term support.

Staff recommends a three-server configuration. One server will support SCADA data collection and be separated and protected from the business and SCADA network. The other two servers will replace workstations currently used as application servers. This configuration will provide a more resilient and scalable configuration.

**Proposal:**

The proposed purchase includes three Dell PowerEdge R470 servers to support application workloads and provide redundancy. The equipment pricing has been provided directly by Dell under the State of Michigan MiDeal cooperative purchasing contract.

The Dell quote totals \$30,560.78.

Because the pricing is provided through the MiDeal cooperative purchasing program, staff recommends waiving the competitive bidding requirement in accordance with the City's purchasing policy.

A 5% contingency is recommended to account for potential pricing adjustments or minor implementation costs prior to final procurement.

Costs for hardware have increased substantially in the last 6 months. This has been caused by the demand for memory and equipment to support new data centers.

**Project Cost:**

Item	Amount
Server Purchase	\$30,560.78
5% Contingency	\$1,528.04
Total Not-to-Exceed Cost	\$32,088.82

**Budget Impact:**

The Capital Improvement Plan previously allocated \$20,000 for this project. Updated server specifications and current enterprise hardware pricing have resulted in a higher total cost than originally anticipated.

The proposed not-to-exceed amount of \$32,088.82 includes contingency and reflects current MiDeal contract pricing.

**Recommendation:**

It is recommended that the City approve the purchase of three Dell PowerEdge servers in an amount not to exceed \$32,088.82, including a 5% contingency, and authorize staff to procure the equipment through the State of Michigan MiDeal cooperative purchasing contract, waiving the formal bidding requirement.

**Suggested Motion:**

Motion to approve the purchase of three Dell PowerEdge servers for the Clean Water Plant application environment in an amount not to exceed \$32,088.82, including contingency; amend the capital project budget to the same amount; and waive the competitive bidding requirement due to procurement through the State of Michigan MiDeal contract.



\_\_\_\_\_  
Tim Maloney, IT Director



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## CITY COUNCIL MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Tim Maloney, IT Director  
SUBJECT: Clean Water Plant SCADA Software Upgrade  
DATE: March 13, 2026  
CC: City Council Work Study and Action Items March 16, 2026

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### **Background:**

The Zeeland Clean Water Plant operates a Wonderware SCADA (Supervisory Control and Data Acquisition) system that monitors and controls plant processes.

The current system platform is passed the end of its supported lifecycle. Upgrading the Wonderware System Platform to the latest version will ensure continued vendor support, improved reliability, and compatibility with updated operating systems and hardware.

The upgrade will also convert the system to Wonderware's Flex licensing model, which includes software updates and support during the licensing period.

### **Proposal:**

West Michigan Instrumentation Systems has provided a proposal to upgrade the Wonderware SCADA system and associated software components.

The project includes:

- Installation of the latest Wonderware System Platform
- Historian configuration and integration
- Support for six SCADA nodes with trending
- Conversion to Flex licensing
- Software installation and configuration
- Travel and onsite implementation services

The proposal includes two years of Flex licensing and upgrades, with estimated annual licensing costs beginning in 2028.

**Project Cost:**

Item	Amount
Wonderware Software Upgrade	\$30,657.00
Labor and Installation	\$8,140.00
Base Project Cost	\$38,797.00
3% Contingency	\$1,163.91
Total Not-to-Exceed Cost	\$39,960.91

**Budget Impact:**

The Clean Water IT Capital Account included \$40,000 in the Fiscal Year 2026 budget to support this SCADA software upgrade.

The proposed not-to-exceed amount of \$39,960.91 includes a 3% contingency to account for potential additional configuration work or minor project adjustments.

**Recommendation:**

It is recommended that the City approve the Wonderware SCADA system upgrade in an amount not to exceed \$39,960.91, including a 3% contingency, utilizing funds budgeted in the Clean Water IT Capital account.

**Suggested Motion:**

Motion to approve the purchase of the Wonderware SCADA system upgrade for the Clean Water Plant from sole-source vendor West Michigan Instrumentation Systems, Inc., in an amount not to exceed \$39,960.91, including contingency, utilizing funds from the Clean Water IT Capital account.




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Tim Maloney, IT Director



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## INTEROFFICE MEMORANDUM

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**TO:** Mayor VanDorp and City Council Members  
**FROM:** Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
**SUBJECT:** Facilities Maintenance Technician Position Establishment  
**DATE:** March 13, 2026  
**CC:** City Council Work Study and Action Items Agenda March 16, 2026

---

The purpose of this memo is to request City Council formally establish the position of Facilities Maintenance Technician and to confirm the associated pay range for the position.

This request is being brought forward in anticipation of the pending retirement of long-time custodian and building maintenance employee Rob Wilson. As we evaluate staffing needs related to this transition, staff believes it is appropriate to shift the responsibilities of the position toward a more maintenance focused role. The intent is to place additional emphasis on building systems, particularly HVAC systems, while continuing to support the overall maintenance of City facilities.

It is important to note that this proposal does not represent the creation of a new position or an increase in overall staffing levels. Rather, this is part of the normal evaluation process the City undertakes whenever there is a staffing change. With Rob Wilson's retirement, the City has an opportunity to better align the position with the operational needs of our facilities and provide additional capacity and support to the Facilities Maintenance Supervisor.

The proposed Facilities Maintenance Technician position would focus on skilled maintenance and repair work across City buildings, including electrical, plumbing, and HVAC systems, as well as coordination with contractors and vendors when needed. The role would also continue to assist with operational needs at City facilities, including events and building support functions.

Given the increasing complexity of building systems and the growing demands on our facilities, additional emphasis on HVAC (including snowmelt) operation, troubleshooting, and maintenance will help ensure the City maintains safe, efficient, and well-functioning facilities while allowing the Facilities Maintenance Supervisor to focus on broader oversight and project management responsibilities.

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Staff are requesting that the Personnel Committee approve the pay range associated with the Facilities Maintenance Technician classification as follows:

Minimum: \$49,456.85  
Midpoint: \$61,821.07  
Maximum: \$74,185.28

The transition of this position was anticipated during the development of the FY26 budget and was included in that budget. The position will also be reflected in the proposed FY27 budget. As a result, there are no anticipated budgetary impacts associated with this change. Additionally, it should be noted that this change will not impact the pay range for the City's custodial positions. The custodial classification and associated pay range will remain unchanged for our remaining custodial staff.

Staff believe this adjustment appropriately reflects the skills required for the position, supports succession planning within the Facilities Department, and ensures the City continues to maintain its facilities at a high level. Thank you for your consideration of this request. Staff would be happy to provide any additional information the committee may need. Attached to this memo is a copy of the job description for the position. This position was approved by the Personnel Committee at their March 12 meeting.

### **Recommendation**

Establish a Facilities Maintenance Technician position with a salary range of \$49,456.85 to \$74,185.28 with a midpoint of \$61,821.07.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

City of Zeeland  
Job Description

## Facilities Maintenance Technician

<b>Department</b>	Facilities	<b>Reports To</b>	Facilities Maintenance Supervisor
<b>FLSA Status</b>	Non-Exempt	<b>Pay Type</b>	Hourly

### **General Summary:**

Under the supervision of the Facilities Maintenance Supervisor, performs skilled maintenance and repair work on City facilities, including electrical, plumbing, HVAC and other mechanical systems. Coordinates with City staff, contractors, and vendors to ensure high-quality workmanship and safe, efficient operations.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Maintains all physical aspects of City buildings (ie. electrical, plumbing, HVAC, siding, etc.)
- Operates and maintains HVAC equipment and system controls
- Repair and maintain City, Maintenance and Custodial equipment as needed.
- Navigates work order system to submit and execute work orders.
- Assist Library/Community Center staff with Community Center rentals to ensure event set-up and clean-up is complete.
- Coordinate and assist contractors to ensure project and work order completion with minimal public disruptions.
- Perform snow removal duties as required around city buildings.
- On call - Responds to emergencies, alarms and events as needed
- Travels to and from all city facilities and locations as needed.
- Performs other tasks as directed.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- High school diploma required.
- Minimum 5 years' experience in electrical, mechanical, plumbing and carpentry work.
- Previous HVAC and Boiler experience is required.
- State of Michigan Vehicle Operator's License, satisfactory driving record and the ability to maintain one throughout employment
- Adheres to all safety protocols and OSHA standards.
- Ability to read and interpret schematics, blueprints, and electrical/mechanical device maps.
- Ability to troubleshoot and diagnose problems and equipment failures with the ability to repair or replace as necessary.
- Skilled in operating tools and devices used in electrical, mechanical, plumbing and carpentry work. Welding is preferred.
- Proficiency in Microsoft Office Suite and mobile operating systems (Android and IOS).
- Audio visual skills in event presentations preferred
- Demonstrates strong work ethic, adaptability, and commitment to continuous learning.
- Ability to plan, organize, prioritize, and work independently to meet deadlines.
- Ability to prepare and maintain accurate records, reports and maintenance logs.
- Ability to clearly and concisely communicate information and ideas verbally and in writing.
- Interpersonal skills to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, other employees, elected officials, governmental agencies, and vendors.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee regularly uses hands to handle or feel objects, tools, or controls and frequently talks, hears, walks, stands, sits, and reaches with hands and arms. The position requires frequent stooping, kneeling, crouching, crawling. Physically traveling between work locations within the City is expected. The employee frequently lifts up to 50 pounds and occasionally lifts more than 100 pounds. Specific vision abilities include close vision and the ability to adjust focus.

While performing these duties, the employee may work near moving mechanical parts, in high or precarious places, and in environments exposed to hot, cold, wet, or humid conditions. The role may involve exposure to fumes, airborne particles, toxic chemicals, and the risk of electrical shock. Noise levels are typically moderate. Employees must adhere to all safety protocols and use appropriate personal protective equipment.

**EEO Policy**

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



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

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INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members

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

SUBJECT: Snowmelt Special Assessment Roll and Resolution No. 4

DATE: March 13, 2026

CC: City Council Work Study and Action Items March 16, 2026

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At your February 16 meeting, City Council held a public hearing to determine the necessity of a special assessment for the operation and maintenance of a snowmelt system. Following the public hearing, City Council authorized the assessor to prepare an assessment roll for this Special Assessment. The proposed roll was included as part of the Snowmelt Special Assessment report and is attached as Exhibit B of the accompanying resolution. The assessment amounts have remained unchanged throughout the special assessment process.

In addition to presenting the special assessment roll, the resolution sets a public hearing for April 20, 2026, to allow members of the public an opportunity to comment on the proposed snowmelt special assessment. In total, the City is seeking to levy a special assessment of \$43,160.90. We look forward to presenting this resolution at your meeting Monday evening.

**Recommendation**

City Council adopt Snowmelt Special Assessment District Resolution No. 4, which sets a public hearing on April 20, 2026, for Council to obtain feedback on the Special Assessment Roll.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

**RESOLUTION NO. 4**  
*(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 March 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 Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described in Exhibit A attached hereto and made a part hereof to the properties specially benefited by said public improvement, and the same has been presented to the City Council by the City Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination. For a copy of said special assessment roll, see Exhibit B.

2. The City Council shall meet at the City Hall at 7:10 o'clock p.m., Local Time, on April 20, 2026, for the purpose of hearing all persons interested in said special assessment roll and reviewing the same, and at said meeting all interested persons shall be afforded an opportunity to be heard.

3. The City Clerk is directed to publish the notice of said hearing once in the Zeeland Record, a newspaper of general circulation in the City of Zeeland. Said publication is to be not less than ten (10) full days prior to the date of said hearing.

4. In addition, the City Clerk shall further cause notice of said hearing to be sent by first class mail to each owner of or party in interest in the property to be assessed whose name appears upon the last local tax assessment records. The last local tax assessment records means the last assessment roll for ad valorem tax purposes that has been reviewed by the local board of review, as supplemented by any subsequent changes in the names or the addresses of the owners or parties listed on that roll.

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

**NOTICE OF SPECIAL ASSESSMENT HEARING  
TO REVIEW SPECIAL ASSESSMENT ROLL**

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

TO THE OWNERS OF OR PARTIES IN INTEREST IN THE FOLLOWING DESCRIBED PROPERTY:

<b>Permanent Parcel Number</b>	<b>Record Property Owners or Parties in Interest</b>
70-17-18-356-063	17 E MAIN LLC
70-17-18-356-034	AT&T
70-17-18-356-025	ZEELAND HISTORICAL
70-17-18-356-027	MRB DEVELOPMENT LLC
70-17-18-356-046	Z & S PROPERTIES LLC
70-17-18-356-045	HUNTINGTON BANK
70-17-18-357-047	ZEELAND BNK INVES LLC C&O CORP
70-17-18-357-023	NORTHPOINT PARTNERS LLC
70-17-18-357-024	115 EAST MAIN LLC
70-17-18-357-025	115 EAST MAIN LLC
70-17-18-357-049	3D PROPERTIES LLC
70-17-18-357-050	3D PROPERTIES LLC
70-17-18-357-051	123 DEVELOPMENT INC
70-17-18-357-052	DSME PROPERTIES LLC
70-17-18-357-037	NORTHPOINT PARTNERS LLC
70-17-18-357-038	NORTHPOINT PARTNERS
70-17-18-357-065	WOODEN NICKEL PROPERTIES
70-17-18-357-056	VQUEST PROPERTIES LLC
70-17-18-357-057	VQUEST PROPERTIES LLC
70-17-18-357-033	BRIAN VAN HOVEN TRUST
70-17-18-357-063	VAN HOVEN BRIAN

70-17-18-357-059	3D PROPERTIES LLC
70-17-18-398-044	SUNDAY LUNCH PROPERTIES LLC
70-17-18-398-045	QUALITY COURT LLC
70-17-18-398-046	MDOK LLC
70-17-18-398-047	MDOK LLC
70-17-18-398-023	KNOPER RONALD-SHIRLEY
70-17-18-398-014	MICHIGAN PIZZA HUT INC
70-17-18-398-035	LEE & YOO LLC
70-17-18-399-021	ZEELAND CITY OF
70-17-18-399-013	GDP PROPERTIES LLC
70-17-18-399-023	GDP PROPERTIES LLC
70-17-18-399-028	GDP PROPERTIES LLC
70-17-18-399-032	GDP - ZEELAND LLC
70-17-18-460-019	BA KOBE 1701 LLC
70-17-19-101-044	JCJ HOLDINGS LLC
70-17-19-101-045	JCJ HOLDINGS LLC
70-17-19-101-049	NORTH ST CHR REF CHURCH
70-17-19-101-052	ELIZARDO HOLDINGS
70-17-19-101-047	VANDEPOEL MARY L TRUST
70-17-19-101-053	MRB DEVELOPMENT LLC
70-17-19-101-051	16 S ELM ST LLC
70-17-19-102-002	BRUMMEL PROPERTIES LLC
70-17-19-102-003	ZEELAND HARDWARE ETC LLC
70-17-19-102-031	120 MAIN LLC
70-17-19-102-032	ZEELAND HARDWARE ETC LLC
70-17-19-102-033	VAN KAMPEN GARY-VALERIE
70-17-19-102-043	EQUIT. LEARNING INVESTMENTS
70-17-19-102-034	130 MAIN STREET LLC
70-17-19-102-009	K & H HOLDINGS LLC
70-17-19-102-035	DONKERSLOOT JAMES-SARA
70-17-19-102-036	6TVZ PROPERTIES LLC-
70-17-19-102-012	6TVZ PROPERTIES LLC
70-17-19-102-013	BLACK LAKE CAPITAL LLC
70-17-19-102-014	3D PROPERTIES LLC
70-17-19-102-037	FEEL THE ZEEL LLC
70-17-19-102-038	CADO LLC
70-17-19-102-038	CADO LLC (Private Patio)
70-17-19-102-017	LAKESHORE INVESTOR GROUP
70-17-19-102-018	MM&S HOLDINGS LLC
70-17-19-102-019	NEWZ PROPERTIES LLC
70-17-19-126-021	FIRST CHR REF CHURCH
70-17-19-126-022	GL RENTALS LLC
70-17-19-103-009	3D PROPERTIES LLC
70-17-18-357-041	STEENLAND TIM-HOP RANDALL

70-17-18-357-045	SCFRC-HW-V LLC
70-17-18-398-001	SCFRC-HW-V LLC
70-17-18-398-009	SCFRC-HW-V LLC
70-17-18-398-011	SCFRC-HW-V LLC
70-17-18-398-043	SCFRC-HW-V LLC

TAKE NOTICE that the City Council of the City of Zeeland, Ottawa County, Michigan, whose chambers are at 21 South Elm, Zeeland, Michigan, and whose telephone number is (616) 772-6400, has received a special assessment roll that has been prepared for the purpose of defraying the special assessment district's share of the cost of the following described public improvement:

**DESCRIPTION OF PROJECT**

**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 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 SAID SPECIAL ASSESSMENT ROLL IS ON FILE FOR PUBLIC EXAMINATION WITH THE CITY CLERK AND ANY OBJECTIONS TO SAID SPECIAL ASSESSMENT ROLL MUST BE MADE IN ACCORDANCE WITH THE INSTRUCTIONS GIVEN IN THE ADVISE OF RIGHTS PORTION OF THIS NOTICE.

**ADVISE OF RIGHTS:**

- A. Owners or parties in interest or his or her agent may appear and protest a special assessment. An appearance to protest an assessment may be made by (1) appearing in person at the special assessment hearing and by stating on the record one's opposition to an assessment, or (2) by filing a written statement (protest letter) that one is objecting to an assessment. 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. If a protest letter is filed, a personal appearance at the public hearing shall not be required.
  
- 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, which is also known as the Michigan 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 (the Michigan Tax Tribunal), a protest must be filed at this hearing, or by filing one's written objection to a special assessment after the receipt of this notice, but prior to the holding of the hearing described in this notice.
  
- C. The failure to object to a special assessment as provided in this notice will bar any owner or party in interest from appealing a special assessment with the State Tax Tribunal, or any other court of law.

**The hearing for purpose of reviewing said special assessment roll will be before the City Council and the City Assessor in the City Council Chambers at 7:10 o'clock p.m., Local Time, on April 20, 2026.**

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

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Kristi DeVerney, City Clerk

5. 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 March 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:

- E. 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.
- F. The maintenance and future replacement of sidewalks and hard surface in the areas in which the snowmelt system is located;
- G. 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,
- H. 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**

**SPECIAL ASSESSMENT ROLL**

**Annual Assessment Roll for Fiscal Years Ending in 2027 – 2028.**

Annual Assessments will be billed with a single bill on the summer tax bills of 2026 and 2027 and will require a single lump sum payment. Assessments will be due in accordance with a tax bill’s due date. An Annual Assessment will not be charged to a parcel if a parcel is not served by the snowmelt system between November 30 and April 1 for a given fiscal year.

**2026 & 2027 Snowmelt Special Assessment Roll  
NORTH SIDE OF MAIN AVE**

<b>PARCEL</b>	<b>ADDRESS</b>	<b>OWNER OF RECORD NAME</b>	<b>Total Annual Special Assessment</b>
70-17-18-356-063	17 E Main Ave, Zeeland, MI 49464	17 E MAIN LLC	\$ 2,512.52
70-17-18-356-034	25 E Main Ave, Zeeland, MI 49464	AT&T	\$ 1,116.88
70-17-18-356-025	37 E Main Ave, Zeeland, MI 49464	ZEELAND HISTORICAL	\$ 865.72
70-17-18-356-027	47 E Main Ave, Zeeland, MI 49464	MRB DEVELOPMENT LLC	\$ 414.00
70-17-18-356-046	55 E Main Ave, Zeeland, MI 49464	Z & S PROPERTIES LLC	\$ 570.40
70-17-18-356-045	18 N Elm St, Zeeland, MI 49464	HUNTINGTON BANK	\$ 501.40
70-17-18-357-047	101 E Main Ave, Zeeland, MI 49464	ZEELAND BNK INVES LLC C&O CORP	\$ 1,081.00
70-17-18-357-023	111 E Main Ave, Zeeland, MI 49464	NORTHPOINT PARTNERS LLC	\$ 207.00
70-17-18-357-024	113 E Main Ave, Zeeland, MI 49464	115 EAST MAIN LLC	\$ 257.60
70-17-18-357-025	115 E Main Ave, Zeeland, MI 49464	115 EAST MAIN LLC	\$ 368.00
70-17-18-357-049	119 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC	\$ 250.24
70-17-18-357-050	121 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC	\$ 356.96
70-17-18-357-051	123 E Main Ave, Zeeland, MI 49464	123 DEVELOPMENT INC	\$ 352.36
70-17-18-357-052	129 E Main Ave, Zeeland, MI 49464	DSME PROPERTIES LLC	\$ 264.04
70-17-18-357-037	131 E Main Ave, Zeeland, MI 49464	NORTHPOINT PARTNERS LLC	\$ 242.88
70-17-18-357-038	133 E Main Ave, Zeeland, MI 49464	NORTHPOINT PARTNERS	\$ 240.12
70-17-18-357-065	137 E Main Ave, Zeeland, MI 49464	WOODEN NICKEL PROPERTIES	\$ 389.16
70-17-18-357-056	139 E Main Ave, Zeeland, MI 49464	VQUEST PROPERTIES LLC	\$ 206.08
70-17-18-357-057	141 E Main Ave, Zeeland, MI 49464	VQUEST PROPERTIES LLC	\$ 214.36
70-17-18-357-033	143 E Main Ave, Zeeland, MI 49464	BRIAN VAN HOVEN TRUST	\$ 112.24
70-17-18-357-063	145 E Main Ave, Zeeland, MI 49464	VAN HOVEN BRIAN	\$ 230.00
70-17-18-357-059	149 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC	\$ 201.48
70-17-18-398-044	201 E Main Ave, Zeeland, MI 49464	SUNDAY LUNCH PROPERTIES LLC	\$ 292.56
70-17-18-398-045	205 E Main Ave, Zeeland, MI 49464	QUALITY COURT LLC	\$ 1,015.68
70-17-18-398-046	217 E Main Ave, Zeeland, MI 49464	MDOK LLC	\$ 618.24
70-17-18-398-047	225 E Main Ave, Zeeland, MI 49464	MDOK LLC	\$ 696.44
70-17-18-398-023	231 E Main Ave, Zeeland, MI 49464	KNOPER RONALD-SHIRLEY	\$ 502.32
70-17-18-398-014	237 E Main Ave, Zeeland, MI 49464	MICHIGAN PIZZA HUT INC	\$ 739.68
70-17-18-398-035	243 E Main Ave, Zeeland, MI 49464	LEE & YOO LLC	\$ 759.92

70-17-18-399-021	303 E Main Ave, Zeeland, MI 49464	ZEELAND CITY OF	\$	579.60
70-17-18-399-013	315 E Main Ave, Zeeland, MI 49464	GDP PROPERTIES LLC	\$	515.20
70-17-18-399-023	323 E Main Ave, Zeeland, MI 49464	GDP PROPERTIES LLC	\$	533.60
70-17-18-399-028	331 E Main Ave, Zeeland, MI 49464	GDP PROPERTIES LLC	\$	550.16
70-17-18-399-032	349 E Main Ave, Zeeland, MI 49464	GDP - ZEELAND LLC	\$	2,789.44
70-17-18-460-019	421 E Main Ave, Zeeland, MI 49464	BA KOBE 1701 LLC	\$	697.36
			<b>\$</b>	<b>21,244.64</b>

