



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

**DISCUSSION ITEMS:**

1. Fire/Rescue Chief Appointment – Brad Deppe
2. Electric Scada Server Refresh
3. City Hall Roof Top Unit Refresh Contract
4. Cemetery/Parks Commission Appointment – Sabina Otteman
5. **Mead Johnson Hold Harmless Agreement**
6. 2026 Strategic Action Plan Review

**UPCOMING BUSINESS:**

**OLD BUSINESS:**

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

**ANNOUNCEMENTS:**



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

**CALL TO ORDER:**

Invocation – North St CRC Pastor Dirk Koetje  
Pledge of Allegiance to the Flag  
Excuse absent members (by motion and reason)  
Approve additions/deletions to the Agenda (request to add MJ hold harmless agree)  
Consent Agenda (page 2)  
Public Comment/Visitors  
Communications  
City Manager's Report

**PUBLIC HEARING:**

None

**ACTION ITEMS:**

1. Fire/Rescue Chief Appointment – Brad Deppe
2. Electric Scada Server Refresh
3. City Hall Roof Top Unit Refresh Contract
4. Cemetery/Parks Commission Appointment – Sabina Otteman

**REPORTS FROM CITY COUNCIL MEMBERS**

**ANNOUNCEMENTS**

## **CONSENT AGENDA**

All items listed on the consent agenda are considered to be routine and will be enacted by one motion with a roll call vote. There will be no separate discussion of these 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 February 16, 2026.
2. Approve minutes 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.

Council Meeting  
Common Council  
February 16, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, February 16, 2026. Mayor Rick VanDorp called the meeting to order at 7:00 P.M.

PRESENT: Councilmembers - Mayor VanDorp, Mayor Pro-Tern Gruppen, Timmer, Lam, Langeland, Perkins, Bult  
ABSENT: None

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

The Invocation was offered by Attorney Donkersloot.  
The Pledge of Allegiance to the Flag

### Consent Agenda

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

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

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

## **City Managers Report**

*City Manager Klunder reported:*

*Economic Development Recognition* - For 2025, the City was once again recognized as a four-star city by iLabs in this economic development realm. Since 2018, we have been recognized as a four-star or five-star community. The eCities study analyzed publicly available data from 277 communities from 54 counties in Michigan. Communities that have seen the strongest growth in business development over the past five years, while controlling the costs of doing business in town, are designated as five- and four-star communities.

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

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

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

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

*Monthly Reports* – Recent department monthly operating reports are listed below:

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

## Public Hearing – Snowmelt Special Assessment

Mayor VanDorp called the public hearing to order at 7:10 P.M. Assistant City Manager/Finance Director Plockmeyer gave input regarding the proposed Snowmelt Special Assessment for the operation, maintenance, and future replacement of the downtown snowmelt system.

As outlined in Resolution No. 2, the City Council has tentatively determined the necessity of continuing the special assessment process and has established the proposed special assessment district. The February 16 public hearing provides an opportunity for affected property owners and other interested parties to comment on the proposed assessment district. ACM/FD Plockmeyer stated those that would be charged are all city-owned parcels that would benefit and any property owners that benefit from the snowmelt system except:

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

The areas that will be charged are as follows:

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

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

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

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

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

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

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

When fully built out, below are the costs:

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

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

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

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

## **Action Items**

### **26.020 Snowmelt Special Assessment**

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

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

### **26.021 MPPA Purchase Power Commitment 2028-2031**

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

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

4. Calendar Year 2031:

- a. ATC (7x24) firm energy up to \$1,575,547.20 for 21,374.4 MWh (\$73.71 / MWh avg.)

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

**26.022 Rescue – Pumper Apparatus Purchase**

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to authorize the use of Sourcewell cooperative purchasing contract, waiving the traditional bid process to award a contract to CSI Emergency Apparatus for a Spartan rescue pumper in the amount of \$1,058,806.00 and use motor pool funds to be allocated from the 2026/2027 budget and pay for the apparatus within 20 days of final inspection.

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

**26.023 Traffic Control Order – Peck/Rich**

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

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

**26.024 Police Tahoe Purchase**

Motion by Councilmember Perkins and Supported by Councilmember Bult to waive the bid process and approve the purchase of a new 2025 Chevrolet Police Package Tahoe from Berger Chevrolet in the amount of \$53,789.00

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

**26.025 Master Plan RFP Award**

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

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

**26.026 Division Street Vacation Request**

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

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

**26.027 Plumbing & Mechanical Contractor Contract**

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

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

**26.028 SARB Re-appointments**

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

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

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting at 7:31 p.m. Motion carried. All voting aye.

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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, February 16, 2026  
5:45 P.M.

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

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

ABSENT: None

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

**MPPA Purchase Power Commitment 2028-2031**

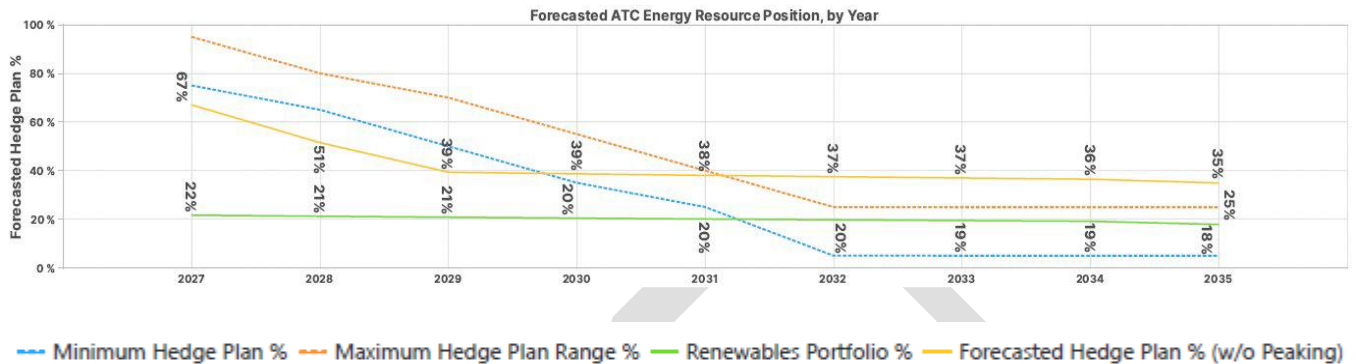
Robert Mulder, Utilities Manager Designee, reported that in recent weeks, MPPA Power Supply staff have recommended that monthly energy purchase transactions be executed for the period of calendar years 2028 – 2031, to address open positions and mitigate risk by aligning the BPW’s hedged position with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

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

Terms

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

The total, not-to-exceed cost associated with the recommended volumes and products at the maximum stated strike prices yields a maximum commitment of \$30,628,842.40, averaging \$71.76 / MWh over the term. These transactions will be for Financially Firm Energy with physical delivery to the MISO Michigan Hub in the Day Ahead Market, at or below the annual not to exceed limits. The chart below indicates the BPW's current hedged resource position forecast prior to the recommended transaction (*MPPA - Zeeland Resource Position Report: 1/31/2026*).