### SOUTH SIDE OF MAIN AVE

PARCEL	ADDRESS	OWNER OF RECORD NAME	Total Annual Special Assessment	
70-17-19-101-044	10 E Main Ave, Zeeland, MI 49464	JCJ HOLDINGS LLC	\$	788.44
70-17-19-101-045	16 E Main Ave, Zeeland, MI 49464	JCJ HOLDINGS LLC	\$	755.32
70-17-19-101-049	20 E Main Ave, Zeeland, MI 49464	NORTH ST CHR REF CHURCH	\$	2,103.12
70-17-19-101-052	52 E Main Ave, Zeeland, MI 49464	ELIZARDO HOLDINGS	\$	987.16
70-17-19-101-047	62 E Main Ave, Zeeland, MI 49464	VANDEPOEL MARY L TRUST	\$	615.48
70-17-19-101-053	14 S Elm St, Zeeland, MI 49464	MRB DEVELOPMENT LLC	\$	206.08
70-17-19-101-051	16 S Elm St, Zeeland, MI 49464	16 S ELM ST LLC	\$	690.00
70-17-19-102-002	110 E Main Ave, Zeeland, MI 49464	BRUMMEL PROPERTIES LLC	\$	657.80
70-17-19-102-003	114 E Main Ave, Zeeland, MI 49464	ZEELAND HARDWARE ETC LLC	\$	534.52
70-17-19-102-031	120 E Main Ave, Zeeland, MI 49464	120 MAIN LLC	\$	329.36
70-17-19-102-032	122 E Main Ave, Zeeland, MI 49464	ZEELAND HARDWARE ETC LLC	\$	314.64
70-17-19-102-033	124 E Main Ave, Zeeland, MI 49464	VAN KAMPEN GARY-VALERIE EQUITABLE LEARNING INVESTMENTS LLC	\$	235.52
70-17-19-102-043	126 E Main Ave, Zeeland, MI 49464		\$	328.44
70-17-19-102-034	130 E Main Ave, Zeeland, MI 49464	130 MAIN STREET LLC	\$	218.96
70-17-19-102-009	132 E Main Ave A, Zeeland, MI 49464	K & H HOLDINGS LLC	\$	136.16
70-17-19-102-035	132 E Main Ave, Zeeland, MI 49464	DONKERSLOOT JAMES-SARA 6TVZ PROPERTIES LLC-VANDER ZWAAG TIMOTHY-TERESA	\$	263.12
70-17-19-102-036	134 E Main Ave, Zeeland, MI 49464		\$	191.36
70-17-19-102-012	136 E Main Ave, Zeeland, MI 49464	6TVZ PROPERTIES LLC	\$	204.24
70-17-19-102-013	138 E Main Ave, Zeeland, MI 49464	BLACK LAKE CAPITAL LLC	\$	139.84
70-17-19-102-014	140 E Main Ave, Zeeland, MI 49464	3D PROPERTIES LLC	\$	230.00
70-17-19-102-037	144 E Main Ave, Zeeland, MI 49464	FEEL THE ZEEL LLC	\$	221.72
70-17-19-102-038	146 E Main Ave, Zeeland, MI 49464	CADO LLC	\$	328.44
70-17-19-102-038	146 E Main Ave, Zeeland, MI 49464	CADO LLC (Private Patio)	\$	1,848.30
70-17-19-102-017	150 E Main Ave, Zeeland, MI 49464	LAKESHORE INVESTOR GROUP	\$	505.08
70-17-19-102-018	154 E Main Ave, Zeeland, MI 49464	MM&S HOLDINGS LLC	\$	1,040.52
70-17-19-102-019	156 E Main Ave, Zeeland, MI 49464	NEWZ PROPERTIES LLC	\$	296.24
70-17-19-126-021	15 S Church St, Zeeland, MI 49464	FIRST CHR REF CHURCH	\$	413.08
70-17-19-126-022	244 E Main Ave, Zeeland, MI 49464	GL RENTALS LLC	\$	1,067.20
			<b>\$</b>	<b>15,650.14</b>

### CHURCH ST

PARCEL	ADDRESS	OWNER OF RECORD NAME	Total Annual Special Assessment
70-17-19-103-009	156 E Cherry Ave, Zeeland, MI 49464	3D PROPERTIES LLC	\$ 380.88
70-17-18-357-041	26 N Church St, Zeeland, MI 49464	STEENLAND TIMOTHY-HOP RANDALL	\$ 450.80
70-17-18-357-045	146 E Washington Ave, Zeeland, MI 49464	SCFRC-HW-V LLC	\$ 1,679.92
70-17-18-398-001	55 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC	\$ 675.28
70-17-18-398-009	49 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC	\$ 1,068.12
70-17-18-398-011	34 N Centennial St, Zeeland, MI 49464	SCFRC-HW-V LLC	\$ 686.32
70-17-18-398-043	25 N Church St, Zeeland, MI 49464	SCFRC-HW-V LLC	\$ 1,324.80
<b>Annual Total</b>			<b>\$ 6,266.12</b>

<b>Total Assessed Area</b>	<b>45,820</b>
<b>Total Annual Amount Collected</b>	<b>\$ 43,160.90</b>



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

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## INTEROFFICE MEMORANDUM

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**TO:** Mayor VanDorp and City Council Members  
**FROM:** Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
**SUBJECT:** Parks 5-Year Master Plan Update Contract Award and Budget Amendment  
**DATE:** March 13, 2026  
**CC:** City Council Work Study and Action Items Agenda March 16, 2026

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The purpose of this memo is to provide City Council with an update regarding the City's Five-Year Parks and Recreation Plan. The City's current plan will expire this year and must be updated in order to remain eligible for several Michigan Department of Natural Resources grant programs. Maintaining an up-to-date plan also provides the City with a strategic framework for planning, prioritizing, and funding improvements to parks, recreation facilities, trails, and open spaces.

Staff has been working with MCSA Group, the firm that has assisted the City with previous recreation plans, to update the plan for the next five-year period. The updated plan will evaluate the City's existing park system, review current recreation needs, and establish goals, objectives, and capital improvement priorities for the coming years. It will also ensure that the City's planning efforts remain consistent with the guidelines required by the Michigan Department of Natural Resources for grant eligibility.

Public engagement will remain an important component of the planning process. However, rather than hosting multiple public input meetings, like the last time we adopted the plan, we will focus primarily on distributing an online public input survey. This approach allows residents to participate more conveniently and helps gather feedback from a broader cross section of the community regarding park use, recreation priorities, and desired improvements.

As part of the planning process, we will also review the City's individual park master plans to ensure that they still meet the vision of City Council, the Cemetery and Parks Commission, and that of the greater community.

The anticipated project schedule will begin in April 2026 with a project start up meeting, followed by site inventory and evaluation work in May. The public survey is expected to be distributed in July, with the draft available for public review in October. The final plan is anticipated to be adopted by City Council in late 2026 or early 2027, with submission to the Michigan Department of Natural Resources required by February 2027.

FEEL THE ZEEL



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

Updating the Parks and Recreation Plan will ensure the City continues to strategically guide park improvements, maintain eligibility for important grant opportunities, and provide a clear direction for the future of Zeeland's parks and recreation system. Attached to this memo is a copy of the proposal from the MCSA group to complete the work.

From a budgetary perspective, the cost to complete the project is \$22,000. We did not plan for this project as part of the FY26 budget but recommend that we start the project as soon as possible to submit by the February 2027 deadline. As such, we would also recommend a budget amendment in addition to awarding the contract.

**Recommendations:**

Approve the proposal in the amount of \$22,000 from the MCSA Group to update the City's 5-Year Parks Master Plan.

Approve a budget amendment in the amount of \$22,000 to fund the completion of the 5-Year Parks Master Plan.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



**MCSA**  
GROUP, Inc.

Landscape Architects and Architects  
EAST GRAND RAPIDS • MICHIGAN



**SBA WOSB**  
Woman Owned Small Business

City of Zeeland

**Five-Year Recreation Master Plan Update**

February 23rd, 2026



February 23, 2026

Kevin Plockmeyer  
City of Zeeland Assistant City Manager/Finance Director  
21 S. Elem Street  
Zeeland, MI 49464

**RE: Five Year Recreation Master Plan Update**

Dear Mr. Plockmeyer,

MCSA Group, Inc. is excited to submit our proposal to the City of Zeeland for professional consulting services for the Five-Year Recreation Master Plan Update. We welcome the opportunity to partner with the City on this important initiative and to bring our depth of experience, collaborative approach, and commitment to excellence to this effort.

Our proposal highlights MCSA Group's extensive experience preparing five-year master plans for communities across Michigan. In addition to completing the City of Zeeland's previous plans, we have completed plans for the City of Coopersville (2021; population 4,396), Ada Township (2022; population 14,717), Brownstown Township (2022; population 31,920), the City of Muskegon (2022; population 38,318), Gaines Township (2023; population 27,021), the City of Holland (2024; population 34,006), the City of East Grand Rapids (2025; population 11,559), Lowell Charter Township (2026; population 6,702), and the City of Kentwood (2026; population 51,693). This diverse portfolio demonstrates our ability to tailor master plans to communities of all sizes while meeting state requirements and local goals.

In addition, MCSA Group brings strong experience with Michigan Natural Resources Trust Fund (MNRTF) grant applications. On average, we prepare approximately three grant applications each year and regularly support implementation through grant-funded projects, ensuring continuity from planning through execution.

We would be honored to continue to work with the City of Zeeland and to deliver the same high level of professional service, responsiveness, and results-driven planning that we have been providing you and communities throughout Michigan.

Should you have any questions or require additional information, please do not hesitate to contact us. We appreciate your consideration and look forward to the opportunity to collaborate.

Sincerely,

Melinda Whitten  
MCSA Group, Inc.





## Five-Year Recreation Master Plan Update

CITY OF ZEELAND

### FIRM PROFILE AND DESIGN PHILOSOPHY

M. C. Smith & Associates, Inc. was formed in March 1977 by Michael C. Smith. The firm provides award winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and Tiffany A. Smith, RLA. Michael C. Smith is the firm's Creative Director. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and became a Woman-Owned Business.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities; Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

In addition to our professional staff of Architects and Landscape Architects, MCSA Group, Inc. has excellent consultants for specialized portions of specific projects. These consultants extend our team capabilities by providing such disciplines as: surveying, soils analysis, structural engineering, mechanical and electrical engineering, and traffic engineering.

By offering a full range of professional services through the entire planning, design, engineering, and development process, MCSA Group provides each client with comprehensive services. Our

diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award-winning projects can be achieved without needing to be designed beyond budget limitations.

Our construction documents for every project are complete and comprehensive, detailing all components and systems of the construction. Our plans provide contractors a solid base for bidding, resulting in excellent bids. Construction based upon our plans is completed with minimal change orders and in accordance with the established schedule. We provide complete construction administration for all projects.

We practice a high level of sustainable design and believe that both facility development and environmental conservation and preservation can be structured side-by-side and if properly designed and implemented will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management or support.



Huizenga Park Playground



Site Inventory Photo from Huizenga Park

## PROJECT TEAM

MCSA Group, Inc. has a team of highly qualified professionals who, by combining their individual talents, will update the existing Community Parks and Recreation Plan for 2027-2031 for the City of Zeeland of the highest quality and appropriateness. By providing services as a carefully coordinated team of diversely specialized professionals, we are able to bring the broadest perspective to the project while maintaining the highest degree of understanding of the community's needs.

The capability of MCSA Group, Inc. to produce recreation plans that can effectively be used as a resource for the community and as a basis for grant applications is evidenced by our experience with numerous recreation plans and the success of our grant applications. The majority of our Recreation Plan clients are repeat clients, illustrating the quality of our work.

MCSA Group, Inc.'s current staff includes four Graduate Landscape Architects and three Architects. For each project, many staff members are involved in some manner since we continually strive to work as a team providing all our clients with the diversity of our talents.

Our team for the City of Zeeland Community Parks and Recreation Plan include: Tiffany Smith, President of MCSA Group, Inc. as the Project Director and main contact for this project. Tiffany, a Certified Playground Safety Inspector, has a wide range of experience in Park and Recreation Planning, creative report writing and grant writing and has been with MCSA Group for 25 years.

Assisting Ms. Smith with primary project management responsibilities will be Melinda Whitten, Principal and Landscape Architect. Melinda will assist Tiffany with the project planning. Melinda has a wide range of experience in Park and Recreation Planning, and is a Principal at MCSA Group, Inc., Abby Dussault Staff Landscape Architect, will assist on all aspects of this project. Julie Estes, Executive Assistant, will also be assisting with clerical and reporting.

## RECREATION MASTER PLAN EXPERIENCE

MCSA Group, Inc. provides a comprehensive range of park and recreation services. Currently, with our staff of 8, including landscape architecture and architecture and park & recreation planning specialists, we are involved in the planning, design and development of numerous park and recreation projects totaling millions of dollars in development costs. We have assisted communities with over 100 Park Grant Projects. The majority of these projects are funded by the various Michigan Department of Natural Resources Funding Programs.

For most of these projects we prepared the Five-Year Parks and Recreation Plan and assisted with the applications for the funding grants. Among our numerous community park and recreation plans, the following offer a representative listing of successful plans. Most of these plans have resulted in the acquisition of grants for these communities in Michigan.

**Gaines Charter Township (2023)**

**Brownstown Charter Township (2022)**

**City of East Grand Rapids  
(1992, 1997, 2002, 2012, 2020, 2025)**

**Georgetown Charter Township (2010, 2015)**

**Holland Charter Township  
(1983, 1989, 1996, 2003, 2008, 2013, 2020, 2027)**

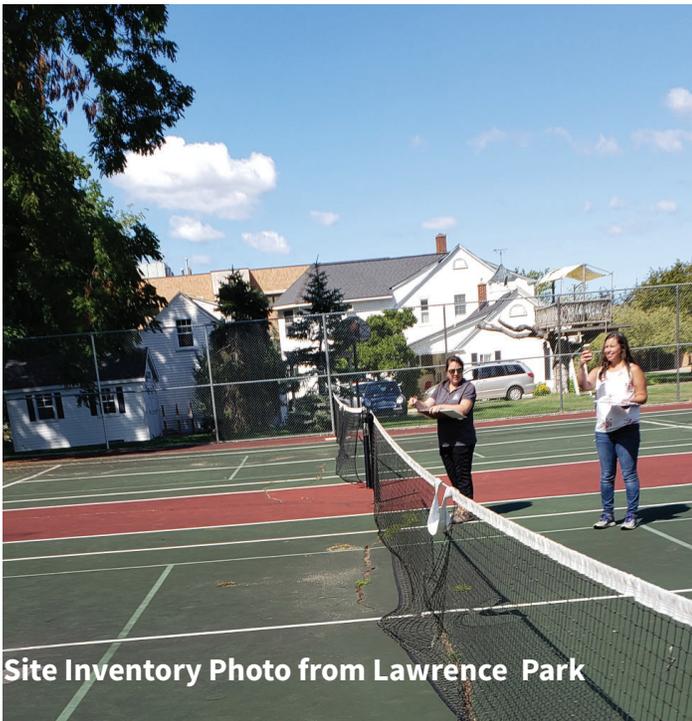
**City of Kalamazoo (2008, 2013)**

**City of Kentwood (2021, 2026)**

**City of Holland (2004, 2009, 2024)**



**Hoogland Park Progress Photo**



## PROJECT WORK PLAN AND SCOPE OF SERVICES

### Statement of Understanding

MCSA Group, Inc. will work closely with City of Zeeland staff members and representatives to produce and update their Community Parks and Recreation Plan. The plan will re-evaluate, assess and make recommendations regarding parks, recreation, non-motorized trails, and open space needs for the City. Within our Work Plan, we will conduct three (3) meetings with Cemetery and Parks Commission to review the planning process and solicit their opinions and suggestions on the goals, objectives, and future direction for the park system for the City.

We will administer an online survey via Survey Monkey to receive input from Community Members. The process is user friendly and gives residents the opportunity to provide the City with a diversity of information on needs and desires for the future of the City of Zeeland parks.

The updated plan will be prepared in conformance with the guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans, as provided by the Michigan Department of Natural Resources Grants Management (Revised 04/26/2021). Our focus will be to create a plan that is complete, comprehensive, and suitable for use for future grant applications, as well as a working tool for the City of Warren Staff.

Digital PDF copies of the draft and final plan will be provided for distribution to City staff and elected officials and for submission to the DNR and Regional planning entities.

The following is an outline of the individual tasks involved in preparing the plan. We would expect to meet with City staff at regular intervals during the planning process.

## Scope of Services

### Task I: PROGRAM REVIEW AND DEVELOPMENT

- We are very familiar with the City's Park system. However we will meet with Assistant City Manager and City Staff, to obtain a thorough understanding of changes and updates they desire for the park system.
- Review existing Community Parks and Recreation Plan in relation to new DNR guidelines and accomplishments achieved in the previous 5 Year planning period.
- Develop an understanding of the City's administrative structure, including Boards and Commissions; Parks and Recreation staff; current and projected budget and sources of funding; current Park and Recreation programming and participation levels; and relationships with school districts and other entities involved in Parks and Recreation.
- Develop a detailed schedule for planning and public meetings and final plan adoption.
- Gather the City's current demographic and environmental data to describe the community's social and physical characteristics as they relate to parks, recreation and open space. Review the impact of population growth as it relates to recreation resources. Provide graphic data, as appropriate.

### Task II: INVENTORY AND ANALYSIS

- Collect all available base data, including available Ottawa County Aerial Photos, topography and property lines, land Use Master Plan; City Planning and Zoning Documents; area and regional plans; base maps; park maps; trail maps; aerial photographs; natural area inventories; etc
- Update the comprehensive Recreation Inventory of all the City parks, recreation facilities, natural resources, green spaces and non-motorized trails and non-utilized City owned property and facilities. Visit each site and document the existing natural features and facilities, including playground review and ADA compliance. Additionally, we will evaluate the condition and level of use, and note possible opportunities for improvement. This will be documented on individual maps of each park.
- Evaluate the current accessibility of all parks & recreation facilities and note necessary

improvements to be included in the Capital Improvement Schedule.

- Inventory adjacent Municipal facilities, school facilities, private facilities, City, Township, State and Regional facilities that are available to the community, and their relationship to the City's own facilities.
- Update the map showing the location of the existing recreational facilities within the City and a matrix summarizing the facilities provided in each location.
- Evaluate and identify future park properties or areas within the City where additional property should be considered for future park development, non-motorized trails, and open spaces.
- Complete Post-Completion Self-Certification Inspections and submit reports for all projects that have received grant assistance per MDNR Grants Management.

### Task III: NEEDS AND DEFICIENCIES

- Compare current existing facilities and program opportunities with the current and future needs of the community based on demographic characteristics, and geographic distribution.
- Recreation deficiencies are evaluated using recreation standards, analysis of facility distribution, and input from township staff and the public. Together, these methods provide a reliable assessment of recreational needs. National Recreation and Park Association (NRPA) standards serve as benchmarks for facilities and park acreage per 1,000 residents and are adapted to reflect the township's character and population projections, enabling the plan to assess deficiencies in recreational facilities and parkland.
- Identify deficiencies in park and recreation system, including accessibility issues. This will be documented using a chart format.

### Task IV: PUBLIC INPUT AND PLANNING PROCESS

- Prepare a comprehensive on-line survey of recreation attitudes and preferences in the Community. The City will provide a link so that they may advertise via their social media and other methods. Present the findings and include within the planning process. Results will

# Five-Year Recreation Master Plan

**Michigan Tot Lot  
Master Plan Sketches**



be shown and analyzed in many ways including bar graphs and charts.

- Provide copies of the Draft Plan for public review and comment. Assist with effective advertising of the plan availability. Receive and review any public, City representative, and City staff comments and make any changes to the final plan as deemed appropriate.

## Task V: GOALS, OBJECTIVES AND ACTION ITEMS

- Analyze the data collected in Tasks I through IV to identify the improvements needed in the park and recreation system, respond to deficiencies in the system, and meet the community's needs considering current and emerging trends.
- Develop a series of long range, broad goals (ten years or longer) for the future planning of the Parks, Recreation and Open Space system within the City.
- Develop specific short-range objectives for achieving these goals within the next five years. The long and short range objectives may include climate action strategies and policies.
- Develop a strategy to work towards achieving the stated goals and objectives over the next five years. Identify specific park projects with justification for each item and a timetable for completion.
- Make minor updates to the previously completed park master plans to reflect current goals and objectives.
- Review the existing Capitol Improvement Schedule and update with completed and add proposed projects identified by year with list of improvements and order of magnitude cost projections for each project including development and acquisition. Consider potential funding sources and develop a strategy for making use of available grant funding opportunities.
- All of this information will be compiled in a clear and concise report that is in a easily understood format and readily able to be executed.



**Michigan Tot Lot  
Master Plan Rendering**

## PROJECT SCHEDULE\*

START-UP MEETING: Background Information Required from City, Project Schedule and Meetings, Current Recreation Facilities Inventory, Review of previous Parks and Recreation Plan	April 2026
SITE INVENTORY/PROGRESS MEETING: Site review and ADA analysis, Recreation Inventory, Needs and Deficiencies	May 2026
1st Progress Meeting with Cemetery and Parks Commission Meeting Review Inventory /Analysis, Needs/Deficiencies , and Draft Survey	June 2026
PUBLIC SURVEY	July 2026
2nd Progress Meeting with Cemetery and Parks Commission Meeting Review Survey Responses, Goals and Objectives;	August 2026
3rd Progress Meeting with Cemetery and Parks Commission Meeting Action Program; Capital Improvement Schedule; Draft of Complete Plan	September 2026
PUBLIC REVIEW: Draft of Final Plan available for 30-day Public Review as required by the DNR	October 2026
PUBLIC HEARING AT CITY COUNCIL MEETING Public Hearing & Adoption of Plan	December/January 2026
PLAN COMPLETION AND DNR SUBMITTAL	February 2027

\*Note that additional meetings/check-ins with City staff will be scheduled as necessary.



**Vande Luyster Square Gazebo Illustrative**

## Five-Year Recreation Master Plan

### PROFESSIONAL FEES

In accordance with our Work Plan and Scope of Services, we would propose to assist City of Zeeland with updating the existing 5 Year Park and Recreation Master Plan for a professional fee not to exceed **\$22,000**.



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

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INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members

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

SUBJECT: Fiscal Year 2026 Milling and Resurfacing Contract Award

DATE: March 13, 2026

CC: City Council Work Study and Action Items March 16, 2026

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As part of the Fiscal Year 2026 Budget, we allocated \$365,000 to mill and resurface local streets. Similar to prior years, staff reviewed roadway conditions using PASER ratings and evaluated streets with ratings of 2 or below to determine which locations would benefit most from a mill and resurface project while also considering streets that may be scheduled for future reconstruction.

Based on this review, we sought bids for milling and resurfacing work on the following streets:

1. Colonial Street
2. West Lawrence Avenue
3. Pine Street

In addition to the street resurfacing work, the bid package also included water system improvements related to the fire protection service at 201 Washington Avenue and the abandonment of water main infrastructure in Colonial Street and under the railroad tracks. These improvements will be funded by the Water Fund and require approval by the Board of Public Works Commissioners.

The project was bid on March 12, 2026, and we received two bids. The low bid was submitted by Rieth-Riley Construction in the amount of \$397,616.30, which was well below the engineer's estimate. We have worked with Rieth-Riley on various other projects and have been pleased with their work.

FEEL THE ZEEL



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The total estimated project budget, including design engineering, construction inspection, and contingencies, is \$450,000. Of this amount, \$334,401.92 is attributed to the Street Fund and \$115,598.08 to the Water Fund.

From the street perspective, the City budgeted \$365,000 for milling and resurfacing activities in FY26. The street portion of the project totals \$334,401.92, which places the project approximately \$30,600 under the amount budgeted for street resurfacing.

Attached to this memo are the engineer's award letter and bid tabulations for the project.

**Recommendation**

Award a contract in the amount of \$397,616.30 to Rieth-Riley Construction for the Fiscal Year 26 Milling and Resurfacing Project and set a total project budget of \$450,000, subject to the Board of Public Works Commissioners awarding the water portion of the project.

---

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



March 12, 2026

Re: Zeeland HMA Resurfacing  
Projects  
Project No. 260107.01

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

Dear Mr. Plockmeyer:

Based on our recommendation to award a contract on the **Zeeland HMA Resurfacing Project** in the amount of \$397,616.30, we hereby estimate the total project budget as follows:

**PROJECT COSTS**

Low Bid (Rieth-Riley Construction)	\$397,616.30
Design Engineering	\$4,000.00
Construction Inspection and Engineering	\$8,000.00
Project Contingencies	\$40,383.70

**TOTAL ESTIMATED BUDGET      \$450,000.00**

**PROJECT FUNDING**

Street Fund	\$334,401.92
Water Fund	\$115,598.08

**TOTAL ESTIMATED FUNDING      \$450,000.00**

The BPW funding is for the fire protection service to 201 Washington Avenue and the abandonment of the water main in Colonial Street and under the railroad tracks. If you have any questions, please contact us.

Sincerely,

Alan Pennington, P.E.  
Project Manager

AP/pim



**Moore+Bruggink**  
Consulting Engineers

March 13, 2026

Re: Zeeland HMA Resurfacing  
Projects  
Project No. 260107.01

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

Dear Mr. Plockmeyer:

Two bids were received at 11 a.m., on Thursday, March 12, 2026, for the **Zeeland HMA Resurfacing Projects**. All bids were reviewed and checked for accuracy. A copy of the tabulation of bids is attached.

Rieth-Riley Construction submitted the low bid for the project in the amount of \$397,616.30. The engineer's estimate was \$514,000.00.

The low bidder has a satisfactory performance record on previous projects, and we recommend that a contract be awarded to Rieth-Riley Construction in the amount of \$397,616.30.

Sincerely,

Alan Pennington, P.E.  
Project Manager

AP/pim

Attachment

cc: Rieth-Riley Construction

**MOORE & BRUGGINK, INC.**  
**TABULATION OF BIDS**

PROJECT: Zeeland HMA Resurfacing Projects – Project No. 260107.01

OWNER: City of Zeeland, 21 South Elm Street, Zeeland, Michigan 49464

BIDS RECEIVED: 11 a.m., Thursday, March 12, 2026

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	RIETH-RILEY CONSTRUCTION PRICE	RIETH-RILEY CONSTRUCTION AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT
<b>COLONIAL STREET ITEMS</b>									
1	Mobilization, Max \$8,000	Lsum	1	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
2	Erosion Control, Silt Sack	Ea	3	\$120.00	\$360.00	\$200.00	\$600.00	\$86.00	\$258.00
3	Curb & Gutter, Rem	Ft	200	\$15.00	\$3,000.00	\$10.00	\$2,000.00	\$12.00	\$2,400.00
4	HMA Removal, Full Depth	Syd	765	\$7.00	\$5,355.00	\$3.00	\$2,295.00	\$7.25	\$5,546.25
5	HMA, 3EL (220 lbs/Syd)	Tons	85	\$100.00	\$8,500.00	\$121.03	\$10,287.55	\$100.00	\$8,500.00
6	HMA, 5EL (165 lbs/Syd)	Tons	70	\$105.00	\$7,350.00	\$137.63	\$9,634.10	\$102.00	\$7,140.00
7	Biaxial Geogrid	Syd	550	\$5.00	\$2,750.00	\$3.00	\$1,650.00	\$2.40	\$1,320.00
8	Aggregate Base, 8 inch, 21AA	Syd	550	\$25.00	\$13,750.00	\$23.00	\$12,650.00	\$20.65	\$11,357.50
9	Curb and Gutter, Conc, Det F4, Modified	Ft	200	\$40.00	\$8,000.00	\$26.38	\$5,276.00	\$28.00	\$5,600.00
10	Sidewalk, Conc, 4 inch	Sft	1,000	\$10.00	\$10,000.00	\$6.88	\$6,880.00	\$7.25	\$7,250.00
11	Sidewalk Ramp, Conc, 6 inch	Sft	100	\$12.00	\$1,200.00	\$8.88	\$888.00	\$9.00	\$900.00
12	Detectable Warning Surface	Sft	30	\$70.00	\$2,100.00	\$32.22	\$966.60	\$33.00	\$990.00
13	Subbase, CIP	Cyd	15	\$25.00	\$375.00	\$40.00	\$600.00	\$17.00	\$255.00
14	Dr Structure Cover, Adj	Ea	3	\$850.00	\$2,550.00	\$350.00	\$1,050.00	\$500.00	\$1,500.00
15	Dr Structure Cover, Type B, Furn	Ea	1	\$800.00	\$800.00	\$1,000.00	\$1,000.00	\$700.00	\$700.00
16	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Lft	14	\$8.00	\$112.00	\$23.50	\$329.00	\$2.50	\$35.00
17	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Lft	70	\$8.00	\$560.00	\$11.75	\$822.50	\$1.80	\$126.00
18	Traffic Control	Lsum	1	\$3,000.00	\$3,000.00	\$4,430.00	\$4,430.00	\$6,185.00	\$6,185.00
19	Turf Establishment	Syd	90	\$7.00	\$630.00	\$20.00	\$1,800.00	\$10.00	\$900.00
20	Water Main, Rem	Ft	20	\$12.00	\$240.00	\$50.00	\$1,000.00	\$12.50	\$250.00
21	Abandon & Fill Underground Utilities, 8 inch	Ft	275	\$12.00	\$3,300.00	\$12.00	\$3,300.00	\$9.15	\$2,516.25
22	Bend, 45 Degree, 6 inch	Ea	2	\$750.00	\$1,500.00	\$650.00	\$1,300.00	\$560.00	\$1,120.00
23	Reducer, 8 inch x 6 inch	Ea	1	\$750.00	\$750.00	\$650.00	\$650.00	\$600.00	\$600.00
24	Sleeve, 6 inch	Ea	1	\$2,000.00	\$2,000.00	\$650.00	\$650.00	\$1,100.00	\$1,100.00
25	Water Main, D.I. CL 53, 6 inch with PolyWrap, including sand backfill	Ft	20	\$200.00	\$4,000.00	\$225.00	\$4,500.00	\$80.00	\$1,600.00
<b>Subtotal Colonial Street Items</b>					<b>\$90,182.00</b>		<b>\$82,558.75</b>		<b>\$76,149.00</b>
<b>WEST LAWRENCE AVENUE ITEMS</b>									
26	Mobilization, Max \$28,000	Lsum	1	\$28,000.00	\$28,000.00	\$5,500.00	\$5,500.00	\$13,240.00	\$13,240.00
27	Erosion Control, Silt Sack	Ea	5	\$120.00	\$600.00	\$200.00	\$1,000.00	\$86.00	\$430.00
28	HMA Removal, Full Depth	Syd	4,000	\$6.00	\$24,000.00	\$3.00	\$12,000.00	\$7.25	\$29,000.00
29	HMA, 3EL (220 lbs/Syd)	Tons	485	\$100.00	\$48,500.00	\$107.23	\$52,006.55	\$100.00	\$48,500.00
30	HMA, 5EL (165 lbs/Syd)	Tons	365	\$105.00	\$38,325.00	\$117.37	\$42,840.05	\$102.00	\$37,230.00
31	Dr Structure Cover, Adj	Ea	6	\$850.00	\$5,100.00	\$350.00	\$2,100.00	\$500.00	\$3,000.00
32	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Lft	35	\$8.00	\$280.00	\$8.30	\$290.50	\$5.75	\$201.25

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	RIETH-RILEY CONSTRUCTION PRICE	RIETH-RILEY CONSTRUCTION AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT
33	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Lft	190	\$8.00	\$1,520.00	\$4.15	\$788.50	\$3.85	\$731.50
34	Pavt Mrkg, Waterborne, 4 inch, white	Lft	80	\$0.50	\$40.00	\$1.25	\$100.00	\$1.30	\$104.00
35	Traffic Control	Lsum	1	\$3,000.00	\$3,000.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
<b>Subtotal West Lawrence Avenue Items</b>					<b>\$149,365.00</b>		<b>\$117,225.60</b>		<b>\$134,436.75</b>
<b>PINE STREET ITEMS</b>									
36	Mobilization, Max \$20,000	Lsum	1	\$20,000.00	\$20,000.00	\$7,000.00	\$7,000.00	\$12,875.00	\$12,875.00
37	Erosion Control, Silt Sack	Ea	9	\$120.00	\$1,080.00	\$200.00	\$1,800.00	\$86.00	\$774.00
38	Curb & Gutter, Rem	Ft	50	\$15.00	\$750.00	\$10.00	\$500.00	\$14.00	\$700.00
39	HMA Removal, Full Depth	Syd	2,800	\$6.00	\$8,400.00	\$3.00	\$8,400.00	\$7.25	\$20,300.00
40	HMA, 3EL (220 lbs/Syd)	Tons	340	\$100.00	\$34,000.00	\$112.12	\$38,120.80	\$100.00	\$34,000.00
41	HMA, 5EL (165 lbs/Syd)	Tons	255	\$105.00	\$26,775.00	\$118.40	\$30,192.00	\$102.00	\$26,010.00
42	Aggregate Base, 8 inch, 21AA	Syd	500	\$25.00	\$12,500.00	\$23.00	\$11,500.00	\$20.65	\$10,325.00
43	Curb and Gutter, Conc, Det F4, Modified	Ft	50	\$40.00	\$2,000.00	\$30.29	\$1,514.50	\$31.00	\$1,550.00
44	Sidewalk, Conc, 4 inch	Sft	200	\$10.00	\$2,000.00	\$6.88	\$1,376.00	\$7.25	\$1,450.00
45	Sidewalk Ramp, Conc, 6 inch	Sft	150	\$12.00	\$1,800.00	\$8.88	\$1,332.00	\$9.00	\$1,350.00
46	Detectable Warning Surface	Sft	40	\$70.00	\$2,800.00	\$32.22	\$1,288.80	\$33.00	\$1,320.00
47	Dr Structure Cover, Adj	Ea	7	\$850.00	\$5,950.00	\$350.00	\$2,450.00	\$500.00	\$3,500.00
48	Valve and Box, Adj	Ea	4	\$600.00	\$2,400.00	\$300.00	\$1,200.00	\$380.00	\$1,520.00
49	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Lft	30	\$8.00	\$240.00	\$12.00	\$360.00	\$5.75	\$172.50
50	Pavt Mrkg, Waterborne, 12 inch, Crosswalk	Lft	120	\$8.00	\$960.00	\$6.00	\$720.00	\$3.85	\$462.00
51	Pavt Mrkg, Waterborne, 4 inch, white	Lft	400	\$0.50	\$200.00	\$1.85	\$740.00	\$1.30	\$520.00
52	Traffic Control	Lsum	1	\$3,000.00	\$3,000.00	\$600.00	\$600.00	\$2,000.00	\$2,000.00
<b>Subtotal Pine Street Items</b>					<b>\$133,255.00</b>		<b>\$109,094.10</b>		<b>\$118,828.50</b>
<b>201 WASHINGTON AVENUE FIRE SERVICE RELOCATION ITEMS</b>									
53	Mobilization, Max \$13,000	Lsum	1	\$13,000.00	\$13,000.00	\$3,250.00	\$3,250.00	\$7,500.00	\$7,500.00
54	Traffic Control	Lsum	1	\$2,500.00	\$2,500.00	\$600.00	\$600.00	\$3,300.00	\$3,300.00
55	HMA Removal, Full Depth	Syd	500	\$6.00	\$3,000.00	\$5.00	\$2,500.00	\$10.75	\$5,375.00
56	Sidewalk, Rem	Syd	20	\$13.00	\$260.00	\$15.00	\$300.00	\$6.85	\$137.00
57	Pavt, Rem	Syd	15	\$15.00	\$225.00	\$35.00	\$525.00	\$13.15	\$197.25
58	Curb and Gutter, Rem	Ft	30	\$10.00	\$300.00	\$12.00	\$360.00	\$6.00	\$180.00
59	HMA, 5EL (2 lifts @ 220 lb/syd)	Tons	115	\$200.00	\$23,000.00	\$143.90	\$16,548.50	\$102.00	\$11,730.00
60	Aggregate Base, 8 inch, 21AA	Syd	500	\$25.00	\$12,500.00	\$23.00	\$11,500.00	\$20.65	\$10,325.00
61	Turf Establishment	Syd	10	\$40.00	\$400.00	\$60.00	\$600.00	\$10.00	\$100.00
62	Water Main, D.I. CL 53, 8 inch with PolyWrap including sand backfill	Ft	400	\$170.00	\$68,000.00	\$90.00	\$36,000.00	\$123.90	\$49,560.00
63	Sleeve, 8 inch	Ea	3	\$2,000.00	\$6,000.00	\$700.00	\$2,100.00	\$1,530.00	\$4,590.00
64	Tee, 8 inch x 8 inch x 8 inch	Ea	1	\$1,000.00	\$1,000.00	\$700.00	\$700.00	\$1,070.00	\$1,070.00
65	Valve & Box, 8 inch	Ea	1	\$2,200.00	\$2,200.00	\$1,600.00	\$1,600.00	\$2,505.00	\$2,505.00
66	Bend, 90 Degree, 8 inch	Ea	1	\$1,000.00	\$1,000.00	\$700.00	\$700.00	\$660.00	\$660.00
67	Bend, 45 Degree, 8 inch	Ea	2	\$1,000.00	\$2,000.00	\$700.00	\$1,400.00	\$580.00	\$1,160.00
68	Cap, 8 inch	Ea	1	\$800.00	\$800.00	\$550.00	\$550.00	\$405.00	\$405.00
69	Ex. Water Main, Rem	Ea	50	\$20.00	\$1,000.00	\$35.00	\$1,750.00	\$12.40	\$620.00

ITEM NO.	PROPOSAL ITEM	UNIT	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE PRICE	ENGINEER'S ESTIMATE AMOUNT	RIETH-RILEY CONSTRUCTION PRICE	RIETH-RILEY CONSTRUCTION AMOUNT	SITE WORK SOLUTIONS PRICE	SITE WORK SOLUTIONS AMOUNT
70	Hydrant, Rem	Ea	1	\$400.00	\$400.00	\$1,500.00	\$1,500.00	\$560.00	\$560.00
71	Sidewalk, Conc, 8 inch	Sft	160	\$12.00	\$1,920.00	\$11.07	\$1,771.20	\$11.50	\$1,840.00
72	Driveway, Nonreinf Conc, 8 inch	Syd	15	\$108.00	\$1,620.00	\$99.63	\$1,494.45	\$105.00	\$1,575.00
73	Subbase, CIP	Cyd	2	\$30.00	\$60.00	\$50.00	\$100.00	\$17.00	\$34.00
74	Curb and Gutter, Conc, F4	Ft	30	\$40.00	\$1,200.00	\$30.29	\$908.70	\$31.50	\$945.00
75	Remove Valve Chamber and Check Valve Assembly	Ea	2	\$750.00	\$1,500.00	\$1,000.00	\$2,000.00	\$975.00	\$1,950.00
<b>Subtotal 201 Washington Avenue Fire Service Relocation Items</b>					<b>\$143,885.00</b>		<b>\$88,757.85</b>		<b>\$106,318.25</b>
<b>TOTAL ALL ITEMS</b>					<b>\$516,687.00</b>		<b>\$397,636.30</b>		<b>\$435,732.50</b>



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

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## INTEROFFICE MEMORANDUM

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**TO:** Mayor VanDorp and City Council Members  
**FROM:** Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
**SUBJECT:** 2026–2029 Downtown Maintenance, Lawn Maintenance, and  
Annuals/Tulips/Christmas Greenery Contract Bid Awards  
**DATE:** March 13, 2026  
**CC:** City Council Work Study and Action Items Agenda March 16, 2026

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For a number of years, the City has solicited the services of third-party contractors to assist City staff with maintenance of the downtown district and other various City facilities. Historically these services were bundled into a smaller number of contracts; however, for this bidding cycle staff elected to further separate the work into three contracts in an effort to encourage additional participation and obtain more competitive pricing.

The contracts bid for the 2026–2029 cycle include:

### **Downtown and Roundabout Maintenance Contract**

This contract includes maintenance of the downtown district, the Washington Avenue roundabout, and associated landscaped areas. Work includes weekly mowing during the growing season, sidewalk edging and cleanup, leaf collection, pruning, landscape bed maintenance, fertilization programs, spring and fall cleanup, banner changes, and general upkeep to ensure the downtown area remains well maintained. The contract area generally includes Main Avenue from State Street to 421 East Main, Heritage Square, Splash Pad Park, Elm Street Park, the north and south parking lots, and landscaping at City Hall and the Howard Miller Community Center and Library.

### **Downtown Annuals, Tulips, and Christmas Greenery Contract**

This contract includes seasonal planting and maintenance of flowers and decorative landscaping throughout the downtown district. Work includes fall planting of tulips and spring planting of annuals in the downtown planting beds and planters, maintenance and watering of perennial and annual planters, care of hanging baskets, and seasonal refreshes of planters. The contract also includes providing and installing holiday greenery such as wreaths and garland throughout downtown and at City Hall during the holiday season.

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### **Lawn Maintenance Contract for City Facilities**

This contract includes lawn maintenance at the Clean Water Plant, Street Maintenance Facility, and Roosevelt Fire Station. Services include mowing, trimming, edging, fertilization and weed control applications, mulch installation where required, and fall cleanup.

Bids were opened on March 3, 2026 and the results are summarized below.

### **Downtown and Roundabout Maintenance**

DJ's Landscape Management (including alternates)

Year 1: \$67,363

Year 2: \$68,710

Year 3: \$70,084

Three-Year Total: \$206,157

Banner repair hourly rate: \$65

Only one bid was received for this contract. While we remain disappointed with the limited participation, DJ's Landscape Management has served as the City's downtown maintenance contractor for several years and has performed the work well. The bid reflects the expanded scope and general cost increases experienced across the landscaping industry.

### **Downtown Annuals, Tulips, and Christmas Greenery**

Don's Flowers

Year 1: \$79,500

Year 2: \$83,400

Year 3: \$87,500

Three-Year Total: \$250,400

Only one bid was received for this contract as well. Don's Flowers has historically provided these services for the City and we would recommend renewal of this contract.

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### **Lawn Maintenance at City Facilities**

Three bids were received for this contract. The lowest responsive bid was submitted by DJ's Landscape Management.

DJ's Landscape Management

Year 1: \$28,831

Year 2: \$29,407

Year 3: \$29,994

Three-Year Total: \$88,232

Alternative Lawn Care and Near Shore Property Solutions also submitted bids, but both were higher than the bid submitted by DJ's Landscape Management.

Staff is pleased that splitting the lawn mowing portion of the work into a separate contract resulted in multiple competitive bids for that work. However, we remain somewhat disappointed that we again only received a single bid for both the downtown maintenance and seasonal plantings contracts.

Additionally, the pricing levels for the downtown maintenance contract are approaching a point where it may be appropriate to evaluate whether bringing some of this work in-house could be more cost effective over the long term. At this time, staff does not believe the City has the capacity to absorb this workload without additional staffing and organizational adjustments. As such, staff recommends proceeding with the contract awards as proposed while continuing to evaluate long-term service delivery options.

From a budgetary perspective, the contract costs have been incorporated into the upcoming fiscal year budgets and staff does not anticipate any issues funding the work over the contract period.

### **Recommendations**

Staff recommends that City Council award the Downtown and Roundabout Maintenance Contract to DJ's Landscape Management in the amount of \$206,157 for the three-year contract term beginning April 1, 2026.

Staff recommends that City Council award the Downtown Annuals, Tulips, and Christmas Greenery Contract to Don's Flowers in the amount of \$250,400 for the three-year contract term beginning April 1, 2026.

Staff recommends that City Council award the Lawn Maintenance Contract for the Clean Water Plant, Street Maintenance Facility, and Roosevelt Fire Station to DJ's Landscape Management in the amount of \$88,232 for the three-year contract term beginning April 1, 2026.



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

A handwritten signature in black ink, appearing to read 'KP', is positioned above a horizontal line.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

**Downtown & Roundabout Maintenance Bid**

**Bid Tab Sheet**

**Tuesday, March 3, 2026 @ 11:00 AM**

<b>Bidder</b>	<b>Bid Quote</b>
DJ's Landscape Management	Year 1: \$63,624.00
	Year 2: \$64,896.00
	Year 3: \$66,194.00
	\$65.00/hour for banner repairs, all 3 years.

**REQUEST FOR PROPOSAL  
DOWNTOWN AND ROUNDABOUT MAINTENANCE**

This contract will take effect on April 1, 2026 and will close on March 31, 2029.

Contract information is included on the following pages.

Proposals are due on February 24, 2026 at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Kevin Plockmeyer: [kplockmeyer@cityofzeeland.com](mailto:kplockmeyer@cityofzeeland.com) or 616-772-0870

***In order to assure receipt of all addendums, questions, etc., bidders must register with [smoore@cityofzeeland.com](mailto:smoore@cityofzeeland.com).***

***While telephone calls may be made for information, all questions must also be put into writing and must either be sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.***

***Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.***

**REQUEST FOR PROPOSAL  
DOWNTOWN AND ROUNDABOUT MAINTENANCE  
CITY OF ZEELAND, MICHIGAN**

Please quote on the lawn care maintenance at the Zeeland Clean Water Plant and Street Maintenance Facility and for downtown maintenance per the guidelines listed in these bid specifications.

**BID GUIDELINES**

**One SIGNED copy of the bid proposal must be submitted by Tuesday, February 24, 2026, at 11:00 AM to:**

CITY CLERK'S OFFICE  
ZEELAND CITY HALL  
21 SOUTH  
ELM STREET  
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Tuesday, February 24, 2026, at 11:00 AM.

**Submission of Proposals**

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initiated by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

**Bid Prices**

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

**Acceptance of Proposals**

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or

authorized postponement thereof No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

### **General Conditions**

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

The Proposer shall be approved for mowing in the MDOT right-of-way and must submit proof with the bid document.

### **Description of West Washington Roundabout Work**

Roundabout area (Intersection of Main Avenue and Washington Avenue) requires mulching beds and trees/shrubs with color enhanced brown mulch (approximately 40 cubic yards) and fall cleanup. This includes the area in the center of the roundabout and all of the planting beds in each leg leading up to the roundabout. The contract will also cover the landscaping within the roundabout.

### **Description of the Downtown Maintenance Work**

The downtown area includes Main Avenue from State Street to 421 East Main (Community Restaurant), Heritage Square and the Splash Pad and the new Elm Street Park. The North and South parking lots include the entire parking lot areas behind Main Avenue buildings and the City Hall employee parking lot on Main Street. This also includes the area on the east side of Tripelroot (146 East Main), the passageway north of the Howard Miller Library/Community Center, and the passageway west of 139 East Main. Care must be given to maintain the entire parking lots, including extreme edges and gutters. This contract will also cover the City Hall landscaping, Howard Miller Library and Community Center landscaping.

NOTE: Lawn maintenance & weeding within the Splash Pad Park fence should not be performed Splash Pad season hours: Memorial Day- Labor Day 9 AM- 9 PM. All effort should be made to schedule maintenance outside of park hours.

## **Fertilizers for Lawns**

**Phosphate fertilizer will not be used throughout this contract.** For all products contained in the specifications, equivalent products that meet or exceed the specifications may be offered and quoted by the Contractor. The decision as to whether to accept Contractor's specified and proposed alternate products, and/or whether such recommended substitution meets or exceeds the specifications, shall be at the sole discretion of the City.

**Application One** (After soil temperatures have reached 50 degrees F and before 56 degrees F, late April or early May).

Apply a fertilizer blend with pre-emergent crabgrass control. The fertilizer blend shall contain at least 18% Nitrogen and 5% K<sub>2</sub>O of which 30% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 0.7 pound of Nitrogen per thousand square feet and provide enough pre- emergence for season long control.

**Note:** Contractor will be responsible at no additional cost to City for post-emergent treatment of crabgrass if break-through occurs via breakdown of product or via misapplication. Therefore, it is in Contractor's best interest to do all that can be done to prevent crabgrass; or include a treatment of Drive in your Application One bid. A treatment of Drive is recommended at either the first or after the fifth tiller stage at manufacturers recommended rate and with recommended additives.

**Application Two** (Six weeks after application one, mid-June)

Apply a fertilizer blend with preventative grub control. The fertilizer blend shall contain 25% Nitrogen and 10% K<sub>2</sub>O of which 50% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 1 pound of Nitrogen per thousand square feet and provide enough grub preventative for season long control. (Recommend a 0.2% Merit or a 1.33% Mach 2). Price includes a post-emergent spot treatment of a three-way herbicide for broadleaf weeds.

**Note:** Contractor will be responsible at no additional cost to City for treatment of grubs if break-through occurs via break down of product or via misapplication. (Recommend Dylox (Trademark) 6.2G).

**Application Three** (Six weeks after application two, early-August)

Apply a fertilizer blend containing 32% Nitrogen, 10% K<sub>2</sub>O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate Apply at a rate of 1.0 pound of Nitrogen per thousand square feet.

**Application Four** (Six weeks after application three, mid-September)

Apply a fertilizer blend containing 32% Nitrogen, 10% K<sub>2</sub>O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate.

Apply at a rate of 1.0 pound of Nitrogen per thousand square feet. Price includes a blanket application of a broadleaf weed control that contains at least: 50% 2, 4-D, 7%

Fluroxypyr, and 3% Dicamba. Low odor formulations shall be used if available.

**Application Five** (Six weeks after application four, early-November)

Apply a fertilizer blend containing at least 15% Nitrogen and 30% K<sub>2</sub>O at a rate of 0.6 pound of Nitrogen per thousand square feet.

**Moles and Turf Disease** - If moles and turf diseases exist Contractor shall notify City maintenance staff in writing within three days.

**Fertilizing for Existing Shrubs/Trees**

One of two services shall be performed from below:

One - for balled and burlap plantings approximately 2/3 of a cup per plant shall be applied in the top of the ball. The analysis used would be a 17-0-17 6 month 100% Polymer Coated Fertilizer.

Two - The other option is a 14-0-7. This is more of an organic option where Contractor shall apply 1 cup per inch of trunk diameter on the soil surface around the canopy. Contractor shall not apply near the stem of the plant. A second method for this option would be to apply 20 oz. per inch diameter in 1-inch diameter holes drilled approximately 12-inches deep and about 18-inches apart around the canopy of the plant.

**Pre-emergent for Existing Shrubs/Tree Beds**

One of two services shall be performed from below:

One - Contractor shall use Snapshot 2G at 150 pounds per Acre. This is a granular pre-emergence herbicide for control of many broadleaf weeds and annual grasses in ornamental beds, nurseries, Christmas trees, non-bearing fruit and nut crops.

Two - Contractor shall use XL 2G at 200 pounds per Acre. Typically, this is the product to use in annual beds prior to planting.

**General Maintenance**

- Shredded mulch will be needed to cover all bark beds (Downtown and Roundabout)
- Weekly mowing during a 28-week season from April 1 or sooner if needed through November 1<sup>st</sup> (Downtown Only).
  - Except in the rain or frost
  - Sidewalks/curbs need to be edged once a month
  - Sidewalks need to be blown/cleared of grass weekly
- Twelve applications of Round-Up total in all sidewalk cracks and along buildings yearly including two applications before Memorial Day. (Downtown Only)
- Contractor must have a 25-lb. bag of grass seed on the trucks whenever present to patch light spots in the lawn or areas of lawn damage
- All ornamental grasses will be removed before mulch is installed in the spring (Downtown and Roundabout).
- Leaf collection in fall on weekly basis including curbs in Parking lots and downtown along Main street until season ends (Downtown Only).