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

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

### Rescue – Pumper Apparatus Purchase

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

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

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

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

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

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

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

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

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

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

### **Traffic Control Order – Rich Ave – Peck St Stop Sign**

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

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

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

### **Master Plan RFP Award**

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

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

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

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

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

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

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

## **Division Street Vacation Request**

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

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

**Procedure Overview:** Upon receipt of a street vacation request, the initial step is for City Council to refer the request to the Planning Commission for review and recommendation.

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

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

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

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

## **Plumbing & Mechanical Contractor Contract**

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

**Current Status:** As both cities continue to experience economic growth, inspection needs have increased. Holland's capacity has been constrained, and long-term projections indicate that inspection demand is

expected to remain high in both communities. In order to best serve residents, contractors, and both municipalities moving forward, the City of Zeeland will transition to a separate plumbing and mechanical inspection contractor.

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

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

### **Snowmelt Special Assessment Public Hearing**

Assistant City Manager/Finance Director Plockmeyer gave input regarding the proposed Snowmelt Special Assessment for the operation, maintenance, and future replacement of the downtown snowmelt system.

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

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

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

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

### **SARB Re-Appointments**

City Clerk DeVerney reported the terms of Eric Barnes, Brian VanHoven, and Doug Vos, on the Shopping Area Redevelopment Board (SARB), are expiring on February 16, 2026. They were notified that their term would be expiring and encouraged them to return their application for consideration for re-appointment, which all three of them did.

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

## **Strategic Action Plan Review**

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

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

We will continue to review these at future work/study sessions with the goal of having City Council adopt the 2026 Strategic Action Plan no later than your first meeting in April.

### **Closed Session**

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

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

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

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

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Kristi DeVerney, City Clerk

**Howard Miller Library Advisory Board**  
Meeting Minutes for January 20, 2026

**Present:** Amanda Hanson (staff), Mary Wilkos (Chair), Josh Eggleston, Alison Reese, MaryBeth Timmer, Barb Danenberg

**Absent:** Lynette Lam, Terry Allen

Meeting called to order 4:32pm

Minutes from the November 18, 2025 meeting were approved as written.

M-Mary Wilkos, S-MaryBeth Timmer - Passed unanimously.

**Director's Report:**

- Reviewed activities offered during the month of December.
- Provided review of Library's strategic plan accomplishments to date and year-end statistics for circulation and in person visits.
- Reported on the acoustic testing that was done Sunday January 18 by ABD engineering firm. The findings and recommendations report will follow in 4-6 weeks.
- Former library board member Kate Kraak has joined the library staff as a Page working parttime.

**Board Comment:**

- Present Board members introduced themselves to Josh who is new to the Board as the Zeeland Township representative in place of Kate Kraak.

**Old Business:**

- A. Endowment Fund Discussion
  - i. The available funds at the Board's disposal for library projects is roughly \$200,000.
  - ii. The principal amount of the fund has reached \$1.5 million, and the interest will continue to be distributed to the Endowment fund held by the City.
  - iii. Amanda mentioned that the City would like the cost of the acoustic amelioration project to be covered by this fund and would like to set aside up to \$100,000 to cover these anticipated installation costs in 2026.
  - iv. A list of projects for consideration was created by staff and distributed to the Board.
  - v. No spending decisions were made.
- B. Strategic Plan Goals for 2026
  - i. Amanda distributed her list of goals that she will present to City Council during the strategic planning sessions scheduled for City managers and the Council the week of January 26.

**New Business:**

- A. Proposed Library Closings for 2026
  - i. Attached list of Library closings in addition to the City closings for 2026 was approved. These are mostly Saturday closings, unpaid for staff, and the addition of Staff Development Day planned for Monday October 12, 2026, for which staff will be paid to attend this training.  
M-Mary Wilkos, S-Alison Reese – Passed unanimously.

**Board Comment:**

None.

Meeting adjourned at 5:17pm

**Next Regularly Scheduled Meeting: February 17, 2026**

## 2026 Holiday Schedule

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

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



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

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

Present: Commissioners Amanda Cooper, Rebecca Perkins, Sheri Holstege, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart.

Absent: Commissioners CJ Otteman, Bob Blanton.

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Recording Secretary Nadine Garza.

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

Maday confirmed that there are no additional agenda items.

Maday then reviewed the 2025 Planning Commission Annual Report with the Commissioners.

Master Plan Rewrite RFP

Maday reminded the Commissioners that nine responses were received for the Master Plan Rewrite RFP. He noted that staff thoroughly reviewed each submission, with assistance from Planning Consultant Paul LeBlanc. Through that process, staff determined that Williams & Works was well aligned with the City's proposal. The City is seeking substantial updates to the Future Land Use Map, a strong community engagement component, visioning sessions, an online survey, community open houses to present draft materials, and other outreach efforts. Staff's intent is to fully rebuild the Master Plan rather than simply update the existing document.

Maday explained that following review with the Planning Consultant, questions were developed for Williams and Works to ensure they are the best fit for the City and this project. Staff subsequently interviewed Williams & Works, and they were able to address all outstanding questions. Maday stated that staff recommends the Planning Commission endorse Williams & Works as the consultant for the City's 2026/2027 Comprehensive Master Plan Rewrite.

Maday also shared that, after discussing the process with Williams & Works, it was recommended that the City consider establishing a steering committee to help lead the Master Plan rewrite, rather than placing the full responsibility on the Planning Commission. The proposed steering committee would meet approximately 11 times over the next 18 months to review and make recommendations related to the Master Plan Rewrite RFP. The Planning Commission would retain final approval authority over recommendations brought forward by the committee.

Maday presented this option to the Commission for consideration, asking whether they would be interested in implementing a steering committee or prefer to lead the process themselves. He described the proposed committee as consisting of nine members, potentially including three Planning Commissioners, two City Council representatives, one SARB representative, one member

of the general public, one representative from the school district, and one representative from the industrial corridor.

Commissioners and staff discussed the Planning Commission's previous experience in 2010, when the current Master Plan was developed. Commissioners recalled that it was a large amount of work, but also commented that it is work that is within the Planning Commission's scope of duties.

After further discussion, the Commissioners agreed to take on the Master Plan rewrite themselves, rather than establishing a separate steering committee. Commissioners discussed what that would entail, how the process would flow alongside regular Planning Commission responsibilities, and how the City would support implementation. They also reviewed the proposed meeting schedule, including the possibility of daytime meetings, as well as other logistics related to participation and coordination.

#### **Motion 2026.02**

**Moved by Klompmaker to endorse Williams & Works as the consultant for the City's 2026-2027 comprehensive Master Plan rewrite, while recommending that Planning Commission take lead on the Master Plan Rewrite RFP.**

**Supported by Perkins**

#### **Roll Call Vote on Motion 2026.01**

**Ayes: Amanda Cooper, Rebecca Perkins, Dan Klompmaker, Rick VanDorp, Tim Klunder, and Chairman Bill Elhart**

**Nays: None.**

**Absent: CJ Otteman, Bob Blanton.**

**Motion Passes.**

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the January 8th, 2025 meeting. Supported by Commissioner Holstege. Motion carried unanimously by voice vote.