- Landscape Bed Maintenance including (Downtown and Roundabout):
  - Monthly weeding of all landscape beds within the maintenance area
  - Pruning of landscaping twice during the growing season

### **Vacuuming and Sweeping**

- Sidewalk Vacuuming in the downtown area (Main Avenue from State to 421 East Main (Community Restaurant)) including the North and South parking lots **weekly** and should not happen between the hours of **8 p.m. and 8 a.m.** and should try to vacuum same day each week if possible. (Please also include the area inside the social district patio)\*Please schedule vacuuming before and /or after downtown events.
- Curb areas downtown should be vacuumed before Memorial Day and once a month after May.
- North and South side parking must be clear of debris including garbage and leaves.
- In addition: Sidewalks on Church Street from Cherry to Washington (both sides of street); Elm Street from Cherry to Washington (both sides of street) including Splash Pad and park; Sidewalk South North, and West sides of Howard Miller Library and Community Center; the downtown passageways east of 146 East Main and west of 139 East Main.

### **Special Events and Contract Intentions**

- Contractor will be able to respond and resolve any pavers, lawn or landscaping problems within 24 hours of written or verbal request by a City official.
- Special care to be given to all areas prior to special events in the downtown area. Please see attached event calendar for exact dates.

### **Banners**

- Changing of the banners on Washington Avenue Roundabout, Main Avenue, Elm Street, the Splash Pad Park and City Hall during different times of the year as requested by the City. This will be limited to no more than 12 times per year. The City will provide the banners and the schedule. Maintenance for banners will be billed on a Time and Material basis at an hourly rate as indicated on the bid form. Banners to be placed in storage dry and will be stored in such a way not to create wrinkles, folds, etc.

### **Spring/Fall Cleanup**

- Removal of accumulated leaves and debris
- Removal of sediment on sidewalks, curb lines, and the Woonerf (Elm Street between Cherry and Main).
- Preparation of perennial grasses for winter including trimming and removal of cuttings.

This contract is all inclusive. The Contractor will be responsible and accountable for making the downtown area look exceptional at all times. The contractor will attend to any request by a City official within 24 hours of request without additional service charges. Failure of this requirement may result in termination of this contract.

**PROPOSAL FOR  
ROUNDBOUT AND DOWNTOWN MAINTENANCE  
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

11:00 AM on Tuesday, Feb. 24, 2026  
At the Office of the Clerk  
City of Zeeland - City Hall  
21 South Elm Street  
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

<b>FIRST YEAR TOTAL (4/1/2026-3/31/2027):</b>	<u>          \$63,624.00          </u>
<b>First Year Hourly Rate to Repair Banners:</b>	<u>          \$65.00 per hour          </u>
<b>SECOND YEAR TOTAL (4/1/2027-3/31/2028):</b>	<u>          \$64,896.00          </u>
<b>Second Year Hourly Rate to Repair Banners:</b>	<u>          \$65.00 per hour          </u>
<b>THIRD YEAR TOTAL (4/1/2028-3/31/2029):</b>	<u>          \$66,194.00          </u>
<b>Third Year Hourly Rate to Repair Banners:</b>	<u>          \$65.00 per hour          </u>

Complete Company Name and Address:

DJ's Landscape Management  
4720 52nd St SE  
Grand Rapids, MI 49512

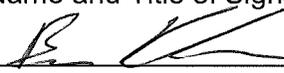
Phone Number: 1-616-698-2700 Fax #: 698-2900

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

DJ's Landscape Management  
\*Name of Company  
4720 52nd St SE  
\*Address  
Grand Rapids, MI 49512  
\*City, State, Zip Code  
1-616-698-2700  
\*Phone Number

Brian Brookens, Regional Director  
\*Name and Title of Signatory  
  
\*Signature  
2-19-20  
\*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

\_\_\_\_\_  
*Printed or Type written. Name and title:*

\_\_\_\_\_  
*Printed or Type written. Name and title:*

\_\_\_\_\_  
*Printed or Type written. Name and title:*

**ALTERNATIVE BID FOR ADDITIONAL LANDSCAPE MAINTENANCE**

This bid shall include landscape maintenance at the three City of Zeeland sign locations.  
The task involved are as follows:

**SITE 1- EAST SIDE OF ZEELAND BY BL-196**

This work shall include installing color enhanced brown bark in spring, keeping this landscaped area weed free and edged, pruning twice a year, and watering plants minimum 3 times per week.

**SITE 2- SOUTH SIDE BY BURGER KING**

This work includes installing color enhanced brown bark in the spring, keep landscaped area weed free and edged, and pruning twice a year. This area is watered with underground irrigation.

**SITE 3- NORTHSIDE BY ZEELAND HIGH SCHOOL BALLFIELDS ON NORTH STATE**

This work includes installing color enhanced brown bark in the spring; keep landscaped area weed free and edged, pruning twice a year, and watering plants 3 times per week.

---

Name of Company DJ's Landscape Management

Address 4720 52nd St SE

City, Zip Code Grand Rapids, MI 49512

Signature 

Date 2-19-26

FIRST YEAR TOTAL BID \$ \$3,739.00

SECOND YEAR TOTAL BID \$ \$3,814.00

THIRD YEAR TOTAL BID \$ \$3,890.00

The City of Zeeland reserves the right to accept or reject any or all bids.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Contractor agrees that it 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, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: February 19, 2026

Name of Bidder: BJ'S Landscape Management

Brim Broekers - Regional Director  
*Printed or Type written. Name and title of Officer or Owner:*

**Downtown Annuals, Tulips & Christmas Greenery Bid**

**Bid Tab Sheet**

**Tuesday, March 3, 2026 @ 11:00 AM**

<b>Bidder</b>	<b>Bid Quote</b>
Don's Flowers	Year 1: \$79,500.00
	Year 2: \$83,400.00
	Year 3: \$87,500.00

**REQUEST FOR PROPOSAL  
DOWNTOWN ANNUALS, TULIPS, and CHRISTMAS GREENERY CONTRACT**

This contract will take effect on April 1, 2026 and will close on March 31, 2029.

Contract information is included on the following pages.

Proposals are due on Tuesday, February 24, 2026, at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Kevin Plockmeyer at: [kplockmeyer@cityofzeeland.com](mailto:kplockmeyer@cityofzeeland.com) or 616-772-0870

***In order to assure receipt of all addendums, questions, etc., bidders must register with [smoore@cityofzeeland.com](mailto:smoore@cityofzeeland.com).***

***While telephone calls may be made for information, all questions must also be put into writing and must either be sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.***

***Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.***

**REQUEST FOR PROPOSAL  
DOWNTOWN ANNUALS, TULIP, AND CHRISTMAS GREENERY CONTRACT**

Please quote on the downtown annuals and tulip contract per the guidelines listed in these bid specifications.

**BID GUIDELINES**

**One SIGNED copy of the bid proposal must be submitted by Tuesday, February 24, 2026, at 11:00 AM to:**

CITY CLERK'S OFFICE  
ZEELAND CITY HALL  
21 SOUTH  
ELMSTREET  
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Tuesday, February 24, at 11:00 AM.

**Submission of Proposals**

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initialed by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

**Bid Prices**

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

## **Acceptance of Proposals**

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or authorized postponement thereof. No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

## **General Conditions**

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

## **Seasonal Flowers**

Planting of tulips and annuals in the downtown area (from State to 421 East Main (Community Restaurant)) and North and South parking lots. Fall planting of tulips to be on 6-inch centers with a variety of colors.

Spring planting of annuals to be on 6-inch centers that fill the areas comfortably. There are a total of 87 planters and light poles in the downtown area that need to be planted with tulips in the fall and annuals in the spring after the tulips have completed flowering. Each planter/light pole has approximately 15 square feet of ground area. Flowers should coordinate with hanging baskets. Plant selection should be submitted prior to ordering plantings for approval from City. This includes weed control and removal of dead flowers as needed to keep beds looking nice.

5 ground level planters in the downtown area need to be planted with tulips/annuals in coordination with other annual beds. 1 in the south parking lot, 2 at City Hall, and 2 in the north parking lot. These planters will need to be planted with tulips/annuals. Total square footage for these planters measures approximately 175 square feet. This includes weed control and the removal of dead flowers as needed to keep the beds looking nice.

The City has a collection of concrete planters positioned throughout the contracted area. Some of these planters contain annuals only, some contain perennials only, while others contain a combination of annuals and perennials. Please see the breakdown of planters below.

Perennial planters and combination Annual/Perennial planters need to be watered 1-3x per week, depending on the season. As a supplement to the pre-existing perennials that have been planted, four seasonal refreshes occur: tulips (in pots) in the spring, annuals in the summer, mums (in pots) in the fall, and pine and winterberry in the winter. Maintenance of the existing perennials (pruning, trimming, etc.) will occur twice per year.

Annual-only planters need to be watered 3x per week (spring, summer, fall), weeded regularly, and have dead flowers removed regularly. Annual planters should undergo four seasonal refreshes.

**Maintain 8 Rectangular Planters 48” x 12” x 24” containing perennials**

- **3 Along the side of Drip** – design OPTION 2 in attached PDF
- **5 Along Elm Street/Splash Pad Fence** – design OPTION 1 in attached PDF
  - Regular maintenance of existing perennial combinations, fill in or replace, as needed.
  - Winter refresh - add evergreen boughs add winterberry sticks.

**Maintain 39 Round Standard Planter 36”x24” containing perennials**

**Along Elm Street, Cherry Street & Library Alley** – refer to combination of design standards in attached PDF

- Regular maintenance of existing perennial combinations, fill in or replace, as needed.
- Winter refresh - add evergreen boughs add winterberry sticks.

**Seasonally Refresh 29 Round Standard Planter 36” x 24” containing annuals**

**Along Main Avenue & around HMCC**

- Install four seasonal refreshes with annuals:
  - Spring: tulips (6” pots) (prefer red or white)
  - Summer: begonias (red)
  - Fall: hardy mums/kale & gourds (6” pots) (prefer white)
  - Winter: evergreen boughs and winterberry sticks

**Maintain 3 Large Round Bowl-Shaped Planters containing perennials**

**3 Along Elm Street**

- Regular maintenance of existing perennial combinations, fill in or replace, as needed.
- Winter refresh - add evergreen boughs add winterberry sticks.

In addition to the concrete planters, the City has 24 ground level beds that require hand watering. The total square footage of these beds is around 1200 square feet.

The 88 total hanging baskets on the city's planter poles must have hanging baskets consisting of the following:

- 10 Hanging baskets on Elm need the water reservoir checked weekly
- New plastic liner
- New moss liner to retain moisture
- New soil
- White wave petunias and variegated ivy that gives the hanging baskets a full flourishing appearance.

In addition to this requirement the contractor is also responsible for rotating the baskets as needed and maintaining three (3) additional baskets for use as replacements. The contractor will be responsible for replanting, when necessary, where plants expire and are not kept up.

### **Christmas Greenery**

The contractor is to supply 88 Douglas Fir (or equal) live wreaths (40 inch overall outside diameter) with red weather resistant bows including tails. Supply the labor to hang the wreaths, double sided from 44 "hanging planters" poles. Red bows to be placed at the tops of the wreaths and fastened with bow wire to ensure that they stay on during windy and winter conditions. The wreaths will be attached to the poles in two places, with a strong material (not wire) that **DOES NOT SCRATCH** the light poles. The installation of the wreaths will have to take place by the week before Thanksgiving.

The contractor is to supply and install 2 Douglas Fir (or equal) live wreaths (48 in overall outside diameter) with red weather resistant bows including tails on the exterior of City Hall.

The contractor is to supply and install 2 Douglas Fir (or equal) live wreaths (40 in overall outside diameter) with red weather resistant bows including tails and Douglas Fir (or equal) roping on the Downtown Zeeland brick sign at the corner of Main/State.

The contractor is to supply and install Douglas Fir (or equal) roping garland with red bows at every swag point on the fencing that surrounds the Splash Pad at the corner of Main and Elm Streets which includes north, west, and south sides of the Splash Pad Park. This garland is to be attached with heavy gauge wire. This measures approximately 235 lineal feet.

The contractor is to supply and install Douglas Fir (or equal) roping garland with red bows at every swag point on the handrails at City Hall. This garland is to be attached with heavy gauge wire. This measures approximately 100 lineal feet.

Supply the labor to take down and dispose of the wreaths/garland prior to January 10, of the next year. The wreaths/garland removal will include cleaning up of needles or debris that fall to the ground during the process.

## **City Approval of Materials**

Prior to the planting of any tulips or annuals, the installation of season décor, the pruning of any perennials, the installation of any greenery, or furnishing of any other item included in this contract, the contractor shall seek approval from the city. This will include approval of items such as species and colors of annuals, varieties and colors of tulips, etc. This may include providing examples (pictures, test pots, etc.) for the city's approval. In the event a contractor fails to seek approval from the city prior to installation of the material, the city may request the contractor remove the installed materials at no cost to the city.

**PROPOSAL FOR  
DOWNTOWN ANNUALS, TULIPS, CHRISTMAS GREENERY  
CITY OF ZEELAND  
OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

10:00 AM on Tuesday, Feb. 24, 2026  
At the Office of the Clerk  
City of Zeeland  
City Hall  
21 South Elm Street  
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

***Please state dollar value of specified for the term April 1, 2026 to March 31, 2027:***

Seasonal Flowers, Tulips, and Christmas Greenery: \$ 79,500<sup>00</sup>

***Please state dollar value of specified for the term April 1, 2027 to March 31, 2028:***

Seasonal Flowers, Tulips, and Christmas Greenery: \$ 83,400<sup>00</sup>

***Please state dollar value of specified for the term April 1, 2028 to March 31, 2029:***

Seasonal Flowers, Tulips, and Christmas Greenery: \$ 87,500<sup>00</sup>

\* Acknowledge receipt of Addendum 1  
on 2/19 DJV

Complete Company Name and Address:

Don's Flowers & Gifts  
217 E Main  
Zeeland, MI 49464  
Phone Number: 616-772-3667

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

Don's Flowers & Gifts

\*Name of Company

217 E Main  
Zeeland, MI 49464

\*Address

Zeeland, MI 49464

\*City, State, Zip Code

616-772-3667

\*Phone Number

Douglas Vos, President

\*Name and Title of Signatory

[Signature]

\*Signature

2/28/2026

\*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

\_\_\_\_\_  
Printed or Type written Name and title:

\_\_\_\_\_  
Printed or Type written Name and title:

\_\_\_\_\_  
Printed or Type written Name and title:

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor agrees that it 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, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: February 28, 2026

Name of Bidder: Don's Flowers & Gifts

Douglas Vos, President  
Printed or Type written. Name and title of Officer or Owner

**CWP/Street Maintenance Facility Lawn Maintenance Bid**

**Bid Tab Sheet**

**Tuesday, March 3, 2026 @ 11:00 AM**

<b>Bidder</b>	<b>Bid Quote</b>
Near Shore Property Solutions, LLC	Yr 1: \$74,950.00 / Yr 2: \$78,697.50 / Yr 3: \$81,925.00
Alternative Lawn Care	Yr 1: \$29,756.50 / Yr 2: \$32,128.12 / Yr 3: \$32,128.12
DJ's Landscape Management	Yr 1: \$28,831.00 / Yr 2: \$29,407.00 / Yr 3: \$29,994.00

**REQUEST FOR PROPOSAL FOR  
LAWN MAINTENANCE AT THE  
ZEELAND CLEAN WATER PLANT AND  
STREET MAINTENANCE FACILITY**

This contract will take effect on April 1, 2026 and will close on March 31, 2029.

This request for proposal will be considered one (1) complete contract. Quotes will need to be submitted for all three (3) areas in order for one to be a qualified bidder.

Contract information is included on the following pages.

Proposals are due on February 24, 2026 at 11:00 AM. At that time bids will be opened and read aloud.

For information, contact:

Kevin Plockmeyer: [kplockmeyer@cityofzeeland.com](mailto:kplockmeyer@cityofzeeland.com) or 616-772-0870

***In order to assure receipt of all addendums, questions, etc., bidders must register with [smoore@cityofzeeland.com](mailto:smoore@cityofzeeland.com).***

***While telephone calls may be made for information, all questions must also be put into writing and must either sent by e-mail or must be mailed or delivered to the City Clerk's Office at 21 S. Elm Street, Zeeland, Michigan.***

***Responses to questions will be confirmed in writing, and may, but shall not be required to, be sent to all prospective bidders to whom bid packages were provided.***

**REQUEST FOR PROPOSAL  
FOR LAWN MAINTENANCE AT THE ZEELAND CLEAN WATER PLANT, STREET  
MAINTENANCE FACILITY, AND ROOSEVELT FIRE STATION  
CITY OF ZEELAND, MICHIGAN**

Please quote on the lawn care maintenance at the Zeeland Clean Water Plant and Street Maintenance Facility and for downtown maintenance per the guidelines listed in these bid specifications.

**BID GUIDELINES**

**One SIGNED copy of the bid proposal must be submitted by Tuesday, February 24, 2026, at 11:00 AM to:**

CITY CLERK'S OFFICE  
ZEELAND CITY HALL  
21 SOUTH  
ELMSTREET  
ZEELAND, MI 49464

Proposals will be publicly opened and read aloud on Wednesday, February 24, 2026, at 11:00 AM.

**Submission of Proposals**

All proposals must be made on the form which is furnished with the bid documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initiated by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bid Documents. The Bidder shall write one's name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and must be sent to the address indicated in the Proposal. Do not submit the sealed envelope without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

**Bid Prices**

The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not limited thereof, the prices stated by the Bidder shall include the cost of everything necessary for the performances and completion of this Contract in the manner and time prescribed, including but not limited to: the furnishing of all material, tools, equipment, transportation, labor and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

## **Acceptance of Proposals**

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for opening or authorized postponement thereof. No Bidder may withdraw a Proposal within 30 calendar days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder. Acceptance of a Proposal may be for Site A, Site B, Site C, or Site D individually, or for two or more sites.

## **General Conditions**

No employee(s) shall at any time be considered an agent or employee of the City. The Proposer(s) shall comply with all federal, state and local laws and regulations governing the furnishing and use of all safeguards, safety devices and protective equipment and must take any other needed actions as necessary to protect the life and health of employees on the job, the safety of the public and property during the performance of the contract.

The Proposer(s) shall submit with their proposal a signed copy of the Equal Employment Opportunity statement.

The City or Proposer shall have the right to terminate the contract immediately if the Proposer(s) fails to comply with all applicable federal, state or local regulations or for non-performance which may endanger the public health, safety or welfare.

The Proposer shall submit proof of insurance for all motor vehicles which it will utilize, Proof of Worker's Compensation insurance and public liability insurance. Liability insurance shall be carried in the amount of not less than two million (\$2,000,000) dollars naming the City of Zeeland as an Additional Insured.

The Proposer shall be approved for mowing in the MDOT right-of-way and must submit proof with the bid document.

## **Payment Plan**

The Bidder will invoice the City of Zeeland monthly with an itemized list for its work at Site A, Site B, Site C, and Site D.

**Description (Lawn Maintenance for Clean Water Plant, Street Maintenance Facility, and Roosevelt Fire Station)**

Site A: This area includes all of the lawn within the fenced area at the Clean Water Plant.

Site B: This area is the lawn East of the fenced in area, bordered on the North by the Zeeland Cemetery, on the East by the treed area, on the South by M-21, and on the West by the fenced area of the Clean Water Plant. Also included is the area on the South side of the fenced area of the Clean Water Plant.

Site C: This site is the Street Maintenance Facility located at 600 East Roosevelt.

Site D: This site is the Roosevelt Fire Station located at 133 East Roosevelt

**Fertilizers for Lawns, Trees and Shrubs**

Site A, B, C, and D will require four applications of fertilizer as detailed per contract documents and two applications of weed control.

**Moles and Turf Diseases**

If moles or turf diseases exist, the Contractor shall notify City maintenance staff in writing within three days.

**Lawn and Tree/Shrubs Maintenance**

Shredded mulch will not be needed at Site A and B. Site C and D will require mulching of beds and trees/shrubs with color enhanced brown mulch.

Fertilizing of existing shrubs/trees will not be used for Site A and B throughout this contract. Site C and D will require an application of fertilizer for trees and shrubs.

**Site A**

- Weekly mowing during a 26-week season from April 15 or sooner if needed through November 1<sup>st</sup>.
  - Except in the rain or frost
  - Sidewalks and curbs need to be edged once a month
  - Sidewalks and parking lot blown/cleared of grass after mowing
  - Trim around buildings and structures as needed
  - One application of weed spray at the beginning of the season.
  - Two (2) applications of Round-Up in all sidewalk cracks, along buildings and around fence.
  - Fall Clean-Up

**Site B**

- Weekly mowing from April 15 or sooner if needed through November 1<sup>st</sup>
  - Except in the rain or frost
  - One application of weed spray in lawn area at the beginning of the season
  - Fall Cleanup

## Site C

- Weekly mowing during a 26-week season from April 15 or sooner if needed through November 1st
  - Except in rain or frost
  - Sidewalks need to be edged once a month
  - Sidewalks and parking lot blown/cleared of grass after mowing
  - Trim around buildings and structures as needed
  - Bi-Weekly applications of Round-Up where needed including mulch beds
  - Application of color enhanced brown mulch around trees and shrubs
  - Four additional applications of high-Nitrogen slow-release Phosphorous free fertilizer 26- 0-3. One in early July and one in August. 4 applications total with crab grass preventer in the spring as the starter.
  - Fall Cleanup

## Site D

- Weekly mowing during a 26-week season from April 15 or sooner if needed through November 1st
  - Except in rain or frost
  - Sidewalks need to be edged once a month
  - Sidewalks and parking lot blown/cleared of grass after mowing
  - Trim around buildings and structures as needed
  - Bi-Weekly applications of Round-Up where needed including mulch beds
  - Application of color enhanced brown mulch around trees and shrubs
  - Four additional applications of high-Nitrogen slow-release Phosphorous free fertilizer 26- 0-3. One in early July and one in August. 4 applications total with crab grass preventer in the spring as the starter.
  - Fall Cleanup

## Fertilizers for Lawns

**Phosphate fertilizer will not be used throughout this contract.** For all products contained in the specifications, equivalent products that meet or exceed the specifications may be offered and quoted by the Contractor. The decision as to whether to accept Contractor's specified and proposed alternate products, and/or whether such recommended substitution meets or exceeds the specifications, shall be at the sole discretion of the City.

**Application One** (After soil temperatures have reached 50 degrees F and before 56 degrees F, late April or early May).

Apply a fertilizer blend with pre-emergent crabgrass control. The fertilizer blend shall contain at least 18% Nitrogen and 5% K20 of which 30% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 0.7 pound of Nitrogen per thousand square feet and provide enough pre- emergence for season long control.

**Note:** Contractor will be responsible at no additional cost to City for post-emergent

treatment of crabgrass if break-through occurs via breakdown of product or via misapplication. Therefore, it is in Contractor's best interest to do all that can be done to prevent crabgrass; or include a treatment of Drive in your Application One bid. A treatment of Drive is recommended at either the first or after the fifth tiller stage at manufacturers recommended rate and with recommended additives.

**Application Two** (Six weeks after application one, mid-June)

Apply a fertilizer blend with preventative grub control. The fertilizer blend shall contain 25% Nitrogen and 10% K<sub>2</sub>O of which 50% or greater of the Nitrogen is slow or stabilized release. This product shall be applied at 1 pound of Nitrogen per thousand square feet and provide enough grub preventative for season long control. (Recommend a 0.2% Merit or a 1.33% Mach 2). Price includes a post-emergent spot treatment of a three-way herbicide for broadleaf weeds.

**Note:** Contractor will be responsible at no additional cost to City for treatment of grubs if break-through occurs via break down of product or via misapplication. (Recommend Dylox (Trademark) 6.2G).

**Application Three** (Six weeks after application two, early-August)

Apply a fertilizer blend containing 32% Nitrogen, 10% K<sub>2</sub>O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate Apply at a rate of 1.0 pound of Nitrogen per thousand square feet.

**Application Four** (Six weeks after application three, mid-September)

Apply a fertilizer blend containing 32% Nitrogen, 10% K<sub>2</sub>O, and 2% Iron of which 65% or greater of the Nitrogen is slow or stabilized release and the iron is derived from something other than iron sulfate.

Apply at a rate of 1.0 pound of Nitrogen per thousand square feet. Price includes a blanket application of a broadleaf weed control that contains at least: 50% 2, 4-D, 7% Fluroxypyr, and 3% Dicamba. Low odor formulations shall be used if available.