#### **Small Footprint Homes**

Maday then reviewed Ottawa County's Small Footprint Homes Project, following the Commissioners' interest in learning more about the initiative recently released by Ottawa County. After the previous meeting, staff obtained the press release and slide deck from the Ottawa County Department of Strategic Impact, which were included in the Planning Commission meeting packet. Maday also reviewed how the various home designs align with the City's zoning regulations, including overall size, height, and other applicable standards. He further compared the proposed designs to the City's existing single-family residential housing stock.

Commissioner Klompmaker questioned why the City requires a minimum square footage for new home construction, particularly as the Commission reviews the Small Footprint Homes proposal and compares it to previously built single-family homes in Zeeland that are similar in size. Maday noted that most communities have a square footage minimum, though he was unsure where the requirement originated. The Commission then discussed the logistics of small footprint homes in Zeeland, including the potential benefits and drawbacks associated with this type of housing.

Commissioners expressed that they would like to see Small Footprint Homes within Zeeland's surrounding and extended communities, but agreed that this housing type is not currently considered feasible within the City of Zeeland.

Commissioner Klompmaker noted that he would still like to consider opening up and studying the ordinance further, as he does not want to deter potential applicants, especially since the City

already has criteria that effectively prohibits these types of homes due to the minimum square footage requirement. Commissioners agreed with Commissioner Klompmaker's comments; however, they reiterated that there is not sufficient space within Zeeland for this housing type to be considered feasible at this time.

Additionally, Commissioner Holstege noted that revising the square footage requirement alone would not be enough, as the Commission would likely need to revisit the full set of criteria, since most small footprint homes do not comply with several of the current standards regardless.

Maday noted that housing is a significant component of the Master Plan and that the Commission will have ample opportunity to further discuss what housing should look like in the City of Zeeland, including where various housing types fit and where higher- and lower-density developments may be appropriate. He added that keeping this topic on the Commission's radar provides a helpful starting point for more in-depth discussion when it is formally reviewed and evaluated during the Master Plan rewrite.

Commissioners concluded in agreement and stated that, as they continue their review of the Master Plan, they welcome opportunities for members of the public to come before the Commission to propose these types of housing. They also recognized that the City remains in the early stages of this process.

Lastly, Commissioner Perkins also commented on housing affordability at a national level and noted that, in Michigan, the uncapping of property taxes has become a significant factor affecting affordability for homebuyers. She further stated that the Association of Realtors holds a strong voice in related legislation and shared these remarks to ensure fellow Commissioners were aware of the broader policy context surrounding housing affordability in the state.

6:50 PM – Moved by Klompmaker, supported by Holstege, to adjourn. Motion carried unanimously by voice vote.

Nadine Garza  
Recording Secretary

Technical Review Committee Meeting  
Monday, February 16, 2026, 2:00 p.m.

COMMITTEE PRESENT: Steve Bulthuis, Holland Charter Township Manager  
Doug Engelsman, CWP Superintendent  
Josh Eggleston, Zeeland Charter Township Manager  
Tim Klunder, Zeeland City Manager

OTHERS PRESENT: Kevin Plockmeyer, Zeeland City Asst. City Manager/Finance Director  
Ken Bosma, PE, Prein&Newhof Sr. Project Manager  
Jonathan Nelson, PE, Prein&Newhof

ABSENT: Brian Hannon, Moore & Bruggink

***Welcome and Announce Quorum***

Zeeland City Manager Klunder called the meeting to order at 2:05 p.m. A roll call was taken and noted that a quorum was present.

***Approve Minutes***

Motion was made by Bulthuis and seconded by Engelsman to approve the minutes of the April 21, 2025 meeting. Motion carried. All voting aye.

***Approve Fiscal Year 2025 NSA District True-up Calculation***

Plockmeyer explained before the beginning of each Fiscal Year, that we estimate what the cost will be to run our Clean Water Plant. These budgeted costs are used to calculate our Wholesale Rates, and we use these rates for billing purposes throughout the year. As a reminder, our Zeeland Area Clean Water Plant Agreement specifies how this rate is calculated, and since our costs are estimates, each year we solicit the services of Utility Financial Solutions (UFS) to compare the rates that were charged to the actual rates that should have been charged. We have the results of this true-up calculation and our Fiscal Year 2025 Financial Statements (please see attached) in order to review the calculation at our next Technical Review Committee Meeting. Per the attached worksheets, the NSA was overcharged during Fiscal Year 2025 in the amount of \$73,448.92 and is due this amount from the City of Zeeland.

This \$73,448.92 refund to the NSA is a result of two components of the rate charged to the district: the Monthly Fixed Fee and the Variable Fee Based on the actual plant flows. Based on our budgets at the beginning of FY25 we anticipated a monthly fixed fee of \$22,160 and the actual fee was \$17,783. The reason for the lesser fee is a result of the IPP fees and plant surcharges being more than budgeted, and our other fixed fees (collection, customer accounts, general and administration) being less than budgeted, which decreases the rate.

The variable rate was also less than we had budgeted. At the beginning of FY25 we estimated this rate to be \$1,272 per MG treated and the actual rate was actually \$1,189 per MG treated. Even though the variable treatment expenses were more than expected, the actual rate ended up

being less due to the amount of flow to the plant being more than we expected and the percentage of flow from the NSA district was less than expected. Additionally, we capitalized fewer assets than expected resulting in the 4.5% contribution to the repair and replacement fund (a variable expense) being less than expected.

Regarding the refund due to the NSA district, we would recommend that this becomes an additional contribution to the repair and replacement fund as we have done with previous true-ups. This additional contribution will assist us in providing funding for future capital projects. This \$73,448.92 contribution by the NSA district equates to an additional contribution of \$163,481.03 by the City of Zeeland.

In addition to the FY25 true-up calculation for the NSA District, we also had UFS perform a true-up calculation for the 425 deductions. This deduction represents the amount the City of Zeeland owes the 425 District as a result of their investment into the 2010 and 2015 plant expansions. This calculation takes into account the depreciation of the investment as a percentage of the net operating income of the plant and the total asset value of the plant and transmission system, and the actual amount billed to the 425 District. Following this cover page is a copy of this calculation. As shown, the FY25 true-up results in a refund in the amount of \$30,404 from the City of Zeeland to the 425 District.

At this meeting we are not recommending any action but provided this review only. Pending any questions, we will seek formal action at your next meeting.

#### ***Approve Fiscal Year 2026-2027 Operating Budget***

Plockmeyer included in the packet a copy of the Clean Water Plant's Fiscal Year 2026/2027 Budget. Generally speaking, there are very few differences between the Fiscal Year 2025/2026 budget, and this proposed budget. Changes between budgets include:

Revenues - As suggested by our 2024 rate study, this budget reflects a 3.5% overall revenue increase. This 3.5% increase may be different for each meter as we continue to align our rate structure to a cost-of-service.

Personnel - There are no proposed staffing changes for the Clean Water Plant. Staffing remains the Clean Water Plant Superintendent, a Lead Operator, an Electrician, and two Clean Water Plant Operators. We are planning for a 3% wage scale adjustment as part of this operating budget.