**Application Five** (Six weeks after application four, early-November)

Apply a fertilizer blend containing at least 15% Nitrogen and 30% K<sub>2</sub>O at a rate of 0.6 pound of Nitrogen per thousand square feet.

**Moles and Turf Disease** - If moles and turf diseases exist Contractor shall notify City maintenance staff in writing within three days.

**Fertilizing for Existing Shrubs/Trees**

One of two services shall be performed from below:

One - for balled and burlap plantings approximately 2/3 of a cup per plant shall be applied in the top of the ball. The analysis used would be a 17-0-17 6 month 100% Polymer Coated Fertilizer.

Two - The other option is a 14-0-7. This is more of an organic option where Contractor shall apply 1 cup per inch of trunk diameter on the soil surface around the canopy. Contractor shall not apply near the stem of the plant. A second method for this option would be to apply 20 oz. per inch diameter in 1-inch diameter holes drilled approximately 12-inches deep and about 18-inches apart around the canopy of the plant.

**Pre-emergent for Existing Shrubs/Tree Beds**

One of two services shall be performed from below:

One - Contractor shall use Snapshot 2G at 150 pounds per Acre. This is a granular pre-emergence herbicide for control of many broadleaf weeds and annual grasses in ornamental beds, nurseries, Christmas trees, non-bearing fruit and nut crops.

Two - Contractor shall use XL 2G at 200 pounds per Acre. Typically, this is the product to use in annual beds prior to planting.

**PROPOSAL FOR  
LAWN MAINTENANCE FOR THE ZEELAND CLEAN WATER PLANT,  
STREET MAINTENANCE FACILITY, ROOSEVELT FIRE STATION  
CITY OF ZEELAND, OTTAWA COUNTY, MICHIGAN**

Proposals to be received until:

11:00 AM on Wednesday, Feb. 24, 2026  
At the Office of the Clerk  
City of Zeeland - City Hall  
21 South Elm Street  
Zeeland, MI 49464

We the undersigned being familiar with the location of the proposed work and bid documents and specifications, propose to furnish the equipment and labor specified in the specifications provided unless otherwise noted, and submit a bid therefore as follows:

***Please state dollar value of specified for April 1, 2026 to March 31, 2027:***

Site A Total Proposed Price:                     \$12,910.00

Site B Total Proposed Price:                     \$4,091.00

Site C Total Proposed Price:                     \$7,222.00

Site D Total Proposed Price:                     \$4,608.00

**FIRST YEAR TOTAL:**                                     \$28,831.00

***Please state dollar value of specified for April 1, 2027 to March 31, 2028***

Site A Total Proposed Price:                     \$13,168.00

Site B Total Proposed Price:                     \$4,173.00

Site C Total Proposed Price:                     \$7,366.00

Site D Total Proposed Price:                     \$4,700.00

**SECOND YEAR TOTAL:**                                     \$29,407.00



Complete Company Name and Address:

DJ's Landscape Management  
4720 52nd St SE  
Grand Rapids, MI 49512

Phone Number: 1-616-698-2700 Fax #: 698-2900

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the meeting following the bid opening.

Accompanying this Proposal is the proof of insurance as specified in the insurance requirements.

DJ's Landscape Management  
\*Name of Company  
4720 52nd St SE  
\*Address  
Grand Rapids, MI 49512  
\*City, State, Zip Code  
1-616-698-2700  
\*Phone Number

Brian Brookens, Regional Director  
\*Name and Title of Signatory  
  
\*Signature  
2-19-25  
\*Date

If bidder is a corporation or limited liability company, the Proposal shall be signed by its duly authorized officer(s) and authority for the signature(s) shall be attached thereto.

If the Bidder is a Partnership or Proprietorship, the Proposal shall be signed by all partners or owners.

\_\_\_\_\_  
*Printed or Type written. Name and title:*

\_\_\_\_\_  
*Printed or Type written. Name and title:*

\_\_\_\_\_  
*Printed or Type written. Name and title:*

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Contractor agrees that it 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, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Agreement.

Dated: February 19, 2026

Name of Bidder: DJ's Landscape Management

Brian Brooker - Regional Director

*Printed or Type written. Name and title of Officer or Owner*





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

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INTEROFFICE MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance  
SUBJECT: Zero Turn Lawn Mower Purchase  
DATE: March 13, 2026  
CC: City Council Work Study and Action Items Agenda March 16, 2026

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As part of the Fiscal Year 2026 budget, we budgeted funds for the replacement of one of our zero turn lawn mowers. Due to the use that we put on our lawn mowers, we attempt to replace them on approximately a three-year cycle to maintain reliability and control maintenance costs. Since the purchase of our previous lawn mowers, all units have been John Deere models and, for consistency within the department and ease of maintenance, we would recommend continuing to utilize John Deere equipment.

We solicited MiDeal pricing from GreenMark Equipment for this replacement purchase. They provided us with a state contract quote for a new 2025 John Deere Z960M ZTrak mower with a selling price of \$13,063.69 through the MiDeal state purchasing contract.

Because this purchase utilizes the State of Michigan MiDeal cooperative purchasing contract, the equipment can be purchased without formal competitive bidding. This allows the City to receive a discounted price through the statewide purchasing program while maintaining compliance with our purchasing policy.

**Recommendation:** Waive the formal bidding requirements and utilize the MiDeal state contract for the purchase of a John Deere Z960M ZTrak lawn mower from GreenMark Equipment in the amount of \$13,063.69.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

**Customer:**

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

2000 John Deere Run

Cary, NC 27513-2789 US

FED ID: 36-2382580

UEID: FNSWEDARMK53

Signature on all LOIs and POs with a signature line

Contract name or number; or JD Quote ID

Sold to street address

Ship to street address (no PO box)

Bill to contact name and phone number

Bill to address

Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**For any questions, please contact:**

Aaron Maatman

GreenMark Equipment, LLC

11483 E Lakewood Boulevard

Holland, MI 49424

Work Phone: 616-321-1625

Cell Phone: 616-321-1625

Email: [amaatman@greenmarkequipment.com](mailto:amaatman@greenmarkequipment.com)



**ALL PURCHASE ORDERS MUST BE MADE OUT TO  
(VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513-2789 US  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING  
DEALER:**

Aaron Maatman  
GreenMark Equipment, LLC  
11483 E Lakewood Boulevard Holland, MI 49424

**Quote Id 1648286**  
19-Feb-2026

CITY OF ZEELAND  
21 S ELM ST  
ZEELAND, MI 494641750  
(616) 610-2795  
KPLOCKMEYER@CITYOFZEELAND.COM

Warranty: 36 Months or 1200 Hours, Whichever come first. First 24 Months, No Hour Limitation

QUOTED WITH MIDEALS STATE CONTRACT PRICING. DEERE & COMPANY SETTLED AND IS THE VENDOR. CAN PROVIDE PO OR LETTER OF INTENT FOR PURCHASE.

Aaron Maatman  
GreenMark Equipment, LLC  
11483 E Lakewood Boulevard  
Holland, MI 49424  
616-321-1625  
amaatman@greenmarkequipment.com

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513-2789 US  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Aaron Maatman  
 GreenMark Equipment, LLC  
 11483 E Lakewood Boulevard Holland, MI 49424

**Prepared For**

CITY OF ZEELAND  
 21 S ELM ST  
 ZEELAND, MI 494641750  
 (616) 610-2795  
 KPLOCKMEYER@CITYOFZEELAND.COM

**Prepared By**

Aaron Maatman  
 GreenMark Equipment, LLC  
 11483 E Lakewood Boulevard  
 Holland, MI 49424  
 616-321-1625  
 amaatman@greenmarkequipment.com

**Quote Id** 1648286

**Creation Date** 19-Feb-2026

**Expiration Date** 21-Mar-2026

### Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
<b>New 2025 John Deere Z960M ZTrak 2234TC</b>	<b>\$16,672.57</b>	<b>\$13,063.69</b>	<b>1</b>	<b>\$13,063.69</b>
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)				
<b>Equipment Total</b>				<b>\$13,063.69</b>

**Quote Summary**

Total Selling Price	\$13,063.69
<b>Sub-total</b>	<b>\$13,063.69</b>
<b>Balance Due</b>	<b>\$13,063.69</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

## Selling Equipment

Quote # 1648286  
 Customer CITY OF ZEELAND

### New 2025 John Deere Z960M ZTrak 2234TC

QTY In Group : 1

Equipment Notes

Suggested List

Hours	0	\$16,672.57
Serial Number	1TC960MCVSS140895	Selling Price
Stock Number	01903013	\$13,063.69
Contract	MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)	Discount Amount
PUK Parent Serial #	---	(\$3,608.88)

### Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
2234TC	Z960M ZTrak	1	\$15,809.00	22.0%	(\$3,477.98)	\$12,331.02

### Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	001A United States /Canada	1	\$0.00	22.0%	\$0.00	\$0.00
2093	2093 Fully Adjustable Suspensi	1	\$595.00	22.0%	(\$130.90)	\$464.10
1504	1504 60 In. Side Discharge Mow	1	\$0.00	22.0%	\$0.00	\$0.00
1036	1036 24x12x12 Pneumatic Turf	1	\$0.00	22.0%	\$0.00	\$0.00
<b>Total Base / Options</b>			<b>\$16,404.00</b>		<b>(\$3,608.88)</b>	<b>\$12,795.12</b>

### Dealer Attachments

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
TCB10953	Mulch Kit (1524-mm (60-in.) 7Iron, 7Iron II and 7Iron PRO)	1	\$268.57	0.0%	\$0.00	\$268.57
<b>Total Dealer Attachments</b>			<b>\$268.57</b>		<b>\$0.00</b>	<b>\$268.57</b>

<b>Selling Price Subtotal</b>						<b>\$13,063.69</b>
<b>Total Selling Price</b>			<b>\$16,672.57</b>		<b>(\$3,608.88)</b>	<b>\$13,063.69</b>



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## CITY COUNCIL MEMORANDUM

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TO: Mayor Richard Van Dorp III and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: Alcohol License Review Report and Recommendation to Not Object to Liquor License Renewals

DATE: March 13, 2026

CC: March 16, 2026, City Council Agenda

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**BACKGROUND:** In 2022, City Council amended our Alcohol License Review process such that a public hearing, before the Alcohol License Review Committee, is no longer required. Instead, the city manager may conduct the review with the assistance of city staff. After a review by staff, the city manager shall file a report with City Council no later than March 14 which outlines recommendations for further action, if any, by the City Council with respect to objecting to the renewal of an entity's license. The updated review process (Section 4-29) in the Alcoholic Beverages Ordinance, and the criteria to be utilized for the review (Section 4-30) are attached. After the city manager submits the report, City Council shall then review the report no later than March 21 and if it is so desired, direct the city manager to file a letter with the Michigan Liquor Control Commission (MLCC) objecting to the renewal of a license by March 24.

The contents of this memo shall constitute the city manager's report for the 2025 operations of the licensees and staff's recommendation to not object to the renewal of the liquor licenses for 2026 for Saheel LLC (dba AJ's Grocery and Liquor) off-premise (SDD and SDM) liquor licenses; Dolgencorp LLC (dba Dollar General) off-premise (SDM) liquor license; for The Gritzmaker, LLC (dba Gritzmaker Social House) on-premise liquor license; for TNTVZ, LLC (dba as Franks Restaurant) on-premise liquor license; for Mandu Escapes, LLC (dba La Crème Café) on-premise liquor license and catering permit liquor license; 1983 Restaurants LLC (dba as Public) on-premise liquor license; StrEATs LLC on-premise liquor license and off-premise (SDM) liquor license; Tripelroot LLC on-premise liquor license and Brew Pub license; and Vitale's Pizza on-premise liquor license and off-premise (SDM) liquor license.

FEEL THE ZEEL



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As part of our review process, our on-premises license holders submit their food and alcohol sales percentages as part of their overall sales for the previous year (2025). The required food and non-alcoholic gross revenue are 25% of sales for brewpub and 50% of sales for Class C license holders. In each instance, our on-premises license holders met the required food percentages (Tripelroot – brewpub; The Gritzmaker, Frank’s, Public, StrEATS, La Crème and Vitale’s – Class C). Given this information is confidential, I did not include the submittals with this report. If a Councilmember would like to review them under strict confidentiality, please let me know. Meanwhile, staff did confirm that our off-premises license holders met the maximum alcohol display area for their respective locations.

In addition to the food percentage of sales and the alcohol display area percentages, our Police Department, Community Development Department and Finance Department, conducted their annual reviews of the license holders for compliance with their respective sections of the ordinance, rules and regulations. Reports from each of those departments regarding the compliance of our alcohol license holders are attached.

As you will see, from the departments’ perspectives, our license holders are meeting the various regulations of our ordinances with one exception. As of the writing of this report, the Gritzmaker has not paid its personal property taxes for 2025. We have been in contact with the Gritzmaker, and they are aware of the situation. Our team would recommend that City Council provides Gritzmaker with some time to resolve this matter and not object to the renewal of their license. In all other regards, they are following our ordinance provisions. Overall, we are appreciative of the cooperation from each license holder and for them operating in a manner consistent with our ordinances and the MLCC rules and regulations.

With this information constituting the Alcohol License Review Report from the city manager to City Council, staff recommend the following action at your next (March 16, 2026) City Council meeting:

RECOMMENDATION: Move to accept the City Manager’s Alcohol License Review Report and to not object to the renewal of any of the existing alcohol licenses within the city.

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

Timothy R. Klunder, City Manager

## Chapter 4 ALCOHOLIC LIQUORS<sup>1</sup>

### Sec. 4-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Act* means the Michigan liquor control code of 1998, Public Act No. 58 of 1998 (MCL 436.1101 et seq.).

*Alcohol* means the product of distillation of fermented liquid, whether or not rectified or diluted with water, but does not mean ethyl or industrial alcohol, diluted or not, that has been denatured or otherwise rendered unfit for beverage purposes.

*Alcohol sales district* means that area in which alcohol sales are permitted within the city's zoning ordinance.

*Alcohol vapor device* means any device that provides for the use of air or oxygen bubbled through alcoholic liquor to produce a vapor or mist that allows the user to inhale this alcoholic vapor through the mouth or nose.

*Alcoholic liquor* means any spirituous, vinous, malt, or fermented liquor, liquids and compounds, whether or not medicated, proprietary, patented, and by whatever name called, containing one-half of one percent or more of alcohol by volume which are fit for use for beverage purposes as defined and classified by the commission according to alcoholic content as belonging to one of the varieties defined in the Act.

*Applicant* means any person who seeks approval from the city council to sell alcoholic liquors.

*Authorized distribution agent* means a person approved by the commission to do one or more of the following:

- (1) To store spirits owned by a supplier of spirits or the commission.
- (2) To deliver spirits sold by the commission to retail licensees.
- (3) To perform any function needed to store spirits owned by a supplier of spirits or by the commission or to deliver spirits sold by the commission to retail licensees.

*Bar* means a barrier or counter at which alcoholic liquor is sold to, served to, or consumed by customers.

*Beer* means any beverage obtained by alcoholic fermentation of an infusion or decoction of barley, malt, hops, or other cereal in potable water.

*Brand* means any word, name, group of letters, symbol, trademark, or combination thereof adopted and used by a supplier to identify a specific beer, malt beverage, wine, mixed wine drink, or mixed spirit drink product and to distinguish that product from another beer, malt beverage, wine, mixed wine drink, or mixed spirit drink product that is produced or marketed by that or another supplier. As used in this section and notwithstanding Sections 305(2)(j) and 403(2)(j) of the Act, the term "supplier" means a brewer, an outstate seller of beer, a wine maker, a small wine maker, an outstate seller of wine, a manufacturer of mixed wine drink, an outstate seller of a mixed wine drink, a mixed spirit drink manufacturer, or an outstate seller of mixed spirit drink.

*Brand extension* means any brand which incorporates all or a substantial part of the unique features of a preexisting brand of the same supplier. As used in this section and notwithstanding Sections 305(2)(j) and 403(2)(j) of the Act, the term "supplier" means a brewer, an outstate seller of beer, a wine maker, a small wine maker, an

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<sup>1</sup>State law reference(s)—Michigan liquor control code of 1998, MCL 436.1101 et seq.

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outstate seller of wine, a manufacturer of a mixed wine drink, an outstate seller of a mixed wine drink, a mixed spirit drink manufacturer, or an outstate seller of a mixed spirit drink.

*Brandy* means an alcoholic liquor as defined in 27 CFR 5.22(d).

*Brandy manufacturer* means a person licensed under the Act to engage in the manufacturing, rectifying or blending, or both, of brandy only and no other distilled spirit. Only a licensed wine maker or a small wine maker is eligible to be a brandy manufacturer. The commission may approve a brandy manufacturer to sell at retail brandy which it manufactures, blends or rectifies, or both, at its licensed premises or at other premises authorized in the Act.

*Brewer* means a person located in the state that is licensed to manufacture and sell to licensed wholesalers beer produced by it.

*Brewpub* means a license issued in conjunction with a Class C, tavern, Class A hotel, or Class B hotel license that authorizes the person licensed with the Class C, tavern, Class A hotel, or Class B hotel to manufacture and brew not more than 5,000 barrels of beer per calendar year in the state and sell at those licensed premises the beer produced for consumption on or off the licensed brewery premises in the manner provided for in Sections 405 and 407 of the Act.

*Cash* means money in hand, bank notes, demand deposits at a bank, or legal tender, which a creditor must accept according to law. The term "cash" does not include call loans, postdated checks, or promissory notes.

*Church* means an entire house or structure set apart primarily for use for purposes of public worship, and which is tax exempt under the laws of the state, and in which religious services are held and with which a clergyman is associated, and the entire structure of which is kept for that use and not put to any other use inconsistent with that use.

*Class C license* means a place licensed to sell at retail beer, wine, mixed spirit drink, and spirits for consumption on the premises.

*Class G-1 license* means a place licensed to sell at retail beer, wine, mixed spirit drink, and spirits for consumption on the premises at a golf course having at least 18 holes that measure at least 5,000 yards and which license is issued only to a facility which permits member access by means of payments that include annual paid membership fees.

*Class G-2 license* means a place licensed to sell at retail beer and wine for consumption on the premises at a golf course having at least 18 holes that measure at least 5,000 yards and which license is issued only to a facility which permits member access by means of payments that include annual paid membership fees.

*Club* means a nonprofit association, whether incorporated or unincorporated, organized for the promotion of some common purpose, the object of which is owning, hiring, or leasing a building, or space in a building, of an extent and character as in the judgment of the commission may be suitable and adequate for the reasonable and comfortable use and accommodation of its members and their guests, but does not include an association organized for a commercial or business purpose.

*Commission* means the liquor control commission provided for and created in the Act.

*Distiller* means any person licensed to manufacture and sell spirits or alcohol, or both, of any kind.

*Hotel* means a building or group of buildings located on the same or adjoining pieces of real property, which provide lodging to travelers and temporary residents and which may also provide food service and other goods and services to registered guests and to the public.

*Class A hotel* means a hotel licensed by the commission to sell beer and wine for consumption on the premises only, which provides for the rental of, and maintains the availability for rental of, not less than 25 bedrooms if located in a local governmental unit with a population of less than 175,000 or not less than 50 bedrooms if located in a local governmental unit with a population of 175,000 or more.

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*Class B hotel* means a hotel licensed by the commission to sell beer, wine, mixed spirit drink, and spirits for consumption on the premises only, which provides for the rental of, and maintains the availability for rental of, not less than 25 bedrooms if located in a local governmental unit with a population of less than 175,000 or not less than 50 bedrooms if located in a local governmental unit with a population of 175,000 or more.

*License* means a contract between the commission and the licensee granting authority to that licensee to manufacture and sell, or sell, or warehouse alcoholic liquor in the manner provided by the Act.

*Licensee* means any person who has been granted a license to sell alcoholic liquors in the city by the state liquor control commission.

*Manufacturer* means a person engaged in the manufacture of alcoholic liquor, including, but not limited to, a distiller, a rectifier, a wine maker, and a brewer.

*Microbrewer* means a brewer that produces in total less than 30,000 barrels of beer per year and that may sell the beer produced to consumers at the licensed brewery premises for consumption on or off the licensed brewery premises. In determining the 30,000-barrel threshold, all brands and labels of a brewer, whether brewed in the state or outside the state, shall be combined and all facilities for the production of beer that are owned or controlled by the same person shall be treated as a single facility.

*Minor* means a person less than 21 years of age.

*Mixed spirit drink* means a drink produced and packaged or sold by a mixed spirit drink manufacturer or an outstate seller of mixed spirit drink which contains ten percent or less alcohol by volume consisting of distilled spirits mixed with nonalcoholic beverages or flavoring or coloring materials and which may also contain one or more of the following:

- (1) Water.
- (2) Fruit juices.
- (3) Fruit adjuncts.
- (4) Sugar.
- (5) Carbon dioxide.
- (6) Preservatives.

*Mixed spirit drink manufacturer* means any person licensed under the Act to manufacture mixed spirit drink in the state and to sell mixed spirit drink to a wholesaler. For purposes of rules promulgated by the commission, a mixed spirit drink manufacturer shall be treated as a wine manufacturer but is subject to the rules applicable to spirits for purposes of manufacturing and labeling.

*Mixed wine drink* means a drink or similar product marketed as a wine cooler and containing less than seven percent alcohol by volume, consisting of wine and plain, sparkling, or carbonated water, and containing any one or more of the following:

- (1) Nonalcoholic beverages.
- (2) Flavoring.
- (3) Coloring materials.
- (4) Fruit juices.
- (5) Fruit adjuncts.
- (6) Sugar.

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(7) Carbon dioxide.

(8) Preservatives.

*Occupancy rate* means the number of patrons that can be accommodated within the licensed premises as established by the state police, fire marshal division.

*On-premises license* means a license while allows alcoholic liquors to be sold, served and consumed on the premises of the licensed business, for example, a Class C license, a club license, an A hotel license, a B hotel license, a tavern license, a brewpub license, a microbrewer license, a special license, a report license, a Class G-1 license, and a Class G-2 license. For further definitions of such licenses, see the Act.

*Outstate seller of beer* means a person licensed by the commission to sell beer which has not been manufactured in the state to a wholesaler in the state in accordance with rules promulgated by the commission.

*Outstate seller of mixed spirit drink* means a person licensed by the commission to sell mixed spirit drink which has not been manufactured in the state to a wholesaler in the state in accordance with rules promulgated by the commission. For purposes of rules promulgated by the commission, an outstate seller of mixed spirit drink shall be treated as an outstate seller of wine but is subject to the rules applicable to spirits for purposes of manufacturing and labeling.

*Outstate seller of wine* means a person licensed by the commission to sell wine which has not been manufactured in the state to a wholesaler in the state in accordance with rules promulgated by the commission and to sell sacramental wine as provided in Section 301 of the Act.

*Primary source of supply* means, in the case of domestic spirits, the distiller, producer, owner of the commodity at the time it becomes a marketable product, or bottler, or the exclusive agent of any such person and, in the case of spirits imported into the United States, either the foreign distiller, producer, owner of the bottler, or the prime importer for, or the exclusive agent in the United States of, the foreign distiller, producer, owner, or the bottler.

*Professional account* means an account established for a person by a Class C licensee or tavern licensee whose major business is the sale of food, by which the licensee extends credit to the person for not more than 30 days.

*Residence* means the premises in which a person resides permanently.

*Retailer* means a person licensed by the commission who sells to the consumer in accordance with rules promulgated by the commission.

*Sacramental wine* means wine containing not more than 24 percent of alcohol by volume which is used for sacramental purposes.

*Sale* includes the exchange, barter, traffic, furnishing, or giving away of alcoholic liquor. In the case of a sale in which a shipment or delivery of alcoholic liquor is made by a common or other carrier, the sale of the alcoholic liquor is considered to be made in the county within which the delivery of the alcoholic liquor is made by that carrier to the consignee or his agent or employee, and venue for the prosecution for that sale may be in the county or city where the seller resides or from which the shipment is made or at the place of delivery.

*School* includes buildings used for school purposes to provide instruction to children in grades kindergarten through 12, when that instruction is provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses. School does not include a proprietary trade or occupational school.

*Small wine maker* means a wine maker manufacturing or bottling not more than 50,000 gallons of wine in one calendar year.

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*Special license* means a contract between the commission and the special licensee granting authority to that licensee to sell beer, wine, mixed spirit drink, or spirits. The license shall be granted only to such persons and such organization and for such period of time as the commission shall determine so long as the person or organization is able to demonstrate an existence separate from an affiliated umbrella organization. If such an existence is demonstrated, the commission shall not deny a special license solely by the applicant's affiliation with an organization that is also eligible for a special license.

*Specially designated distributor* means a person engaged in an established business licensed by the commission to distribute spirits and mixed spirit drink in the original package for the commission for consumption off the premises. (A specially designated distributor holds an SDD license.)

*Specially designated merchant* means a person to whom the commission grants a license to sell beer or wine, or both, at retail for consumption off the licensed premises. (A specially designated merchant holds an SDM license.)