Operational Expenses - There are no significant changes in the operating budget for the Clean Water Plant. Operating expenses (including payroll) are budgeted to decrease \$2,227 or .1% from FY26 budget numbers. Impacts on this budget include a 3% wage scale adjustment, inflationary increases, decreased IT charges due to the SCADA system server upgrade project being completed, and fewer contractual services in the accounting function.

In keeping with previous Fiscal Years, City of Zeeland staff has calculated the wholesale rate in-house. While we have made the initial rate calculations, our intention is to have UFS perform the true-up calculation at the conclusion of the Fiscal Year. We based this year's calculation on our preliminary Fiscal Year 2026/2027 budget and the proposed rates are as follows:

Monthly Fixed Charge: \$22,516  
Variable Cost per MG: \$1,195

The rates being charged for Fiscal Year 2025/2026 are as follows:

Monthly Fixed Charge: \$22,953  
Variable Cost Per MG: \$1,278

Plockmeyer included a copy of the calculation using our Fiscal Year 2026-2027 budget. The monthly fee is decreasing by 1.9% and the variable cost is decreasing by 6.5% due to the relatively flat costs from FY26 to FY27 and the allocation of the flows between the NSA and the City of Zeeland.

A copy of our proposed 6-year Capital Improvement Plan and its impacts on the repair and replacement fund was provided by Plockmeyer. Per the plan, we are planning on remodeling our laboratory and locker room in the amount of \$500,000 during FY2027. The UV disinfection project will be completed in FY26. The rebuilding of final clarifier number two will likely conclude in FY27.

#### ***Approve Final Clarifier #2 Rebuild by Reallocating Funding***

Engelsman stated that, per the approved FY 2026 Budget, the sludge thickening tank was scheduled to be rebuilt during this fiscal year. Upon further review, City of Zeeland Wastewater Plant (CWP) staff believe additional time is needed to fully evaluate alternative mixing solutions that may provide more efficient and cost-effective biosolids processing.

To maintain momentum on critical infrastructure improvements while this evaluation is underway, staff recommend advancing the rebuild of Final Clarifier #2 to FY 2026. Final Clarifier #2 was last rebuilt in 1964 and had been scheduled for replacement within the next two years. Given its age and importance to plant operations, moving this project forward now represents a proactive approach to maintaining reliability and treatment performance.

Motion was made by Bulthuis and seconded by Eggleston to reallocate FY 2026 capital project funding to rebuild Final Clarifier #2 during the budget year while staff continue evaluating alternative mixing options for the sludge thickening tank. All voting aye.

#### ***Other Clean Water Plant Matters***

- Plant running very well
- Plant is already 10 years old
- Budget in good shape
- Awaiting Mead Johnson's numbers for water and electric uses

The next regular CWP Technical Review is scheduled for Friday, April 24, 2026, at 2:00 p.m.  
The meeting was adjourned at 2:55 p.m.

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Kristi DeVerney, Zeeland City Clerk

DRAFT

Special Meeting  
Board of Public Works  
Water Warehouse Meeting Space  
February 17, 2026

A special meeting of the Board of Public Works Commission was held at the Zeeland Board of Public Works Water Warehouse Meeting Space, Tuesday, February 17, 2026. Chair Boerman called the meeting to order at 3:30 p.m.

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

ABSENT: Commissioner VanAst (attending remotely)

Staff present: General Manager Boatright, T&D Manager Coots, Power Supply Manager Mulder, Water Operations Manager Postma, City of Zeeland Finance Director Plockmeyer, City of Zeeland IT Director Maloney

The Safety Minute was on MISS DIG 811. Opening comments were made by General Manager Boatright. Staff presented details regarding the Zeeland BPW FY2027 budget and fielded questions from the Commissioners.

There was no further business to conduct. Motion was made and supported that the Special Meeting be adjourned at 6:19 p.m. Motion was approved all voting aye

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Andrew M. Boatright, General Manager



**CITY OF ZEELAND  
ZONING BOARD OF APPEALS MEETING MINUTES  
COUNCIL CHAMBERS  
21 SOUTH ELM STREET  
FEBRUARY 17<sup>th</sup>, 2026  
6:00 PM**

The meeting was called to order at 6:00PM

Present: Board Members Linda Mergener, Paul DeBoer, Dave Stegink, Rebecca Perkins and Kevin Streeter.

Absent: Board Members Scott Bartolomei, and Lara Kovacs.

Also Present: Zoning Administrator Timothy Maday, City Attorney Jim Donkersloot, City Planning Consultant Paul LeBlanc and Recording Secretary Nadine Garza

Board members recited the Pledge of Allegiance.

Moved by Mergener, supported by Stegink to excuse absent Board Members Scott Bartolomei, and Lara Kovacs. Motion carried unanimously by voice vote.

Annual Election of Officers

Maday stated that since it was the Board's first meeting of the year, officers for calendar year 2026 must be elected.

City Attorney Donkersloot conducted the annual election of officers.

**Motion 2026.01**

**Moved by Mergener to re-elect the previously elected officers to the Zoning Board of Appeals:**

**Chair: Bartolomei  
Vice Chair: Stegink  
Secretary: Mergener**

**Supported by Perkins**

**Ayes: Mergener, DeBoer, Stegink, Perkins, and Streeter**

**Nays: None**

**Absent: Bartolomei, and Kovacs**

**Motion Approved.**

-Moved by Mergener, supported by Streeter to approve the minutes of the August 8, 2023 Zoning Board of Appeals Meeting. All voted aye. Motion carried unanimously by voice vote.

-Moved by Stegink, supported by Mergener to approve the minutes of the June 25, 2024 Zoning Board of Appeals Meeting. All voted aye. Motion carried unanimously by voice vote.

Consultant Memo

City Planning Consultant Paul LeBlanc reviewed his memorandum, dated February 10, 2026, that is attached to these meeting minutes. The memo outlines the scope, duties, and procedures of

the Zoning Board of Appeals, including the standards and tests applicable to both dimensional and use variances.

LeBlanc provided an overview of the ZBA's authority under the Michigan Zoning Enabling Act, noting that the Board serves as a quasi-judicial body responsible for ordinance interpretations, administrative appeals, and variance requests. He explained that most matters before the Board involve dimensional variances, while use variances are uncommon. He noted that conditional rezoning has further reduced the frequency of the hearing and granting of use variances.

Maday reminded Commissioners that they may ask for additional information if they have questions regarding an application after reviewing it. He also noted that the Board may request the City Attorney to draft a resolution containing their findings of fact for each of the criteria for later consideration, ensuring clarity and shared understanding of their findings before they take final action on an application.

Mr. LeBlanc stressed that variances should typically be granted only in rare and exceptional circumstances and must strictly meet the standards set forth in the zoning ordinance. He emphasized that decisions must be based on unique physical conditions of the property that create a practical difficulty, rather than on the applicant's personal preferences or financial considerations, and that all required criteria must be satisfied for approval.

LeBlanc reviewed historical and hypothetical variance applications, and discussed the relevant factors for consideration in those situations.