*Spirits* means a beverage that contains alcohol obtained by distillation, mixed with potable water or other substances, or both, in solution, and includes wine containing an alcoholic content of more than 21 percent by volume, except sacramental wine and mixed spirit drink.

*State liquor store* means a store established by the commission under the Act for the sale of spirits in the original package for consumption off the premises.

*Supplier of spirits* means a vendor of spirits, a manufacturer of spirits, or a primary source of supply.

*Tavern* means any place licensed to sell at retail beer and wine for consumption on the premises only.

*Vehicle* means any means of transportation by land, by water, or by air.

*Vendor* means a person licensed by the commission to sell alcoholic liquor.

*Vendor of spirits* means a person selling spirits to the commission.

*Warehouse* means a premises or place primarily constructed, used, or provided with facilities for the storage in transit or other temporary storage of perishable goods or for the conduct of a warehousing business, or for both.

*Warehouser* means a licensee authorized by the commission to store alcoholic liquors, but prohibited from making sales or deliveries to retailers unless the licensee is also the holder of a wholesaler or manufacturer license issued by the commission.

*Wholesaler* means a person who sells beer, wine, or mixed spirit drink only to retailers or other licensees, and who sells sacramental wine as provided in Section 301 of the Act.

*Wine* means the product made by the normal alcoholic fermentation of the juice of sound, ripe grapes, or any other fruit with the usual cellar treatment, and containing not more than 21 percent of alcohol by volume, including fermented fruit juices other than grapes and mixed wine drinks.

*Wine maker* means any person licensed by the commission to manufacture wine and to sell that wine to a wholesaler, to a consumer by direct shipment, at retail on the licensed winery premises, and as provided for in Section 537 of the Act but not to sell wine to a retailer.

(Code 1974, § 2.1-1; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 850, § 1, 3-19-2007)

State law reference(s)—Similar provisions, MCL 436.1103 et seq.

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#### **Sec. 4-2. Regulations governing sale by glass.**

In addition to the rules and regulations of the state liquor control commission and state law, the sale of alcoholic liquors by the glass shall be made in accordance with the provisions of this chapter.

(Code 1974, § 2.1-2; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-3. Number of authorized licenses.**

The city is willing to permit all alcohol sales licenses which are issued pursuant to state law provided that the granting of a license to sell alcohol is in conformance with the city's goals and objectives, and further provided that the location for alcohol sales will only occur within in the alcohol sales overlay district as established pursuant to the city zoning ordinance.

(Code 1974, § 2.1-3; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1005, § 1, 12-20-2021)

State law reference(s)—Licensing, MCL 436.1501 et seq.

#### **Sec. 4-4. Unissued licenses.**

Notwithstanding the terms and conditions of this chapter, the city council is under no obligation to issue any of the remaining unissued licenses available at any given time.

(Code 1974, § 2.1-4; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-5. Reservation of authority.**

No applicant for a liquor license has the right to the issuance of such license to him, her, or it. The city council reserves the right to exercise reasonable discretion to determine who, if anyone, shall be entitled to the issuance of such license. Additionally, no applicant for a liquor license has the right to have such application processed and the city council further reserves the right to take no action with respect to any application filed with the city council. The city council further reserves the right to maintain a list of all applicants and to review the same when, in its discretion, it determines that the issuance of an additional liquor license is in the best interest of the city at large and for the needs and convenience of its citizens.

(Code 1974, § 2.1-5; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-6. License transfers.**

No on-premises license and no transfer of location or existing licenses shall be approved unless the city council shall find that it is in the city's best interests, and the petitioner or applicant demonstrates a public need and convenience for the granting of such a request.

(Code 1974, § 2.1-6; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-7. Sales or gifts by unlicensed businesses.**

No business or individual at a business location may sell, serve or give away within the city any alcoholic liquor unless such business or business location has been licensed or otherwise permitted by the state to sell, serve or give away such items.

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(Code 1974, § 15-2; Ord. No. 859, § 1, 11-5-2007)

**Sec. 4-8. Locations where sale for consumption on premises prohibited.**

- (a) The sale of alcoholic liquors for consumption on the premises shall be prohibited:
- (1) Within 500 feet of a school building.
  - (2) Within 500 feet of a church.
  - (3) In the R1 Single-Family Residential District, in the R2 Single- and Two-Family Residential District, in the R3 Residential District, and in the R-4 Manufactured Home Park District.
  - (4) On a street where, by virtue of density of traffic or other conditions, the proposed use would, in the judgment of the city council, constitute a traffic hazard.
  - (5) At any place where, by reason of insufficient lighting or lack of police patrol, or other conditions, the proposed use would constitute a nuisance in the judgment of the city council.
- (b) Any of the subsections of this section may be waived by the city council where it is deemed to be in the best interests of the city. The distance between the church or school building and the contemplated location shall be measured along the centerline of the street of address between two fixed points on the centerline determined by projecting straight lines, at right angles to the centerline, from the part of the church or school building nearest to the contemplated location and from the part of the contemplated location nearest to the church or school building.

(Code 1974, § 2.1-7; Ord. No. 838, §§ 1, 2, 6-19-2006)

State law reference(s)—Licensees' proximity to church or school, MCL 436.1503.

**Sec. 4-9. Required seating capacity of licensees.**

Applicable holders of on-premises licenses shall have the following accommodations:

- (1) All motels and hotels selling alcoholic liquor for consumption on the premises which have 30 or more guestrooms shall have a dining table capacity for 25 or more persons.
- (2) All other on-premises licensees which are restaurants selling alcoholic liquor for consumption on the premises shall have a dining table capacity of 25 or more persons.
- (3) No licensee or applicant for a license shall be considered to have the dining table capacity and seating capacity as defined in Subsections (1) and (2) of this section unless the square footage of the dining area shall provide for not less than 15 square feet of space per patron and unless such establishment shall have combined kitchen and food storage facilities having a square footage equal to at least 50 percent of the square footage of the dining table area.

(Code 1974, § 2.1-8; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1005, § 2, 12-20-2021)

**Sec. 4-10. Compliance with zoning ordinance.**

No license for the sale of alcoholic liquor shall be granted for an establishment unless permitted by the zoning ordinance.

(Code 1974, § 2.1-9; Ord. No. 838, §§ 1, 2, 6-19-2006)

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**Sec. 4-11. License application fee; payment of obligations to city prerequisite to license issuance or transfer.**

A person applying for an on-premises license within the city shall pay a nonrefundable fee of \$400.00 at the time the application for such license is filed and a nonrefundable fee of \$250.00 at the time the application for a renewal of such license is filed. All personal property taxes, all real property taxes and all other obligations due and payable to the city which relate to premises for which a liquor license is sought, or to which or from which a liquor license is sought to be transferred, shall be paid before the city council, shall approve the issuance or transfer of such license.

(Code 1974, § 2.1-10; Ord. No. 838, §§ 1, 2, 6-19-2006)

**Sec. 4-12. License application.**

- (a) Any person desiring an on-premises license requiring local governmental approval in the city shall file an application, which is a duplicate to the application which was filed with the liquor control commission, with the city clerk, requesting the approval of the city commission for such license.
- (b) In addition, each applicant seeking any new license, or a reclassification or transfer of an existing license must make an application to the city on forms that will be provided by the city clerk. Such forms shall at a minimum call for statements and information as to all of the following:
  - (1) The full legal name, age, business address, and home address of the applicant. If the applicant is a corporation or limited liability company, the full legal names and home addresses of all the directors, officers and shareholders or members owning a five percent interest or more therein shall be given along with their percentage of ownership. If the applicant is a partnership, the full legal name and home address of each partner shall be given along with their percentage of ownership.
  - (2) The place or places at which the applicant's business or businesses will be located, and the proposed hours of operation for each such business.
  - (3) The nature and character of the food, merchandise or service to be sold or offered for sale by the applicant to members of the public.
  - (4) The applicant's experience, financial capability, history of experience as a liquor licensee, proposed menus and other facts or proposals pertinent to the applicant's business.
  - (5) A list of all assumed, trade or firm names under which the applicant intends to do business.
  - (6) Whether the applicant has ever made application to the commission or any local unit of government for a similar or other license at a location other than described in this application, and the disposition of such application.
  - (7) Whether or not the applicant or person conducting or managing the applicant's business has been convicted of a felony or nontraffic misdemeanor, and if so, the full particulars in connection therewith. If the applicant is a corporation or limited liability company, this information shall be provided for all of the directors, officers, shareholders and members owning a five percent interest or more therein. If the applicant is a partnership, the information shall be provided for each partner.
  - (8) A minimum of three character endorsements for the applicant and/or its officers from endorsers who are not related either personally or financially to the applicant or to the principals of the applicant.

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- (9) Satisfactory evidence to show the applicant has the financial ability to complete its project according to plans and within a reasonable period of time and evidence that all personal and real property taxes for the proposed premises shall be paid in full.
  - (10) A written statement showing history of business activity, if any.
  - (11) Proof that the establishment will conform to the current standards of existing building, plumbing, sanitation, fire and health ordinances, and all other municipal laws and regulations, and that all new applicants conform to the current zoning ordinance.
  - (12) Evidence of having established or being prepared to establish the implementation of procedures to prevent alcohol abuse on its premises or related to its premises by instituting a program such as Training for Intervention Procedures by Services of Alcohol (TIPS), Techniques of Alcohol Management (TAM), or other program deemed to be acceptable by the city.
  - (13) Such other information as the city council or the city manager shall require.
- (c) The application shall be accompanied by building and site plans showing the entire structure and premises where the license is to be utilized. The building plans shall show floor plans, kitchen layout, seating arrangements, planned building alterations and other pertinent physical features. The site plan shall demonstrate adequate off-street parking, lighting, refuse disposal facilities and, where appropriate, adequate plans for screening and noise control.
  - (d) If the information required in subsections (b) and (c) of this section is not received and the application is determined to be incomplete, the applicant must correct and amend the application within 60 days. If the requested information is not received within 60 days, the application will automatically be returned to the applicant without further consideration. Receipt of said information, however, is not a guarantee of acceptance. An application fee, once paid to the city, shall not be refunded to an applicant for any reason.
  - (e) The city clerk, after receiving such application, shall refer it to the police, fire and building departments for their inspection and approval or disapproval.
  - (f) After receiving reports from the departments listed in subsection (e) of this section, the city clerk shall present the application to the city council for their approval or disapproval. If approved, the city clerk shall furnish the applicant with a certificate of approval, which he shall forward to the state liquor control commission, with his request for application for a license to sell alcoholic liquors by the glass.

(Code 1974, § 2.1-11; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-13. Inspection of premises prior to license issuance.**

Prior to the issuance of any license, the premises shall be inspected by the chief of police, chief of the fire department, building official, and health department, or by their authorized agents, and such place of business must be approved by each of these departments and shall comply with all of the laws of the state and ordinances of the city relative to health and safety.

(Code 1974, § 2.1-12; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-14. Mandatory grounds for license denial.**

An application for approval of a new liquor license, or transfer or upgrading of an existing liquor license, shall be denied by the city council if it finds that any one or more of the following conditions exist:

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- (1) The applicant was previously a licensee whose license was, for cause, recommended for revocation or nonrenewal by the city council or by another governmental unit, or revoked by the commission.
  - (2) The applicant is a corporation which has a director, officer, shareholder, or member owning a five percent interest or more therein, who, if he were the sole applicant, would require mandatory denial pursuant to this chapter.
  - (3) The applicant is a partnership which has a partner who, if he were the sole applicant, would require mandatory denial pursuant to this chapter.
  - (4) The applicant's place of business will be managed or controlled by a person who would, if he were an applicant, require mandatory denial pursuant to this chapter.
  - (5) The applicant is a person who does not own the premises for which a license is sought or does not have a lease therefor for the full period for which the license is sought.
  - (6) The applicant has been convicted of a violation of any federal or state law concerning the manufacture or sale of liquor.
  - (7) The applicant's or licensee's premises has or will have one or more violations of the state construction code and applicable fire, public health, housing or other similar codes and ordinances of the city or the state, or is not in compliance with the city zoning ordinance.

(Code 1974, § 2.1-13; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-15. Discretionary grounds for license denial.**

An application for approval of a new liquor license, transfer or upgrading of an existing liquor license, including for retail license applicants and for manufacturer and wholesale applicants, or for the renewal of a liquor license, may be denied by the city council if any one or more of the following conditions exist:

- (1) The sale of beer, wine or spirits will not be incidental and subordinate to other permitted uses upon the premises, such as food sales, a motel operation or a recreational activity. For an establishment which sells food for consumption on site, an applicant must be in compliance with the following criteria:
  - a. For an establishment with a class C, tavern, redevelopment, development, class A hotel, or class B hotel license, the establishment shall prepare food consumption on the premises and at least 50 percent of the gross revenue must be derived from food and non-alcoholic beverage sales. The sale of alcohol for take-out consumption shall not be included in the food/alcohol in-house percentage calculations.
  - b. For an establishment with a brewpub license, the establishment shall prepare food for consumption on the premises and at least 25 percent of the gross revenue must be derived from food and non-alcoholic beverage sales. The sale of alcohol for take-out consumption shall not be included in the food/alcohol in-house percentage calculations.
  - c. For an establishment with a microbrewer, small distiller or small winemaker license, the establishment must meet the food and alcohol sales ratio requirements established by the state liquor control commission.
  - d. In those situations where a licensee fails to meet the requirement of the respective percent of gross revenue derived from food sales as reported during the annual license review under subsection 4-29(2), the city council may grant a grace period for the remainder of the calendar year after the annual license review. This grace period may be provided so that the applicant can

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attempt to bring the food sales into compliance with the food percentage requirement by the subsequent annual license review. During the grace period, the licensee shall file progress reports on the food sales percentage every three months. Failure to meet the percent food requirement at the end of this grace period will be grounds for the city council to recommend the denial of a license renewal or license revocation. When a licensee holds multiple licenses, a brewpub and class C license, for example, the lower food percentage requirement will apply.

- (2) The premises do not, or will not reasonably soon after commencement of operations, have adequate off-street parking, lighting, refuse disposal facilities, screening, or noise or other nuisance controls.
- (3) The proposed location is inappropriate, considering:
  - a. Potential traffic safety hazards;
  - b. Accessibility to the premises from abutting roads;
  - c. Proximity to residential areas (taking into account the attitude of adjacent residents);
  - d. The distance from churches, schools, day care centers or similar facilities; and
  - e. The preference for locating such establishments in developed commercial areas rather than in rural or residential areas.
- (4) The applicant's financial capability, experience with similar facilities, or other relevant factors are such that there is a likelihood that the applicant will fail to conform his conduct to the requirements set forth in this chapter, in other city ordinances or in any applicable state law or code.
- (5) The applicant has made a negligent or intentional misrepresentation concerning any material fact in the application or in any oral or written information submitted to the city council.
- (6) The applicant has been convicted of misdemeanor alcohol possession and/or alcohol driving offenses.

(Code 1974, § 2.1-14; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 924, § 1, 3-18-2013; Ord. No. 959, § 1, 2-15-2016; Ord. No. 1005, § 3, 12-20-2021; Ord. No. 1012, § 1, 6-20-2022)

#### **Sec. 4-16. Priorities to be considered by city council in license approval.**

In exercising its authority under the Michigan Liquor Control Code of 1998, Public Act No. 58 of 1998 (MCL 436.1101 et seq.) for the maximum benefit of the city and its persons and property, the city council shall, in deciding whether to approve a new license, the transfer of an existing license or the upgrading of the classification of an existing license, consider the following priorities, such priorities being listed in decreasing order of their importance to the city and its persons and property:

- (1) Restaurants and banquet facilities having a table seating capacity in excess of 25 persons which are located in the alcohol sales district in the C-2 central business district.
- (2) Restaurants and banquet facilities having a table seating capacity in excess of 100 persons which are located in the alcohol sales district in the C-2 central business district.
- (3) Motel, hotel or other lodging facilities which also have restaurants, meeting rooms and banquet facilities.
- (4) Restaurants and banquet facilities having a table seating capacity of 25 persons or more which are located in the alcohol sales district in the Washington Avenue mixed use district.
- (5) Restaurants and banquet facilities having a table seating capacity of 25 persons or more which are located in the alcohol sales district in the C-3 highway commercial zone district.

(Code 1974, § 2.1-15; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1005, § 4, 12-20-2021)

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#### **Sec. 4-17. Term of licenses; license approval granted subject to certain conditions.**

The city approval of a liquor license (new, transfer or upgrade) or the renewal of a liquor license shall remain in effect for a term which shall expire on the same date and shall be for the same time period as the license period approved by the state, unless revoked prior to the end of such time period. All approvals shall be granted subject to the general condition that the applicant shall comply with all representations and assurances contained in the application and in any oral or written information submitted to the city council, including building and site plans. Approval can also be made subject to specific conditions imposed by the city council. Approval of a license shall be with the understanding that any necessary remodeling or new construction for the use of the license shall be commenced within six months of the action of the city council or the state liquor control commission approving such license, whichever last occurs. Any unusual delay in the completion of such remodeling or construction may subject the license to revocation.

(Code 1974, § 2.1-16; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-18. Authority of chief of police to order liquor establishments closed.**

The chief of police or his designee is hereby authorized, in the event of any emergency, disturbance or other condition arising in the city, to order any or all liquor establishments closed until the emergency, disturbance or condition has ceased to exist. In addition, the chief of police or his designee is authorized to conduct inspections at any time and/or prior to any hearing for revocation or nonrenewal of a license. After the inspection, the police department shall submit its report to the city manager who shall then forward the report to the city council with a recommendation for their consideration.

(Code 1974, § 2.1-17; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1012, § 2, 6-20-2022)

#### **Sec. 4-19. Dancing and entertainment on licensed premises.**

- (a) Before any licensee shall permit or allow dancing or entertainment on his premises, he shall first obtain a dance-entertainment permit from the liquor control commission, and the chief of police. Dancing will be allowed under such permit when there is a minimum floor space of 300 square feet and where the seating capacity is less than 100 persons, or a minimum space of 400 square feet in establishments which have a seating capacity of 100 or more persons. Such dance space shall be well marked and defined, and no tables, chairs or other obstacles shall be allowed during the time that dancing is permitted thereon. Such dance-entertainment permit shall be displayed adjacent to the liquor license.
- (b) No licensee who operates a dance hall, pavilion or similar dancing place, charging admission, shall use or give out admission return checks, and no patron who leaves such dance hall, pavilion or similar dancing place shall be permitted to reenter such premises on the same evening without again paying full admission charge.
- (c) No overcrowding on dance floor shall be permitted.
- (d) Smoking or drinking on the dance floor is strictly prohibited.
- (e) No entertainment, such as dancing, monologues, dialogues or other types of performing, shall be allowed in any licensed establishment unless the licensee shall have obtained an entertainment permit, except for orchestras, piano playing or the playing of any other type of musical instrument and/or singers.
- (f) All entertainers must comply with the labor laws of the state.
- (g) No disorderly conduct or lewd, obscene or immoral language or exhibition, dancing or entertainment shall be permitted.

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- (h) Lighting must conform to the rules and regulations of the state liquor control commission.
  - (i) Separate and adequate dressing rooms for male and female entertainers and employees shall be provided.
  - (j) No patron shall be allowed to take any active part in an entertainment in the licensed establishment, except community singing.
  - (k) No licensee shall permit any person under the age of 18 years to entertain, either on a paid or voluntary basis, in any licensed establishment.
  - (l) Such permit may be revoked by the city council, after notice and hearing, whenever such licensee shall fail to comply with this chapter and the rules of the state liquor commission or shall be unable to maintain order and control in such licensed establishment.

(Code 1974, § 2.1-18; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1005, § 5, 12-20-2021)

State law reference(s)—Dance permits, MCL 436.1916.

#### **Sec. 4-20. Employee age regulations for licensed premises.**

All licensees must have in their possession birth certificates or other documents, showing the place and date of birth of each employee. No person under the age of 18 years shall be permitted to sell or serve any alcoholic liquor or to work either on a paid or voluntary basis in that portion of the premises wherein alcoholic liquor is being served. In on-premises establishments, there shall be on duty at all times during the hours of operation at least one person who has attained the age of 21 years who shall be the supervisor or manager of all other employees who are present at the time.

(Code 1974, § 2.1-19; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 1005, § 6, 12-20-2021)

State law reference(s)—Similar provisions, MCL 436.1707.

#### **Sec. 4-21. Health and sanitation regulations for licensees and employees.**

The following regulations shall be complied with by all licensees where alcoholic liquors are sold for consumption on the premises:

- (1) Licensees and employees shall wear clean clothing and be clean about their person and free from communicable disease. No person who is a carrier of an infectious disease shall be employed where food or beverages are prepared, handled, stored or served.
- (2) Licensees and employees must have in their possession a current health card, not less than one year old, indicating results of a tuberculosis test.
- (3) Licensees shall also comply with all other regulations of the health department.

(Code 1974, § 2.1-20; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **ORDINANCE AMENDMENT 1042, November 17, 2025**

#### **Sec. 4-22. Hours of sale; ~~no~~ Sunday sales and Prohibition ~~of~~ on Christmas.**

- a. All hours other than those which are prohibited shall be the legally established times for alcohol sales within the city, unless such hours of operation are further limited or prohibited by the state. Alcohol may be served after 12:00 noon until 2:00 a.m. on Monday, if permitted by state law. In addition, alcohol may be sold during a special event during the time period that was approved by the City Council.

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- ~~b. No licensee shall sell or serve any alcoholic liquors between the hours of after 2:00 a.m. and 7:00 a.m. on any day, except that on January 1, alcohol may be served until 4:00 a.m. on any Sunday or No licensee shall sell or serve any alcoholic liquors between the hours of 9:30 p.m. on December 24 to 7:00 a.m. on December 26. ; provided that if December 26 falls on Sunday, that the prohibition time shall extend for the entire day of Sunday. In addition, no licensee shall sell or serve any alcoholic liquors between the hours of 2:00 a.m. and 7:00 a.m. on any other day, except that on January 1, alcohol may be served until 4:00 a.m. All hours other than those which are prohibited shall be the legally established times for alcohol sales for the city, unless such hours of operation are further limited or prohibited by the state.~~

(Code 1974, § 2.1-21; Ord. No. 838, §§ 1, 2, 6-19-2006)

State law reference(s)—Similar provisions, MCL 436.2113, 436.2114.

#### **Sec. 4-23. Prohibited acts by licensees, agents or employees.**

No licensee, or his agent or employee, shall engage in, or permit others to engage in, any illegal occupation or illegal act on his licensed premises.

- (1) No licensee, or his agent or employee, shall refuse, fail or neglect to cooperate with any law enforcement officer in the performance of such officer's duties to enforce the provisions of Public Act No. 58 of 1998 (MCL 436.1101 et seq.), and the rules and regulations promulgated thereunder.
- (2) No licensee, or his agent or employee, shall allow in or upon his licensed premises any improper conduct, disturbances, lewdness, immoral activities or indecent, profane or obscene language, songs, entertainment, literature, pictures or advertising material, or cause to have printed or distributed any lewd, immoral, indecent or obscene literature, pictures or advertising material.
- (3) No licensee, or his agent or employee, shall suffer or allow in or upon his licensed premises the annoying or molesting of patrons or employees by other employees or patrons, or any accosting and/or soliciting for immoral purposes.
- (4) No licensee, or his agent or employee, shall permit his licensed premises to be frequented by or to become the meeting place, hangout or rendezvous for known prostitutes, vagrants or those who are known to engage in the use, sale or distribution of narcotics or in any other illegal occupation or business; provided that no licensee shall be disciplined under this subsection until he has been warned by the commission or the law enforcing agency having jurisdiction thereof, and has failed to comply with the requirements of this section.
- (5) No licensee shall permit any person engaged in the serving of food or alcoholic liquor in his establishment to eat, drink or mingle with the patrons.
- (6) No licensee shall allow upon his licensed premises any gambling or gaming devices or paraphernalia of any nature, type or description, machines or apparatus, or gambling or gaming of any kind whatever, unless such gambling or gaming devices or paraphernalia are licensed and permitted by the state.

(Code 1974, § 2.1-22; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-24. Sale, etc., to minors.**

No licensee shall sell, offer for sale, give or barter, serve or otherwise furnish alcoholic liquors to any person who shall not have attained the age of 21 years.

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(Code 1974, § 2.1-23; Ord. No. 838, §§ 1, 2, 6-19-2006)

State law reference(s)—Similar provisions, MCL 436.1701.

**Sec. 4-25. Licensees to comply with chapter; responsibility for conduct of patrons.**

It shall be the duty of the licensee to comply with the provisions of this chapter. Such licensee shall be responsible for the conduct of patrons and employees and shall maintain order in his place of business at all times.

(Code 1974, § 2.1-24; Ord. No. 838, §§ 1, 2, 6-19-2006)

**Sec. 4-26. Giving away in connection with business; sale to intoxicated persons, consumption by employees of licensees while on duty.**

- (a) No licensee shall give away any alcoholic liquor of any kind or description at any time in connection with his business, except manufacturers for consumption on the premises only.
  - (1) A vendor shall not sell, serve, or furnish any alcoholic liquor to any person in an intoxicated condition.
  - (2) A licensee shall not allow a person who is in an intoxicated condition to consume alcoholic liquor on the licensed premises.
- (b) There shall be no drinking of alcoholic liquors by employees while on duty.
  - (1) A licensee, or the clerk, servant, agent, or employee of a licensee, shall not be in an intoxicated condition on the licensed premises.
  - (2) A licensee shall not allow an intoxicated person to frequent or loiter on the licensed premises except where the intoxicated person has been refused service of further alcoholic liquor and continues to remain on the premises for the purpose of eating food, seeking medical attention, arranging transportation that does not involve driving himself, or any other circumstances where requiring the person to vacate the premises immediately would be considered dangerous to that person or to the public.
  - (3) A licensee shall not allow a minor to consume alcoholic liquor or to possess alcoholic liquor for personal consumption on the licensed premises.
  - (4) A licensee shall not allow any person less than 18 years of age to sell or serve alcoholic liquor.
  - (5) A licensee shall not allow any person less than 18 years of age to work or entertain on a paid or voluntary basis on the licensed premises unless the person is employed in compliance with the youth employment standards act, Public Act No. 90 of 1978 (MCL 409.101 et seq.). This Subsection (b)(5) does not apply to an entertainer under the direct supervision and control of his parent or legal guardian.

(Code 1974, § 2.1-25; Ord. No. 838, §§ 1, 2, 6-19-2006)

**Sec. 4-27. Grounds for license revocation; right to hearing.**

The violation of any of the provisions of this chapter, the laws of the state and/or the rules of the liquor control commission and the county department of health rules and regulations relating to food establishments shall be sufficient cause for the recommendation by the city council to the liquor control commission that the license theretofore granted for the sale of alcoholic liquors for consumption on the premises be revoked. Any

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licensee holding an alcoholic liquor license from the state, which license has been approved by the city council, and who fails or neglects to comply with the terms of this chapter, shall be liable for the recommendation that such license be revoked; provided that, in the event of such recommended revocation, the licensee shall be entitled to a hearing before the city council. In addition to the aforesaid grounds for revocation, the city council may, by majority vote of all members, object to the renewal of an existing liquor license or request revocation of an existing liquor license upon any one or more of the following grounds:

- (1) Any remodeling or construction, identified as necessary for the use of the licensed premises at the time the license is approved or renewed, which has either not been commenced within six months or completed within one year. These time periods shall run from the date of approval or renewal of the liquor license by the commission;
- (2) The licensee or licensed premises meets any of the mandatory grounds for disapproval set forth in this chapter;
- (3) The operation of the licensee's business or the circumstances and conditions surrounding the licensee's business have changed, such that the licensee or licensed premises meets any of the discretionary grounds for disapproval set forth in this chapter;
- (4) The licensee maintains a nuisance upon the licensed premises;
- (5) The licensee has made a negligent or intentional misrepresentation concerning any material fact;
- (6) The licensee has failed to comply with any general or specific condition imposed pursuant to the granting of a license;
- (7) The license has not been activated by the licensee within one year after approval by the city council;
- (8) Three or more violations of state or local licensing regulations within one year; or
- (9) The licensee has failed to comply with the ordinances and/or policies of the city.

(Code 1974, § 2.1-26; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-28. Hearing on license denial, revocation, or nonrenewal, etc.**

- (a) Unless the city council chooses not to consider a new license application, the city council shall grant a public hearing upon a license application when, in its discretion, the city council determines that the issuance of an additional liquor license is in the best interests of the city at large and for the needs and convenience of its citizens. Before the city council may take action to deny approval of any new application, transfer or upgrading of classification, request revocation of an existing license, or file objections to the renewal of an existing license, the applicant or licensee shall be entitled to a hearing before the city council. The city clerk shall give the applicant or licensee notice of the hearing by certified mail, return receipt requested or by personal delivery, mailed not less than ten days prior to the hearing. Such notice shall contain the following:
  - (1) The date, time and place of the hearing.
  - (2) A statement that the applicant or licensee may be present to present evidence and testimony, confront adverse witnesses, and present evidence and arguments.
  - (3) If the hearing is for a renewal or revocation, the tentative action and reason for the proposed action.
  - (4) The applicant's right to be represented by an attorney.
- (b) Following the hearing, the city council shall submit to the commission a resolution setting forth the action taken and a written statement of its findings of fact and the basis for its action. The city clerk shall forward,

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by first class mail, a copy of the council's submission to the commission within 20 days of the date of the council's action.

(Code 1974, § 2.1-27; Ord. No. 838, §§ 1, 2, 6-19-2006)

#### **Sec. 4-29. Annual license review.**

An annual license review shall be required for each facility which sells alcohol for on-premises or off-premises consumption. Such annual review shall be governed by the following rules and procedures:

- (1) The city manager shall review the operations of all entities that are licensed by the liquor control commission, hereinafter "the commission," or who are otherwise authorized to sell alcohol within the city for the calendar year concluding the previous December 31. The city manager may invite or require staff members and/or other individuals to be present for the annual review of an applicant as is deemed necessary by the city manager.
- (2) For an applicant that sells food and alcohol for consumption on the premises, the applicant shall provide a confidential report of its sale of alcohol and food for the prior calendar year on or before February 15 to the city manager. Such information for the applicant shall be reported and verified by the tax accountant of the applicant on the basis of the business and accounting records of a licensee. Such a report shall not require an audit, however, by the tax accountant of the applicant. In addition, an applicant shall provide such other information as may be requested by the city manager and the applicant shall also appear in person before the city manager to answer questions and to provide such information as may be requested by the due date and at such time as may be specified by the city manager.
- (3) For all applicants that sell alcohol, the city manager shall consider the conformance of each licensee with the requirements of this chapter, the city's alcohol licensing policies, the state liquor control code, and the commission's rules. As a part of this review, the city manager shall consider information as to any complaints that were filed with the city's zoning administrator and the chief of police, any complaints that were filed with the commission, and other material that the city manager determines to be relevant.
- (4) No later than March 14 of each year, the city manager shall file with the city council his or her recommendations for further action, if any, by the council with respect to objecting to the renewal of an entity's license. In addition, the city manager shall file with the city council such information which may be requested by the city council which has been received by the city manager from the license holder, city staff and/or the general public.
- (5) The city council no later than March 21 of each year shall consider the city manager's report at a regular or special meeting. If so directed by the council, the city manager shall file not later than March 24 of each year, a communication with the commission objecting to the renewal of a license or permit to sell alcohol within the city.
- (6) If an objection is filed with the commission, a license holder shall have the right to have a hearing before the city council to give reasons as to why its license should be renewed.

(Code 1974, § 2.1-28; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 924, § 2, 3-18-2013; Ord. No. 956, § 1, 1-18-2016; Ord. No. 998, § 1, 1-4-2021; Ord. No. 1012, § 3, 6-20-2022)

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**Sec. 4-30. Criteria to be considered in annual license review.**

At the time of the annual review by the city council of on-premises and off-premises licenses for purposes of making recommendations to the state liquor control commission regarding renewal of such licenses, the council shall consider the following:

- (1) Whether a licensed establishment has been operated during the existing license year in a manner reasonably likely to adversely affect investment in real property in the vicinity of the establishment;
- (2) Whether the licensee maintained a nuisance upon the premises;
- (3) Whether the licensee failed to comply with any restrictive covenant between the city and the licensee;
- (4) Whether the licensee failed to comply with any requirement of the state liquor control act, or the administrative rules of the state liquor control commission;
- (5) Whether the licensee failed to comply with any provisions of this Code applicable to the licensee;
- (6) Whether the licensee failed to comply with or violated any applicable statute, law, rule, or regulation;
- (7) Whether the licensee failed to provide adequate security for its patrons or their property;
- (8) Whether the licensee failed to comply with any condition imposed by the city council on the granting of any license;
- (9) Whether the licensee is delinquent in paying any personal property taxes;
- (10) Whether the consumption of spirits has occurred, if licensed to sell only beer or wine or both beer and wine;
- (11) Whether dancing or live entertainment open to the public has occurred, with or without an admission charge, unless holding a valid dance or dance-entertainment permit;
- (12) Whether any disorderly conduct or action which disturbs the peace and good order of the neighborhood has occurred;
- (13) Whether any incidents of prostitution, solicitation for prostitution, or larceny have occurred;
- (14) Whether any possession, sale or use of any illegal drug or controlled substance has occurred;
- (15) Whether the use of interior lighting which is insufficient to enable a person with average vision to clearly see all persons within the premises is occurring; and
- (16) The reports of city staff and the input of the public.

(Code 1974, § 2.1-29; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 959, § 1, 2-15-2016)

**Sec. 4-31. Applications for an SDD license, SDM license, or for another license which permits the sale of alcohol for off-premises consumption.**

- (a) Persons, other than those seeking an on-premises license, who desire to sell alcoholic liquors within the city shall file with the city that information required to be submitted under section 4-12 and shall pay a nonrefundable filing fee of \$250.00. Such information shall be filed with the city clerk within ten days of such person filing an application with the liquor control commission for the state. This information shall be filed with the city, so as to permit comment by the city to the liquor control commission.

- 
- (b) An applicant or licensee shall have the right to a hearing before the city council pursuant to Section 4-28. The standards for recommending the approval, denial or revocation of a license or permit shall be those standards as may be found in this chapter and the laws, rules and regulations of the state.
- (c) Applications and licenses shall not be transferred, except where the business is to be conducted at the same location. An SDM license, SDD license, small wine maker license, small distiller license and a brewpub license shall be permitted in zone districts as follows:
- (1) SDD (specially designated distributor) licenses shall be granted only for locations which are in an alcohol sales district in the Washington Avenue mixed use district or in the C-3 highway commercial zone district. An SDM (specially designated merchant) license, a microbrew license, a small wine maker license, a small distiller license or a brewpub license shall be permitted in the Washington Avenue mixed use district, in the C-3 highway commercial zone district, and in the C-2 central business district on parcels which are also zoned as being in the alcohol sales district as a take-out parcel. Off-premises licensees may only do business if a parcel is zoned for off- premises sales.
- (d) All licensees or holders of permits which allow an applicant to sell alcohol for consumption off of the premises must comply with the following additional restrictions:
- (1) Except as otherwise permitted, SDM and SDD licenses shall only be permitted in the WMU, the Washington mixed use zone district, or in the C-3, the highway commercial zone district, at a location where there is an established grocery store, food market, delicatessen, drugstore business, or full service restaurant. SDM licensees shall only be permitted in the C-2, central business district, at a location where there is an established full service restaurant or a specialty food store which is primarily a delicatessen, meat market, and/or cheese/cracker store.
  - (2) A customer display area for alcoholic liquors for take-out sales must not exceed, at all times, 25 percent of the total retail display area of the business.
  - (3) Such 25 percent area shall be measured on the basis of the following procedures:
    - a. The floor area of all merchandise displays, shelving, coolers, display counters, etc., which contain any alcoholic beverages, shall be measured except that the walk-in coolers shall not be included in this floor area measurement calculation, provided that the floor space in a walk-in cooler does not exceed 120 square feet.
    - b. The total floor area occupied by all merchandise displays, shelving, coolers, display counters, etc., for all merchandise, shall be measured except that walk-in coolers shall not be included in this floor area measurement calculation, provided that the floor space in a walk-in cooler does not exceed 120 square feet.
    - c. The total area described in Subsection a., above, will be divided by the total floor area described in Subsection b., above.
    - d. The quotient of the said two areas, based upon the above procedures, shall determine the percentage of the total retail display area of a business which is used for the sale of alcoholic beverages.
    - e. In those instances where the city finds that a licensee failed to meet the 25 percent area restriction during the annual license review period, the licensee shall be liable for a fee of \$100.00 for each additional inspection that is required during that annual review period to determine whether the licensee has come into compliance with the 25 percent restriction.
  - (4) It is the intention that the sale of alcohol for a business with an SDM license, an SDD license, a microbrew license, or a brewpub license be incidental to the primary business of the establishment.

- 
- (5) No license shall be granted or renewed for any person who has past due bills, taxes or special assessments owing to the city.

(Code 1974, § 2.1-30; Ord. No. 838, §§ 1, 2, 6-19-2006; Ord. No. 874, § 1, 9-15-2008; Ord. No. 923, § 1, 10-1-2012; Ord. No. 924, § 3, 3-18-2013; Ord. No. 959, § 1, 2-15-2016; Ord. No. 1005, § 7, 12-20-2021)

**Sec. 4-32. Equal service.**

The licensee and employees of such establishments shall not refuse to serve any person because of his religion, race, color, national origin, age, sex, or marital status, and licensees shall provide an equal opportunity for employment, without discrimination as to religion, race, color, national origin, age, sex, height, weight, or marital status.

(Code 1974, § 2.1-31; Ord. No. 838, §§ 1, 2, 6-19-2006)



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/26

**Re:** Alcohol License Review Committee:

**AJ's Grocery – Saheel LLC  
59 W Washington suites B&C  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows 3 calls related to this business. Two of the calls were burglary alarms that were caused by employee error. One call was a suspicious call where an unknown subject was banging on the backdoor.



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

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MEMORANDUM

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DATE: Monday, February 23, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review - Results of February 23, 2026 Alcohol Area Inspection of AJ's Grocery & Liquor – 59 W Washington Ave

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On February 23, 2026, I completed an inspection of AJ's Grocery and Liquor at 59 W Washington Avenue to determine whether or not the establishment is in compliance with the City Alcohol Ordinance requirement for off-premises establishments that not more than 25% of the total retail display area of the business may be used for alcoholic liquors.

Using the information that I collected during the inspection, I found that 24.65% of the store's retail display area was being used for the display of alcohol, which complies with the City's 25% maximum contained in Section 4-31 (d) (2) of Volume I of the Zeeland City Code. My findings from the most recent inspection are attached to this memo.

At the inspection it was also observed that no changes had been made to the walk-in cooler arrangement at the store. The portion of the walk-in cooler that customers have access to is approximately 112 square feet in area, which complies with the City's 120 square foot maximum walk-in cooler size for off-premises establishments contained in Section 4-31 (d) (3) (a) of Volume I of the Zeeland City Code.

Please contact me with any questions that you may have regarding this memo or the attachment.

Copy: Ajay Sehgal, Business Owner

**Results of February 23, 2026 Inspection of AJ's Grocery at 59 W Washington Ave Suites B & C**

<b>Location/Area Name</b>	<b>Depth (ft)</b>	<b>Width (ft)</b>	<b>Floor Area (ft<sup>2</sup>)</b>	<b>Alcohol Area?</b>
Shelved Soda on E Side of Counter	2.00	5.00	10.00	N
E Wall Racked Soda	2.17	6.00	13.00	N
E Wall Ice Cooler	2.50	4.42	11.05	N
E Wall Hershey Cooler (Non-Alcohol)	2.33	6.00	14.00	N
E Wall Pepsi Cooler	2.00	2.00	4.00	N
E Wall Snapple Cooler	2.42	2.00	4.83	N
Grocery Shelf 1 (East Most)	3.00	12.50	37.50	N
Grocery Shelf 1 S End Shelves	1.83	3.00	5.49	N
Grocery Shelf 1 S End Faygo Shelving Unit	1.83	2.33	4.28	N
Grocery Shelf 1 N Chip Display	1.00	3.00	3.00	N
Grocery Shelf 2	3.00	12.50	37.50	N
Grocery Shelf 2 N End Shelves	1.83	3.00	5.49	N
Grocery Shelf 2 S End Shelves	1.83	3.00	5.49	N
Grocery Shelf 2 S End Redbull Display	0.92	1.25	1.15	N
Grocery Shelf 3	3.00	12.50	37.50	N
Grocery Shelf 3 N Cup Display	1.50	3.08	4.62	N
Grocery Shelf 3 N Side Mixer Display	1.00	1.33	1.33	N
Grocery Shelf 3 S End Shelves	1.83	3.00	5.49	N
Center Aisle Cologne Display	1.17	1.67	1.94	N
Alcohol Display Between Grocery Shelves 3&4	1.30	3.00	3.90	Y
Sunglasses Display	1.00	1.00	1.00	N
Cell Phone Accessories Display - Between Grocery Shelves 3 & 4	1.17	1.17	1.37	N
Shelving Unit Display - Between Grocery Shelves 3 & 4	1.17	3.00	3.50	N
Grocery Shelf 4 - Non Alcohol (Floor Area is less Alcohol Area)	3.00	12.50	32.25	N
Grocery Shelf 4 - Alcohol	1.50	3.50	5.25	Y
Grocery Shelf 4 N End Shelf	1.66	3.00	4.98	N
Grocery Shelf 4 N Ole Smokey Display	1.00	1.00	1.00	N
Grocery Shelf 4 S End Shelves	1.83	3.00	5.49	N
Grocery Shelf 4 S End Non-Alcoholic Drink Display	2.17	1.42	3.07	N
Grocery Shelf 4 Perfume Display	1.00	1.58	1.58	N
Barrel Display - Near Grocery Shelf 4	2.50	3.33	8.33	N
Grocery Shelf 5	3.00	12.50	37.50	N
Grocery Shelf 5 S End Shelves	1.83	3.00	5.49	N
Grocery Shelf 5 N End Display - Household Items	1.33	1.17	1.56	N
W Side Display Counter	2.58	8.00	20.67	N
N Wall Shelves	1.83	8.00	14.64	N
Good Humor Cooler Near Office	2.33	2.17	5.06	N
Soda Display on W Side of Main Counter	1.50	3.33	5.00	N
On-Counter Displays Main Counter - Non Alcohol (Total is less alcohol area)	3.00	25.00	64.00	N
On-Counter Displays Main Counter - Alcohol Case	1.00	3.00	3.00	Y
On-Counter Displays Main Counter - Alcohol Around Cash Register	2.00	4.00	8.00	Y
In-Counter Non-Alcoholic Item Display on Shelves	1.00	16.00	16.00	N
16 Doors of Wall Coolers - Alcohol	2.00	2.50	80.00	Y
5 Doors of Wall Coolers Non-Alcohol	2.00	2.50	25.00	N
North Wine Shelf Near Office	1.50	4.00	6.00	Y
N Wall W Wine Display	1.50	16.00	24.00	Y
N Wall Tobacco Display	1.50	4.00	6.00	N
N Wall E Liquor Display	1.50	16.00	24.00	Y
<b>Total Stock Floor Area</b>			<b>625.29</b>	
<b>Alcohol Area</b>			<b>154.15</b>	
<b>Non-Alcohol Area</b>			<b>471.14</b>	
<b>Percent of Retail Display Area Used for Alcohol</b>			<b>24.65%</b>	



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

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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: AJ's Grocery, 59 W. Washington Ave.  
DATE: March 5, 2026

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AJ's grocery (Tax ID 70-50-79-201-400), filed a personal property tax exemption in 2025, so no property tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/26

**Re:** Alcohol License Review Committee:

**Dolengencorp LLC, DBA – Dollar General  
435 W Main Ave  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department showed one call for service related to this business. On 1/3/2025, a suspect passed a counterfeit \$100 bill.



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

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MEMORANDUM

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DATE: Wednesday, March 4, 2026

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: Alcohol License Review - Results of March 3, 2026 Alcohol Area Inspection of Dollar General at 435 W Main Ave Suite 20

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On March 3, 2026, I completed an unannounced inspection of Dollar General at 435 W Main Ave to determine whether or not the establishment is in compliance with the City Alcohol Ordinance requirement for off-premises establishments that not more than 25% of the total retail display area of the business may be used for alcoholic liquors.

During the inspection I found that 54 square feet of the store's retail display area is being used for the display of alcohol.

With less than 60 square feet of the over 7,000 square feet of total sales floor area being dedicated to the display of alcohol, it is clear that the sale of alcohol is not the primary business. I believe that the establishment is in compliance with the City's 25% alcohol display area limit contained in Section 4-31 (d) (2) of Volume I of the Zeeland City Code at this time.

Please contact me with any questions that you may have regarding this memo.

Copy: Stacey Jensen, Dollar General



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Dollar General, 435 W. Main Ave.  
DATE: March 5, 2026

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Dollar General (Tax ID 70-50-79-204-500) filed a personal property tax exemption in 2025, so no property tax payments were due.

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Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**Franks Restaurant  
134/136 E. Main Avenue  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows one call for service. On 1/7/2025, ZPD responded to a burglary complaint.



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MEMORANDUM

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DATE: Monday, March 9, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for Frank’s Restaurant – 134/136 E Main Ave

---

On March 4, 2026, I made an unannounced inspection of Frank’s Restaurant at 134 & 136 E Main Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Teresa Vander Zwaag, Owner



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Frank's Restaurant, 134/136 E. Main Avenue  
DATE: March 5, 2026

---

Frank's Restaurant (Tax ID 70-50-79-204-270) filed a personal property tax exemption in 2025, so no property tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**Gritzmaker Social House  
120 E. Main Avenue  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows one call for service for a loud music complaint. Loud music was coming from the kitchen at 1:34 AM. A verbal warning was given.



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MEMORANDUM

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DATE: Wednesday, March 4, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for The Gritmaker Social House – 120 E Main Ave

---

On February 26, 2026, I made an unannounced inspection of The Gritmaker Social House at 120 E Main Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Scott Ingersoll, Business Owner



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: The Gritzmeyer Social House, 120 E. Main Avenue  
DATE: March 6, 2026

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The Gritzmeyer Social House (70-50-79-207-655) still has taxes outstanding in the amount of \$4,227.40.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**La Crème Café LLC  
111 E. Main Avenue  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows one call for service on 2/18/2025 for disorderly conduct. Two customers were arguing, and then one left prior to police arrival.



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

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MEMORANDUM

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DATE: Wednesday, March 4, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for La Creme – 111 E Main Ave

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On March 3, 2026, I made an unannounced inspection of La Creme at 111 E Main Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Joanna Udo, Owner



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

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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Mandu Escapes, dba, La Crème, 111 E. Main Avenue  
DATE: March 6, 2026

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La Crème (Tax ID 70-50-79-212-010) filed a personal property tax exemption for the 2025 tax year, so no tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department



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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**1983 Restaurants LLC dba Public  
131 E. Main Avenue  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows no calls related to this business.



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

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MEMORANDUM

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DATE: Wednesday, March 4, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for Public – 131 E Main Ave

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On March 3, 2026, I made an unannounced inspection of the restaurant Public at 131 E Main Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Lucas Grill, Owner



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

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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Public, 131 E Main Ave  
DATE: March 6, 2026

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Public (70-50-79-216-680) filed a personal property tax exemption for the 2025 tax year, so no tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**StrEats Taco Kitchen  
14 S. Elm Street  
Zeeland, MI**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows there was one call for service. ZPD took an Assist General Public complaint on 11/01/2025 when an employee accidentally locked himself out. He was assisted by ZPD and ZFR.



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

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MEMORANDUM

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DATE: Wednesday, March 4, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for Streets Taco Kitchen – 14 S Elm St

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On February 26, 2026, I made an unannounced inspection of Streets Taco Kitchen at 14 S Elm St to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Katie Webster, General Manager, Streets Taco Kitchen



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Streets Taco Kitchen, 14 S. Elm Street  
DATE: March 6, 2026

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Streets Taco Kitchen (70-50-79-219-650) paid their summer and winter tax bills in full and have no balance owing.

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Kevin Plockmeyer, ACM/Finance Director



# Zeeland Police Department

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

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Timothy L. Jungel - *Chief of Police*

**To:** City Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**Tripelroot, LLC and Laura Gentry DBA, Tripelroot  
146 E Main Ave  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows no calls related to this business.



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MEMORANDUM

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DATE: Monday, March 9, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for Tripel Root – 144/146 E Main Ave

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On March 4, 2026, I made an unannounced inspection of Tripel Root at 144 & 146 E Main Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Laura Gentry, Owner



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Tripel Root, 146 E. Main  
DATE: March 6, 2026

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Tripel Root (Tax ID 70-50-79-220-177) filed a personal property tax exemption for the 2025 tax year, so no tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director

FEEL THE ZEEL



# 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 Manager Tim Klunder, Assistant City Manager Kevin Plockmeyer, City of Zeeland

**From:** Tim Jungel, Police Chief

**Date:** 3/09/2026

**Re:** Alcohol License Review Committee:

**Vitales - Zeeland  
59 W. Washington Suite 1300  
Zeeland, Mi**

- There is no known activity reported to the Liquor Control Commission.
- A check of the records maintained by Zeeland Police Department shows 4 calls for service. On 3/4/2025, ZPD responded to a verbal domestic complaint ref child custody. On 5/23/2025, ZPD responded to a harassing communications complaint. On 5/30/2025, ZPD responded to a noise complaint. It was workers working in the kitchen. On 8/13/2025, ZPD responded to a check well-being complaint ref a subject sitting outside of the restaurant when it was closed.