-7:03 Moved by Mergener, supported by Streeter to adjourn. All voted aye. Motion carried unanimously by voice vote

Submitted by,

Nadine Garza  
Recording Secretary



TO: City of Zeeland Zoning Board of Appeals  
FROM: Paul LeBlanc, AICP  
DATE: February 10, 2026  
SUBJECT: Role of the ZBA

No zoning ordinance is perfect. There will be rare and unique situations in every community that are not covered by the regulations. So, the Zoning Board of Appeals is established as a quasi-judicial body with authority to, in essence, serve as a zoning court for the City.

### **Creation**

Zoning in Michigan is authorized by State law, under the Michigan Zoning Enabling Act (MZEA). Communities are not required to have zoning. But if they do, they must follow the MZEA requirements. Section 125.3601 of the Act states:

“A zoning ordinance shall create a zoning board of appeals.”

### **Duties**

The MZEA establishes the duties and responsibilities of the Board of Appeals. There are three specific duties that only the ZBA can perform, though other duties can be delegated to the Board.

Specifically, the MZEA gives the ZBA power to hear three types of requests:

1. **Interpretations of the zoning ordinance or zoning map.** These requests are infrequent but there are times when a provision in the zoning ordinance is not clear or conflicts with another provision. In such cases, the zoning administrator may refer the matter to the ZBA for an interpretation. This may also occur if the boundaries on the zoning map are not clear and require a review by the ZBA. Reaching a decision on an interpretation often requires getting clarification by researching past meeting minutes of Planning Commission meetings from when the ordinance was drafted or looking back at prior zoning ordinances to determine what changes were made.
2. **Administrative appeals.** If an applicant does not agree with a decision of the zoning administrator or the Planning Commission, they may appeal that decision to the ZBA. This may come as a result of being denied approval of a site plan or the imposition of conditions on a plan approval. Most often it would be an appeal of the zoning administrator’s decision. For example, if the zoning administrator interpreted a provision one way and the applicant disagreed, the ZBA would be the arbitrator. The essential rule when hearing an appeal is that the ZBA is restricted to considering only the information that was available to the original decision maker (application materials, site plans, public hearing testimony, consultant reviews, etc.). New testimony, studies, or other materials that were not available to the original decision maker may NOT be introduced to the ZBA.

3. **Variations.** Most, if not all, of the requests heard by the ZBA fall into the category of variations. A variation is essentially authorization to deviate from the zoning ordinance requirements. There are two categories of variations – nonuse (dimensional) and use variations.

- Nonuse variations comprise the vast majority of variation requests. Any deviation from a dimensional requirement (setbacks, lot size, building height, sign size, etc.) falls into this category.
- Use variations are very rare and are requests for permission to allow a use that is not otherwise permitted in the zoning district in which the property is located. These can be very controversial and are rarely granted. A more common approach used now in lieu of use variations is conditional rezoning which allows an applicant to request rezoning to a district that permits the desired use with self-imposed conditions that restrict the future use of the property to the intended use. Conditional rezonings are heard by the Planning Commission and City Council.

### **Standards**

As noted, nonuse variations are typically the only requests heard by the ZBA. Others are very rare. Therefore, it is critical that the ZBA understands that the decision **MUST** be made based on the standards listed in the zoning ordinance and that **MOST** variation requests will not meet those standards.

The authority to grant a deviation from the ordinance requirements should not be taken lightly. Minimum requirements in the zoning ordinance are established for good reason and only in **RARE, UNIQUE, EXCEPTIONAL, UNUSUAL, and EXTRAORDINARY** situations should a variation be granted. Many applicants approach the variation process in hope of getting permission to ignore the rules so they can build something bigger or have a better view or save money. Those are not acceptable reasons for violating the zoning requirements.

The primary consideration in reviewing a variation request must be whether there is a condition of the **PROPERTY** (topography, soil conditions, irregular shape, etc.) that either prevents compliance with the zoning requirements or imposes a practical difficulty in complying. The circumstances or desires of the owner are irrelevant. For example, wanting a bigger accessory building than allowed because the property owner has recreation vehicles that he wants to store or to accommodate a workshop are not conditions of the property that prevent compliance with the zoning limitations. Wanting a setback variation to allow a large addition to the home in order to accommodate a gourmet kitchen is not practical difficulty. Convenience for the owner is not a reason for waiving the ordinance requirements.

Section 2.205(b) of the Zeeland Zoning Ordinance establishes the standards for granting a nonuse variation. **ALL** of the standards **MUST** be met for the request to be approved.

- (1) That there are **exceptional or extraordinary circumstances or conditions** that apply to the **property** in question, which include these three items:

- a. Circumstances and conditions that **do not generally apply to other properties** in the same zoning district;
  - b. Such circumstances or conditions, being, therefore, truly unique and, thus, **not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation** for such conditions or circumstances; and,
  - c. Such circumstances, that **if the ordinance were enforced, would cause a practical difficulty** for the applicant. **Unique circumstances or conditions affecting a parcel**, property, and/or land must be found to **exist in at least one of the following** three ways:
    1. Having an **unusual shape or location or other physical characteristic**, like extreme narrowness, exceptional shallowness, unusual shape, and/or unusual topographical characteristics (like a wetland, large boulder, or deep ravine);
    2. Having an **extraordinary situation related to the land, building, or structure**; or,
    3. Having **unusual use or development of immediately adjoining property**.
- (2) That if a variance is not granted, the applicant will be unable to **enjoy substantial property rights and privileges similar to those possessed by others in the same zoning district** and vicinity.
  - (3) That the possibility of **increased financial return is not the primary reason for this variance** request.
  - (4) That the variance would **not be significantly detrimental to the property adjacent** to that in question and to the surrounding neighborhood.
  - (5) That the variance would **not harm the intent and purpose of this ordinance**.
  - (6) That the immediate **practical difficulty has not been caused by anything the applicant has done**.



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: February 27, 2026

CC: March 2<sup>nd</sup> City Council Agenda

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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. In a meeting earlier this year, Representative Slagh brought this funding appropriation request process to our attention for the purpose of potentially seeking State funds for beneficial projects. We see the BL-196 pedestrian bridge as a beneficial project. Attached is the information we submitted to Representative Slagh for State consideration. We appreciate Representative Slagh bringing this potential opportunity to our attention and for his work on this matter.

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

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downtown area. Many of these projects have been from locally owned property owners/businesses. Attached, please find a letter we sent 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 – Tentatively looking to hold 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. I don’t suspect we will have all the position analysis ready for the Personnel Committee’s review on March 12 so that will be an ongoing project as part of the FY 26/27 budget review. Once we determine the market competitiveness of the positions, we will also have to develop a realistic implementation plan if we find that some positions are “out of market”.

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 the March 14 deadline for your review (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.



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

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

Timothy R. Klunder, City Manager



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## PA32 of 2025 Funding Request

1. Sponsoring legislator's full name: Bradley Slagh
2. Cosponsoring legislator's full name: N/A
3. Intended legislatively directed spending item recipient: City of Zeeland
4. Physical address of legislatively directed spending item recipient and the intended location of the project or activity:
  - a. Physical address – 21 South Elm Street, Zeeland, MI 49464
  - b. Location of project:
    - i. Over Business Loop I-196 between Maple Street and Fairview Street in Zeeland Michigan.
    - ii. Along the north side of Business Loop I-196 between Maple Street and Fairview Street in Zeeland Michigan.
    - iii. Along the south side of Business Loop I-196 between 88<sup>th</sup> Street and 96<sup>th</sup> Street in Zeeland Michigan.
5. Recipient employer identification number: 38-6004744
6. Requested amount of the legislatively directed spending item: \$12 Million
7. What is the purpose and how does the legislatively directed spending item provide a public benefit that is an appropriate use of taxpayer money?

The purpose of the legislatively directed spending item is to support the construction of a grade-separated, non-motorized pedestrian and bicycle bridge crossing Business Loop I-196 (I-196 BL) in the vicinity of Maple Street/92nd Avenue in Zeeland, Michigan, along with the associated shared-use path connections that integrate the crossing into the regional active transportation network.

I-196 BL functions as a four-lane, limited-access facility carrying between approximately 25,000 and 33,000 vehicles per day and serves as a critical expressway connection between Holland, Zeeland, and the broader West Michigan region. While essential for vehicular mobility and economic activity, the corridor has become a significant physical and psychological barrier dividing the Zeeland community into northern and southern sections. The high traffic volumes, speeds exceeding 55 mph, and presence of heavy commercial vehicles create unsafe conditions for pedestrians and bicyclists attempting to cross.

Currently, pedestrians frequently use informal median “goat paths” at Maple Street/92nd Avenue due to the lack of sidewalks and safe crossing infrastructure. Crash data between 2013 and 2022 documented multiple pedestrian and bicycle crashes along the corridor, including serious injuries and a fatality, with several occurring near the proposed crossing locations. These conditions demonstrate a clear and documented public safety need.



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The proposed bridge would span approximately 150 feet at a minimum height of 17 feet and would connect to approximately 2.5 miles of new shared-use paths, linking residential neighborhoods south of the corridor with schools, parks, employment centers, and the Macatawa River Greenway regional trail system. The project would directly improve access for more than 4,000 students attending area schools, including over 100 K–12 students living in the Maple Valley and Mapleview mobile home parks who must currently navigate unsafe conditions to reach school, employment, and community resources.

The project provides substantial public benefit and represents an appropriate use of taxpayer funds for the following reasons:

### **Improves Public Safety**

The bridge eliminates at-grade conflicts between vulnerable road users and high-speed traffic. Grade-separated crossings allow pedestrians and cyclists to cross without disrupting traffic flow or waiting for signals, significantly reducing the risk of serious injury or fatal crashes. The project aligns with the National Roadway Safety Strategy, the Safe System Approach, and the region's adoption of MDOT safety targets.

### **Reconnects a Divided Community**

I-196 BL was originally constructed in largely rural farmland but now divides established residential neighborhoods and growing developments. The bridge restores connectivity between the City of Zeeland and Zeeland Charter Township, linking historically separated neighborhoods and improving access to community destinations.

### **Advances Equity and Serves Disadvantaged Populations**

The project area includes historically underserved populations, including residents of two mobile home parks housing approximately 773 residents, with minority populations exceeding 50 percent in certain census blocks. Many households in the region have limited or no access to a vehicle. The bridge provides affordable, safe, and reliable transportation access to employment, education, healthcare, and recreational resources, directly addressing transportation disparities.

### **Enhances Workforce Access and Economic Competitiveness**

Zeeland is a regional manufacturing hub employing more than 15,000 daily workers. Improved non-motorized access reduces transportation barriers to employment, particularly for early and late shift workers. The project also strengthens connections to public transit routes and over 20 bus stops, supporting multimodal mobility and economic opportunity.

### **Supports Climate and Environmental Goals**

By encouraging walking and cycling in place of short vehicle trips, the project reduces greenhouse gas emissions, supports improved air quality, and advances sustainable



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mobility practices. The design incorporates climate-resilient and environmentally responsible practices and minimizes impacts to natural resources.

### **Improves Quality of Life and Public Health**

The project promotes physical activity, reduces reliance on motor vehicles, and improves access to parks and green space. Safe and accessible infrastructure contributes to lower rates of sedentary lifestyle-related illnesses and improves overall community well-being.

### **Demonstrates Community Support and Readiness**

The project has undergone extensive public engagement, including open houses with strong attendance and documented community preference for crossings in this corridor. It is supported by local governments, MDOT, regional planning partners, schools, and private sector stakeholders. A benefit-cost analysis demonstrates that projected benefits exceed project costs, indicating responsible stewardship of taxpayer funds.

In summary, the proposed legislatively directed spending item addresses a documented safety hazard, removes a longstanding transportation barrier, improves equitable access to opportunity, and advances federal and state transportation priorities. The project delivers measurable public safety, mobility, environmental, and economic benefits that justify the investment of taxpayer dollars while strengthening the social and economic fabric of the Zeeland community.

8. Have the legislatively directed spending item previously received or been awarded any of the following types of funding in the past 5 years? – No
9. Estimated time frame for completion of the legislatively directed spending item project:
  - a. Approximately 2 Years for design, environmental studies and right-of-way acquisition.
  - b. Approximately 18 months for contract bid award and construction



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Mr. Bradley Slagh  
85<sup>th</sup> District of the House of Representatives  
State of Michigan

February 16, 2026 (email delivery only at BradleySlagh@house.mi.gov)

Dear Representative Slagh –

Thank you for listening to me on February 6, 2026, about the City of Zeeland's concern that the Commercial Rehabilitation Act (Act 210 of 2005) and Commercial Redevelopment Act (Act 255 of 1978) sunset on December 31, 2025. As I expressed to you, the city has heavily used these tax incentives to encourage private development in Downtown Zeeland (primarily Act 210). A table on the next page identifies the tremendous impact these incentives have had on our community - \$29+ million in private investment. It is also important to note that these projects often benefit small family-owned properties/businesses in our area.

My understanding that the Michigan Senate approved SB 721 and SB 722 before the end of 2025 which intended to extend and revise these incentives. However, they never made it to House action. That means the city can no longer consider incentivizing new downtown building improvement projects with Act 210 or Act 255 as of January 1, 2026. Projects that were approved prior to December 31, 2025, will receive the full term of their approved abatement (10 years).

We would appreciate any assistance that you may provide in helping to get these incentives approved for use once again. If there is any additional information that we could provide to assist you, please do not hesitate to reach out to me and our team will assist in any way possible. Thank you for consideration and for your ongoing service to our community.