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MEMORANDUM

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DATE: Monday, March 9, 2026  
TO: Tim Klunder, City Manager  
FROM: Tim Maday, Community Development Director  
RE: Alcohol License Review – Inspection Report for Vitales Pizza – 59 W Washington Ave

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On March 4, 2026, I made an unannounced inspection of Vitales Pizza at 59 W Washington Ave to determine whether the establishment is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances as part of the annual alcohol license review process.

**Seating and Floor Area Compliance (Sec. 4-9):** The establishment maintains a minimum dining table capacity of 25 or more persons as required by ordinance.

**Conformance with Approved Plans:** The current floor plan and layout are substantially consistent with the plans previously approved by the Planning Commission and City Council. No unapproved interior alterations or expansions of the dining or bar areas were observed.

**Zoning and Site Compliance:** The property remains in compliance with the applicable zoning district requirements. No zoning violations were observed.

**Building and Life-Safety Conditions:** No visible violations of the state construction code, fire code, or other applicable building regulations were observed during the inspection. Required exits were unobstructed, and no life-safety concerns were noted.

**General Observations:** The Community Development Department did not receive any zoning or property maintenance complaints regarding this establishment during the previous calendar year.

Based on this inspection, I believe the facility is in compliance with Section 4-9 of Chapter 4 of the Zeeland City Code and other applicable City ordinances at this time.

Please do not hesitate to contact me with any questions regarding this memo.

Copy: Ryan Snyder, Owner



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INTEROFFICE MEMORANDUM

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TO: Tim Klunder, City Manager  
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services & Finance  
SUBJECT: Vitale's of Zeeland, 59 W. Washington Avenue  
DATE: March 6, 2026

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Vitale's of Zeeland (Tax ID 70-50-79-222-300) filed a personal property tax exemption for the 2025 tax year, so no tax payments were due.

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Kevin Plockmeyer, ACM/Finance Director



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## CITY COUNCIL MEMORANDUM

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**TO:** Mayor Richard VanDorp III and City Councilmembers  
**FROM:** Tim Klunder, City Manager  
**SUBJECT:** Adopt 2026 Strategic Action Plan and Points Assignment  
**DATE:** March 13, 2026  
**CC:** March 16<sup>th</sup> City Council Agenda

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**BACKGROUND:** The development of the 2026 Strategic Action Plan (attached) has been in the works since the City Council goal setting retreat in January of this year. I would like to thank the city management team for their efforts in detailing the outcomes we would like to achieve for the goals and why it is important to pursue the goals (value statements) that are found within the document. I would also like to thank City Council for your continued guidance as we worked through the development of this plan. The plan is substantially the same as we shared at your March 2 meeting with the addition of a few supports. Please note that we did add “landscaping” in the Mead Johnson “outcome indicator” goal for additional clarity on what we are trying to achieve. We will continue to develop a “one-page image summary” of the plan that depicts our commitments/goals needed to reach our “Feel the Zeel” vision should you want to readily share it. However, at Monday’s meeting we are asking City Council to adopt the detailed written 2026 Strategic Action Plan.

In addition to the 2026 Strategic Action Plan, we have also included the proposed point values we suggest assigning to each goal and support. As City Council is aware, the performance on the strategic action plan is the benchmark for the City’s Performance Incentive Program – assuming City Council approves a budget for that program in FY 26/27. It is thus important to set the points prior to evaluating staff at the end of the year.

FEEL THE ZEEL



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For the supports (operational goals), we once again suggest offering a point value of 1 for each support. With there being 38 supports in the proposed plan that equates to a subtotal of 38 points for supports (department operational goals).

For the goals, there are 62 total points available. We attempted to assign points to each goal based on our evaluation on the number of resources (staff time and financial) it will take to pursue the goal and the time sensitivity of the goal. Goals we would like to complete this year and/or have significant financial/staff time impacts tend to have higher points than goals that might take several years to complete. In recent years, goals have been assigned point values anywhere from 2 – 5. While we are suggesting similar point values for 2026, the majority will have values of 2 or 3. We are suggesting a couple of goals with 5 points assigned (Mead Johnson and Master Plan Re-Write) and we are suggesting three goals with 4 points assigned (JR Automation, Facility Improvement Plan, Snowmelt Expansion Phase III). As in years' past, if City Council has any concerns with any of the point values assigned, we would appreciate hearing those and if need be, subsequently adjust the points assigned.

**RECOMMENDATION:** Our leadership team recommends that City Council move to approve the attached 2026 Strategic Action Plan and to approve the attached goals/supports point values for purposes of measuring staff's performance per the City's Organizational Performance Incentive Plan at the conclusion of 2026.

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

Timothy R. Klunder, City Manager



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# **CITY OF ZEELAND**

# **2026 Strategic Action Plan**

**As Adopted by the Zeeland City Council on  
March 16, 2026**

FEEL THE ZEEL



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## **ZEELAND CITY COUNCIL**

Richard Van Dorp III, Mayor  
Sally Gruppen, Mayor Pro-Tem  
Mary Beth Timmer, City Councilmember  
Phung Lam, City Councilmember  
Amy Langeland, City Councilmember  
Rebecca Perkins, City Councilmember  
Andrew Bult, City Councilmember

## **CITY MANAGEMENT TEAM**

Tim Klunder, City Manager  
Kevin Plockmeyer, Assistant City Manager and Finance Director  
Andrew Boatright, BPW General Manager  
Abby deRoo, City Marketing Director  
Doug Engelsman, CWP Superintendent  
Amanda Hanson Library/Community Center Director  
Kristi DeVerney, City Clerk  
Tim Jungel, Police Chief  
Tim Maday, Community Development Director  
Tim Maloney, Information Technology Director  
Mitch Harsevoort, Interim Fire/Rescue Chief



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### **City's Vision and Commitments to Spread Zeel**

On an annual basis the Zeeland City Council and staff participate in a goal setting retreat/strategic planning session. The annual retreat proves to be beneficial in setting a strategic course of action for City Council and staff in the development of the budget for the fiscal year ahead; how we should focus project efforts in the current calendar year and beyond; and most importantly, to ensure adherence to the City's vision and commitments to achieve the vision through the development of specific strategic action plan goals.

For 2026, City Council and staff confirmed that the **CITY'S VISION for the 2026 STRATEGIC ACTION PLAN shall remain as "FEEL THE ZEEL"**. To "Feel the Zeel", the city will *inspire a passionate and spirited pursuit to engage with a big, small town full of everyday good living and unmatched enterprise and to create an abundant enthusiasm among those living and working in the City of Zeeland.*

The city will achieve the vision through our ongoing pursuit of our commitments (Vibrant Downtown; Strong, Safe and Connected Neighborhoods; Economic and Community Development; Infrastructure and City Services; Culture, Parks and Recreation; Financial Sustainability; Organizational Culture) and through the completion of specific strategic action plan goals that align with the city's seven commitments. Completion of all commitments and goals will be done with our core values (Intentional, Accountable, Excellence, and Service) at the forefront of our Strategic Action Plan pursuits.

Like any business plan, the City's 2026 Strategic Action Plan provides a roadmap and solid framework for what the city looks to accomplish within our commitments to spread "Zeel" in 2026. We believe reviewers of this 2026 Strategic Action Plan will obtain a better understanding of where the city plans to focus time, talent and resources in 2026 (and beyond) in our relentless commitment to spread Zeel! If you have any questions on City Council's plan for Zeeland's future, please do not hesitate to follow-up with us. Feel the Zeel!

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Timothy R. Klunder, City Manager



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



## City of Zeeland 2026 Strategic Plan Action Plan Goals

Goal	Commitment	Outcome Indicator	Value Statement
(1) Washington Ave. Development/ Re-Development	Vibrant Downtown; Economic & Community 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; Culture, 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/landscaping, noise and odor mitigation efforts, etc.; support Mead Johnson in its efforts to modernize 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.	Supporting the modernization of a significant employer in Zeeland will help maintain quality jobs for the community, further strengthen the city’s strong industrial base, tax base and public utilities; and provide opportunities to address neighborhood desires such as the relocation of a playground, traffic enhancements, and mitigation of some existing industrial site impacts in order to maintain a strong adjacent neighborhood.
(3) JR Automation Implementation	Economic & Community Development; Infrastructure and City Services	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.
(4) Park & Recreation Master Plan Update	Culture, Parks & Recreation;	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



	Infrastructure & City Services		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.	Exploring the enhancement of traffic flow of the Main & Fairview intersection to help support planned industrial projects, the existing industrial corridor, future projects, as well as traffic flow on East Main toward Downtown Zeeland, helps the city meet its Commitments of Economic/Community Development and Infrastructure and City Services.
(6) Feel the Zeel 20 <sup>th</sup> Anniversary Planning	Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Infrastructure & City Services; Organizational Culture	By January 2027, develop a creative initiative to celebrate the 20 <sup>th</sup> anniversary of the city's brand and confirm Feel the Zeel as Zeeland's guiding brand for the future.	Celebrating the significance of our brand reinforces civic pride, recognizes past progress, and confirms that Zeeland's identity remains relevant and meaningful for the years ahead.
(7) Facility Improvement Plan	Infrastructure & City Services	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	Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Culture, Parks & Recreation; Infrastructure & City Services	By 12/31/26, be substantially underway with the comprehensive Master Plan rewrite project, including completion of at least one community engagement activity and initiation of community visioning efforts.	Refining the community vision will allow the city to guide development in a way that brings the city closer to that shared vision.
(10) Funding Mechanisms for Capital Improvements	Financial Sustainability	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	Infrastructure & City Services; Strong, Safe & Connected Neighborhoods	By December 31, 2026, complete comprehensive cost analyses for undergrounding overhead pole utilities along State Street (building upon the 2023 analysis), Washington Avenue, and Lincoln Avenue, including utility coordination, engineering assumptions, and total project cost estimates suitable for evaluation and potential inclusion in a future Capital Improvement Plan.	A visually appealing community increases property values and improves quality of life. Undergrounding utility facilities not only enhances the beauty of neighborhoods, but also offers an opportunity to renew aging infrastructure, increase resiliency to weather-related calamities, and improve service reliability.
(12) Future Visioning with Schools	Strong, Safe & Connected Neighborhoods; Infrastructure & City Services	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.	Cooperatively planning for school facilities that are integrated into the surrounding neighborhoods helps meet the needs of the schools while also helping to preserve the character of the existing neighborhoods.
(13) Second Exit from Public Safety Building	Infrastructure & City Services	Establish “first right-of-refusal” documents with the identified property owners on Washington Avenue. If/when properties are obtained, develop building plans to create new driveway for the Public Safety Building.	Currently the Public Safety Building shares an exit with the businesses to our east and must exit onto State Street. A second exit either to Main or Washington would provide a quicker and safer means of responding to emergency calls.
(14) Legal Succession Planning	Infrastructure & City Services	Continue discussions with City Attorney to identify long-term continuity plan for city legal services.	Developing a plan for continuity within the “city attorney’s office” will help ensure there is not a loss of institutional



			knowledge of city legal operations nor a drop in service levels.
(15) Snowmelt Expansion Phase 3	Vibrant Downtown; Economic & Community Development; Infrastructure & City Services	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	Infrastructure & City Services	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	Financial Sustainability; Organizational Culture	As part of the budget creation, determine the structure and staffing levels for the Finance Department in order to not only 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.
(18) Succession Planning	Organizational Culture	To ensure continuity in key roles and strengthen our leadership pipeline, succession planning will be a key endeavor for 2026. This initiative will focus on identifying critical roles across the organization, defining required competencies and skills, assessing current talent and creating targeted development plans. These actions will build a talent pipeline to support future needs.	Succession planning helps ensure continuity in key organizational roles and helps avoid breaks in service levels, reduces the loss of institutional knowledge, and creates an organizational culture where team members can identify a path for future growth if desired.
(19) Business Loop I-196 Pedestrian Crossing	Strong, Safe & Connected Neighborhoods; Infrastructure & City Services; Culture, Parks & Recreation	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	Vibrant Downtown; Economic & Community Development; Infrastructure & City Services	By January 2027, enhance and increase existing parking supply via striping on-street spaces and attempted negotiations with private property owners for shared use of private lots. Continue organization and communication of existing city-managed spaces. Continue research on downtown parking decks.	Strategizing an organized and consistent approach to managing our existing parking supply, as well as, pursuing new parking opportunities will create a customer-friendly and developer-friendly downtown environment.
(21) Main Street Auto Redevelopment	Vibrant Downtown; Economic & Community Development	By 12/31/26, release a Request for Proposals for the redevelopment of the site, and select a developer to	Pursuing a high-quality development on this site emphasizes the Downtown Vision Plan recommendation to create strong




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		redevelop the site in accordance with the City's vision.	corners at every intersection throughout downtown.
(22) Implementation Plan for New Electric Generation	Infrastructure & City Services; Economic & Community Development	By December 31, 2026, finalize the Integrated Resource Plan findings and substantially complete a detailed implementation plan for new electric generation that identifies recommended resources, timelines, and financial considerations to ensure long-term reliability, affordability, sustainability, and regulatory compliance.	The Zeeland Board of Public Works is committed to delivering reliable, sustainable, and cost competitive utility services that drive our community's long-term success. By optimizing diverse energy resources, fostering strategic partnerships, and engaging key stakeholders, we strive to ensure reliability, affordability, and regulatory compliance while continuously evolving to meet future needs and expectations.



## City of Zeeland 2026 Strategic Action Plan Supports

Support	Commitment	Outcome Indicator	Department
(1) Identify Replacement Valves and/or Actuators for Aeration Air Supply	Infrastructure & City Services; Financial Sustainability	CWP staff will evaluate and identify suitable replacement valves and/or actuators that control the air supply to the aeration process. The objective is to improve the consistency and stability of air delivery to the aeration trains. Achieving this will 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.	Clean Water Plant
(2) Establish a PFAS Local Limit	Infrastructure & City Services; Strong, Safe & Connected Neighborhoods; Economic & Community Development	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.	Clean Water Plant
(3) Train Staff in the Use of Library IQ	Culture, Parks & Recreation; Infrastructure & City Services	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	Culture, Parks & Recreation; Infrastructure & City Services	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	Culture, Parks & Recreation; Infrastructure & City Services	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	Culture, Parks & Recreation; Infrastructure & City Services; Organizational Culture	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	Culture, Parks & Recreation; Infrastructure & City Services	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	Culture, Parks & Recreation; Infrastructure & City Services	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	Financial Sustainability; Organizational Culture	Update the City's purchasing policy and establish a standard set of terms and conditions.	Finance
(10) Downtown Subaddresses	Economic & Community Development	By 12/31/26, inventory all subaddresses being used in the central business district.	Community Development
(11) Taft and Main Visioning	Economic & Community Development; Strong, Safe & Connected Neighborhoods	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
(12) Concrete Games	Culture, Parks and Recreation; Infrastructure & City Services	Explore style and pricing options for concrete outdoor games to determine if/what is the best for city parks.	Marketing / Economic Development



(13) New Event / Activity	Vibrant Downtown; Strong, Safe and Connected Neighborhoods	Launch a new community event / activity that encourages participation from Zeeland residents.	Marketing / Economic Development
(14) Refresh Dash and Body Cams	Infrastructure & City Services	ZPD's cameras are at life-cycle end and need to be upgraded. The majority of agencies in Ottawa County have, or are, transitioned to Axon. This included the prosecuting attorney's office. 1) Pick camera vendor-Motorola vs Axon; 2) Initiate contract with company; 3) Transition or refresh equipment.	Police Department
(15) Re-Accreditation	Infrastructure & City Services	2026 is the year for a three-year review of our accreditation. 1) Prepare for accreditation; 2) Schedule on-site preliminary assessment review; 3) On-site assessment; 4) Testify before the Accreditation Board; 5) Receive Re-Accreditation.	Police Department
(16) Fire/Rescue Wage Policy	Infrastructure & City Services; Organizational Culture	Review Fire/Rescue Pay Provisions Policy (Appendix H of Handbook) to consider necessary adjustments to the various pay provisions within the Fire/Rescue Department.	Fire/Rescue Department
(17) Fire/Rescue Recruitment and Retention Team	Infrastructure & City Services; Organizational Culture	Re-initiate the Department's Recruitment and Retention Team to initiate at least two recruitment and two retention efforts for the department.	Fire/Rescue Department
(18) Clean Up Public Safety Cage	Infrastructure & City Services	Information Technology will replace the patch cables and clean up fiber paths by 12/31/2026. Clean up will make access to the switches and cabling easier. Having an organized network rack minimizes the risk of impact from accidental disconnections or outages to the organization. This action supports Infrastructure and City Services.	Information Technology



(19) Activate Fiber from Public Safety to Howard Miller	Infrastructure & City Services	Information Technology will activate the installed fiber between Public Safety and Howard Miller by 6/30/2026. Activation of the fiber connection will provide redundancy, failover and performance enhancements. This action supports Infrastructure and City Services.	Information Technology
(20) Consolidate Verizon VPN	Infrastructure & City Services; Financial Sustainability	The existing Verizon Private Cloud connection will be migrated to the main firewall. Eliminating the existing Verizon Private Cloud connection reduces the number of connections to the internet and tightens the security of the Clean Water SCADA network. This action supports Infrastructure and City Services, and Financial Stability.	Information Technology
(21) Template 4 Applications for Deployment	Infrastructure & City Services; Financial Sustainability	Information Technology will use existing endpoint management software to streamline the process of installing 4 applications. This will be accomplished by creating install templates that automate the process by 12/31/2026. Using existing tools like endpoint management cuts down on the time it requires to deploy new machines and ensures that installations are all performed in the same manner. This action supports Infrastructure and City Services, and Financial Stability.	Information Technology
(22) Electronically file (scan) Contracts and Ordinances	Infrastructure & City Services	Scanning existing hard copy contracts and ordinances into an electronic file will enable for easier access and searchability.	City Clerk
(23) City Council Policy Handbook Review	Infrastructure & City Services	Complete a review of all City Council Policies to ensure they are relevant and up-to-date.	City Clerk
(24) Position Salary Ranges	Organizational Culture	Complete a review of positions within the city organization to determine if salary ranges are still within market and consider adjustments, as necessary,	City Manager and HR Specialist



		through a feasible implementation plan in the FY 26/27 budget.	
(25) Mill & Resurface City Streets	Infrastructure & City Services	Continue to mill and resurface city streets as budgets allow.	Streets Department
(26) Update Paser Ratings	Infrastructure & City Services	Update Paser ratings for the city's local streets.	Streets Department
(27) Updated Crosswalks and ADA Ramps	Infrastructure & City Services; Strong, Safe & Connected Neighborhoods	Implement school safety improvements including updated crosswalks and ADA ramps.	Streets Department
(28) Maintain More Equipment In-House	Infrastructure & City Services	Deploy a diagnostic tool which will allow us to be more efficient and maintain more equipment in-house.	Motor Pool
(29) Hoogland Park	Culture, Parks & Recreation	Integrate Hoogland Park into the overall park management system including finalizing the project.	Parks Department
(30) Vande Luyster Square Gazebo	Culture, Parks & Recreation	Evaluate the maintenance needs of the Vande Luyster Square Gazebo and develop a plan to meet those maintenance needs.	Parks Department
(31) Lawrence Park Bowl	Culture, Parks & Recreation	Complete the Lawrence Park Bowl painting and caulking.	Parks Department
(32) Lincoln St. Cemetery / Church St. Project Restoration	Infrastructure & City Services	Restoration of the Lincoln Street Cemetery after the Church Street Construction Project	Cemetery Department
(33) Felch & Lincoln Cemetery Trees	Infrastructure & City Services	Evaluation and replacement of trees at the Felch and Lincoln Cemeteries.	Cemetery Department
(34) West Activity Room Flooring	Culture, Parks & Recreation	Replace the flooring in the West Activity Room of the Community Center	Facilities Department
(35) HMCC Basement & Library Closet Reorganization	Infrastructure & City Services	Reorganize the Howard Miller basement and upstairs library closet to function better for both Library and Facilities staff.	Facilities Department
(36) BPW Shared Services	Infrastructure & City Services	Evaluate the ability to share services with the BPW to provide cleaning services for their administrative offices.	Facilities Department
(37) Purchasing Policy	Financial Sustainability	Update the City's purchasing policy and establish a standard set of terms and conditions.	Finance Department



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(38) Banking Services	Financial Sustainability	Evaluate our banking services and consider alternative banking providers.	Finance Department
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**2026 Strategic Action Plan Point Values for FY 26/27 Performance Incentive Program as approved by CC (3.16.26)**

		Points Assigned Per Goal
<b>2026 Goals</b>		
Washington Ave Development/Redevelopment (Vibrant Downtown; Economic & Community Development)		2
Mead Johnson Implementation (Economic & Community Development; Infrastructure & City Services; Strong, Safe & Connected Neighborhoods; Culture, Parks & Recreation; Financial Sustainability)		5
JR Automation Implementation (Economic & Community Development; Infrastructure & City Services)		4
Park & Recreation Master Plan Update (Culture, Parks & Recreation; Infrastructure & City Services)		3
Roundabout at Main/Fairview (Infrastructure & City Services; Economic & Community Development)		3
Feel the Zeel 20th Anniversary Planning (Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Infrastructure & City Services; Organizational Culture)		2
Facility Improvement Plan (Infrastructure & City Services)		4
Regional Biosolids Drying Facility (Infrastructure & City Services; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Financial Sustainability)		2
Master Plan Re-Write (Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; Culture, Parks & Recreation; Infrastructure & City Services)		5
Funding Mechanisms for Capital Improvements (Financial Sustainability)		3
Underground Utilities - State, Washington & Lincoln (Infrastructure & City Services; Strong, Safe & Connected Neighborhoods)		3
Future Visioning with Schools (Strong, Safe & Connected Neighborhoods; Infrastructure & City Services)		2
Second Exit from Public Safety Building (Infrastructure & City Services)		1
Legal Succession Planning (Infrastructure & City Services)		2
Snowmelt Expansion Phase III (Vibrant Downtown; Economic & Community Development; Infrastructure & City Services)		4
Business Loop I-196 Beautification (Infrastructure & City Services)		2
Finance Staffing (Financial Sustainability; Organizational Culture)		2
Succession Planning (Organizational Culture)		3
Business Loop I-196 Pedestrian Crossing (Strong, Safe & Connected Neighborhoods; Infrastructure & City Services; Culture, Parks & Recreation)		2
Downtown Parking (Vibrant Downtown; Economic & Community Development; Infrastructure & City Services)		3
Main Street Auto Redevelopment (Vibrant Downtown; Economic & Community Development)		3
Implementation Plan for New Electric Generation (Infrastructure & City Services; Economic & Community Development)		2
Subtotal of Goals Points:		62
<b>2026 Supports</b>		Supports Point Value
Identify Replacement Valves and/or Actuators for Aeration Air Supply (Clean Water Plant)		1
Establish a PFAS Local Limit (Clean Water Plant)		1
Train Staff in the Use of Library IQ (Library)		1
Complete Sound-Absorption Installation Project (Library)		1
Digitize Library Registration Cards & Library of Things Waivers (Library)		1
Develop a Plan to Ensure Website Compliance (Library)		1
Update Pricing for Community Center Rentals & Revise Informational Brochure (Community Center)		1
Evaluate Alternative Online Event Management Platforms (Community Center)		1
Purchasing Policy (Finance)		1
Downtown Subaddresses (Community Development)		1
Taft & Main Visioning (Community Development)		1
Concrete Games (Marketing/Economic Development)		1
New Event/Activity (Marketing/Economic Development)		1
Refresh Dash & Body Cameras (Police)		1
Re-Accreditation (Police)		1
Fire/Rescue Wage Policy (Fire/Rescue)		1
Fire/Rescue Recruitment and Retention Team (Fire/Rescue)		1
Clean Up Public Safety Cage (Information Technology)		1
Activate Fiber from Public Safety to Howard Miller (Information Technology)		1
Consolidate Verizon VPN (Information Technology)		1
Template 4 Applications for Deployment (Information Technology)		1
Electronically File (scan) Contracts and Ordinances (City Clerk)		1
City Council Policy Handbook Review (City Clerk)		1
Position Salary Ranges (City Manager/Human Resources)		1
Mill & Resurface City Streets (Streets Department)		1
Update Paser Ratings (Streets Department)		1
Updated Crosswalk and ADA Ramps (Streets Department)		1
Maintain More Equipment In-House (Motor Pool)		1
Hoogland Park (Parks Department)		1
Vande Luyster Square Gazebo (Parks Department)		1
Lawrence Park Bowl (Parks Department)		1
Lincoln Street Cemetery/Church Street Project Restoration (Cemetery Department)		1
Felch & Lincoln Cemetery Trees (Cemetery Department)		1
West Activity Room Flooring (Facilities Department)		1
HMCC Basement & Library Closet Reorganization (Facilities Department)		1
BPW Shared Services (Facilities Department)		1
Purchasing Policy (Finance)		1
Banking Services (Finance)		1
Subtotal of 38 Supports:		38
Total Points:		100