Timothy R. Klunder, City Manager

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**Summary of Acts 210 and 255 use in the City of Zeeland, Michigan**

Parcel	Address	Year	Certificate Value
70-73-79-214-011	146 E MAIN AVE	2014	\$ 52,000
70-73-79-214-012	14 S ELM ST	2014	\$ 137,900
70-73-79-215-015	121 E MAIN AVE	2015	\$ 350,000
70-73-79-215-022	154 E MAIN AVE	2015	\$ 175,000
70-73-79-217-003	36 N ELM ST	2017	\$ 185,000
70-73-79-217-004	156 E MAIN AVE	2017	\$ 170,000
70-73-79-217-005	150 E MAIN AVE	2017	\$ 245,000
70-73-79-218-001	217 E MAIN AVE	2018	\$ 600,000
70-73-79-220-010	244 E MAIN AVE	2020	\$ 1,801,583
70-73-79-220-013	140 E MAIN AVE	2020	\$ 580,000
70-73-79-221-020	349 E MAIN AVE	2021	\$ 11,000,000
70-73-79-222-010	120 E MAIN AVE	2022	\$ 900,000
70-73-79-224-021	137 E MAIN AVE	2024	\$ 3,457,349
70-73-79-224-029	16 S ELM ST	2024	\$ 1,039,137
70-73-79-224-030	17 E MAIN AVE	2024	\$ 5,537,609
70-73-79-225-037	123 E MAIN AVE	2025	\$ 2,138,925
70-75-79-115-011	244 E MAIN AVE	2015	\$ 1,350,000
<b>Total:</b>			<b>\$ 29,719,503</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: Fire/Rescue Chief Appointment – Mr. Brad Deppe

DATE: February 25, 2026

CC: March 2<sup>nd</sup> City Council Agenda

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**BACKGROUND:** The Fire/Rescue Chief Search Committee consisting of Mayor Van Dorp, Interim Fire/Rescue Chief Harsevoort, Police Chief Jungel, HR Specialist Hellenthal and myself, have been actively working to find a new full-time Fire/Rescue Chief since the departure of Ross Tibbets at the end of 2025. Originally, we received twenty-three applications for consideration. Of those, HR Specialist Hellenthal recommended that we further consider eleven of the applications based on their experience, qualifications, education, etc. – in other words, they met our posted requirements (job description attached).

After the committee's review of those eleven, the committee considered nine of those applications and eventually seven applicants either had a phone interview (three) or personal interview (four). Of the four personal interviews, there were three outside candidates and one internal candidate. While the interviews went well and we were glad to have multiple qualified choices, the committee felt Mr. Brad Deppe, our recommended appointment, provided the city with the best option and we 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.

After those encounters, 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. For your information, I

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have attached a copy of Mr. Deppe's resume. As you will see from Mr. Deppe's resume, he will come to us with over 25 years of firefighter experience in the City of Wyoming Fire Department. His current rank with the Wyoming Fire Department is Captain/EMT.

Mr. Deppe's recommended starting salary is \$110,000 annually. This salary is based on the recommended salary range for the Fire/Rescue Chief in Fiscal Year 2026/2027 (July 1, 2026). Based on our analysis of the market during our search process, we feel the salary range for the Fire/Rescue Chief should be adjusted for FY 26/27 to a minimum of \$84,209 and a maximum of \$148,091. The current salary range for the Fire/Rescue Chief in FY 25/26 is a minimum of \$75,149 and maximum of \$132,159. No action must be taken on the salary range as that will be incorporated into the FY 26/27 budget proposal for City Council's consideration at a later date.

Given this is a full-time exempt (salary) position, in addition to his annual salary, Chief Deppe will be offered a full complement of fringe benefits which includes health and dental insurance, defined contribution plan, retiree health savings contribution, vacation (three weeks), personal days, earned sick time act provisions, holidays, short and long-term disability, life insurance, etc.

Per the City Charter, the Mayor appoints the Fire/Rescue Chief with the consent of City Council. This position is part of the annual re-appointments considered by City Council each May. Subject to City Council's confirmation of Brad Deppe's appointment to the position of Fire/Rescue Chief, the planned start date in Zeeland is Monday, March 23, 2026. Mr. Deppe will be present at Monday's March 2 meeting to personally meet City Council.

**RECOMMENDATION:** 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.

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Timothy R. Klunder, City Manager

# BRAD NICHOLAS DEPPE

[REDACTED], Jenison MI [REDACTED]

[REDACTED]

## **OBJECTIVE**

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To obtain and commit to the rank of Fire Chief. To assist with leading the department into the next chapter of fire service development, training, recruitment and retention through strong leadership and fundamental collaboration.

## **EDUCATION**

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International Association of Certified Home Inspectors	Certified	2012
Great Lakes EMS Academy	Graduated/EMT-B	2015
Calvin Christian High School	Graduated	2000
Wyoming Fire Academy	Graduated/Firefighter	2000

## **EXPERIENCE**

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Firefighter I/II	Company Officer III	Incident Command
Company Officer II	Incident Safety Officer	Water/Ice Rescue
Strategies and Tactics	Certified Home Inspector	ICS 1,2,3,4,7&800
Propane Emergencies	Education Methodology	

Several other certificates provided upon request

## **EMPLOYMENT**

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Wyoming Fire Department	Captain/EMT	09/2024 - Present
Wyoming Fire Department	Lieutenant/EMT	10/2018 - 09/2024
Wyoming Fire Department	Equipment Operator	5/2018 - 10/2018
Wyoming Fire Department	Career Firefighter	6/2014 - 5/2018
Wyoming Fire Department	Firefighter/MFR	6/2000 - 6/2014
Deppe Home Restoration LLC	Owner	6/2013 - Present
Ada Bible Church-Volunteer	Medical/Security	2017 - Present

## WYOMING DEPARTMENT OF PUBLIC SAFETY AFFILIATIONS

Awards Committee Lead– Fire Service Division	01/2013 - Present
Training Committee – Fire Service Division	02/2013 - Present
Training Division – Instructor	02/2013 - Present
Part Time Employee Development	10/2018 – Present
Communications/CAD/Dispatch Lead	01/2016 – Present
MSA SCBA Repair Tech	01/2016 – Present
Honor Guard Lead	02/2018 – Present
Field Training Officer	10/2016 – 10/2018
Facilities Management	01/2016 – 2018
Resume Review for new hiring	05/2017 – 2019
New Employee Interviews	05/2017 – Present
Promotional Testing Lead	09/2024 – Present
Local Union President	2 Terms
Local Union Vice President	2 Terms
LODD Memorial Chair	
Special Incident Response Committee	
SOP review for required trainings	
Rescue Tool Committee	
Model A and History Documentation	
Training Prop Development	
Thermal Imager Research/ Care/ Organization	



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## **Job Description**

### **Director of Fire/Rescue--Fire Chief**

**Supervised By:** City Manager

**Supervises:** Deputy Chief of Fire/Rescue and Fire/Rescue Personnel

#### **General Summary:**

Under the general supervision of the City Manager, the Director of Fire/Rescue--Fire Chief directs all operations of the fire/rescue department in the protection of life, property and prevention/control of fire; oversees the operations of emergency medical services; conducts interviews; makes hiring recommendations; supervises all fire/rescue department personnel; and delegates or develops policies and procedures to ensure compliance with federal, state and local ordinances.

The Director of Fire/Rescue—Fire Chief is responsible for the overall management of administration and operations for Zeeland Fire Rescue including, Department Administration, Strategic/Operational Planning, Community Risk Reduction, Communications, and Recruitment/Retention of Personnel.

#### **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 that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential functionsatisfactorily.

#### **Job Function #1: Department Director and Commanding Officer**

1. Manage and supervise firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaultasks.
2. Manage and supervise emergency medical services activities including administering first aid and providing other assistance asrequired.
3. Develop policies, procedures and guidelines to ensure compliance with Federal, State and Local laws and regulations to include, but not limited to: Fair Labor Standards Act, Right to Know, Hepatitis B, Hazardous Materials, Fire Fighter Training Certification, MIOSHA Requirement Part 74, NFPA Standards and Michigan Fire Prevention Act 207.
4. Ensure that the Incident Command System (ICS) is used at all emergency



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operations and as Incident Commander, determine which apparatus and personnel will respond to alarms.

5. See that assigned duties are satisfactorily completed and that department rules and policies are followed by him or herself and members under his or her command, and will administer discipline when necessary.
6. Make recommendations for the appointment, promotion and dismissal of fire/rescue department personnel.
7. Prepare and administer the department budget and maintain expenditures within appropriated budget levels.
8. Maintain professional development by attending meetings, conferences and seminars, etc.
9. Responsible for delegation and/or completion of records and reports.

#### **Job Function #2: Strategic/Operational Planning**

1. Develop long term plans for improving and maintaining cost effective operations, including strategic planning.
2. Recommend the level and type of staffing needed to operate effectively.
3. Implements response objectives and guidelines for adequate operations.
4. Recommend the purchase of new equipment and direct the drafting of specifications for the equipment.
5. Recommend the improvement and replacement of firefighting equipment, emergency medical equipment, radio equipment and property of the fire/rescue department.
6. Supervises and plans facility maintenance projects.

#### **Job Function #3: Community Risk Reduction**

1. Oversees the administration of the Fire/Rescue Department's fire prevention program including fire and life safety inspections, local code enforcement, as well as enforcement of federal and state laws, and conducting community education programs.
2. Enforce all applicable Fire Prevention laws, regulations, codes and ordinances related to the protection of life and property.
3. Conducts building tours to inspect for fire hazards and familiarization purposes, leads the pre-incident planning program.
4. Works closely with the City of Zeeland Community Development Department.
5. Conducts site plan review for new and existing sites.
6. Administers the State of Michigan Fire Marshal Bulletin 9 Program for Hazardous Materials Survey and Planning.
7. Creates operational plans for the response to hazardous sites within the City.



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8. Actively participates in the Ottawa County Local Emergency Planning Committee (LEPC).
  9. Responsible for investigation of each property damaged by fire to determine its origin and cause, valuation, damage and insurance.
  10. Administers responsibilities with the ISO Rating of Zeeland Fire/Rescue.

**Job Function #4: Communications**

1. Coordinates fire/rescue department activities with other municipal departments.
2. Authorizes the release of information to the press, and acts as the PIO for Zeeland Fire/Rescue.
3. Communicates with the City Manager and City Council on a routine basis.
4. Works closely with Ottawa County Central Dispatch to ensure timely and accurate information.
5. Actively participates in the Ottawa County Fire Chiefs Association, and the State of Michigan Fire Chiefs Association.
6. Performs related work as required.

**Desired Knowledge, Skills, Abilities and Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and qualifications necessary to perform the essential functions of the position. An equivalent combination of education and experience listed below may be considered.

- Education requirements include a four (4) year college degree (preferably in Public Administration, Fire Science, or related field) or the equivalent job-related experience; and considerable advance training in fire administration, firefighting techniques and practices; and/or emergency medical services.
- Required experience includes ten years of experience in firefighting work and/or emergency medical services in a progressively responsible nature, including considerable experience in a supervisory capacity.
- Completed Michigan Firefighters Training Council Firefighter I and II, Fire Officer III, and appropriate level of licensure to meet the departmental license for MFR.
- Five years' experience as a Fire Officer.
- State of Michigan Fire Inspector Certification and Plan Review Certification.
- Thorough knowledge of modern firefighting methods and techniques and ability to



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apply this knowledge to various fire control and fire prevention problems.

- Thorough knowledge of medical first responder methods and techniques and ability to apply this knowledge to various emergency medical situations.
- Thorough knowledge of the use and operation of a variety of firefighting/emergency medical equipment and apparatus.
- Ability to plan, assign and coordinate the work of a group of employees engaged in fire prevention, fire control activities, and emergency medical responses.
- Ability to maintain discipline, to lead and command personnel effectively, and direct personnel and equipment under emergency situations.
- Skill and ability to establish and maintain an effective working relationship with public officials, fellow officials, the media, and the general public.
- Ability to secure grants and administer grant funds/projects.
- Ability to prepare and monitor budgets.
- Ability to attend meetings and special events scheduled at night, weekends and at other than regular business hours.
- Skill in operating a personal computer and associated equipment as necessary to perform administrative job functions.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Maintain a valid Michigan driver's license.
- Residency requirement – Must live within 20 miles from the nearest City boundary line or meet residency requirement within six months from date of hire.
- Availability and flexibility to respond to daytime responses based upon need of the situation.



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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, maintain balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move in excess of 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with firefighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases.

The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

Date: 11/21/18



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## CITY COUNCIL MEMORANDUM

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TO: Mayor VanDorp and City Council Members  
FROM: Tim Maloney, IT Director  
SUBJECT: Board of Public Works Electric SCADA Server Refresh  
DATE: February 26, 2026  
CC: City Council Work Study and Action Items March 2, 2026

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### **Background:**

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:

$$3 \text{ servers} \times \$14,500 = \$43,500$$

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 recommends that the formal three-bid process be waived for this purchase in accordance with the City's purchasing policy.

**Recommendations:**

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.

**Suggested Motion:**

Motion to approve the purchase of three BPW Electric SCADA replacement servers in an amount not to exceed \$45,675, contingent upon approval by the BPW Board.



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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:** City Hall Rooftop Unit Refresh Contract Award  
**DATE:** February 27, 2026  
**CC:** City Council Work Study and Action Items Agenda March 2, 2026

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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:** City Council 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.

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A handwritten signature in black ink, appearing to be 'KP', written in a cursive style.

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Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

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## R'NEWAL™ SERVICES

**Trane Office**

Trane U.S. Inc.  
5005 Corporate Exchange Blvd SE  
GRAND RAPIDS, MI 49512

**Company Name**

City Of Zeeland  
Ben Kiewiet

**Proposal ID**

8366579

**Contact Telephone Number for Service**

(616) 292-9479

February 12, 2026





LET'S GO BEYOND™

Trane U.S. Inc.  
5005 Corporate Exchange Blvd SE  
GRAND RAPIDS, MI 49512  
Phone: (616) 971-1400, Fax: (616) 971-1401  
Service Contact: (616) 292-9479

February 12, 2026

Ben Kiewiet  
City of Zeeland

**SUBJECT:** Trane IntelliPak™ Rooftop Air Conditioner Refresh Service Program

The IntelliPak refresh service program is a comprehensive factory warranted solution designed to restore critical components of your IntelliPak packaged rooftop equipment to its original operating condition, reliability, and life expectancy. This service operation is performed by Trane field personnel. Its intent is to address components whose wear over time presents a significant risk to unit reliability and operation. It is intended for owners with midlife equipment that want to get many more years out of their units.

Per the attached proposal, it is our recommendation that your IntelliPak unit be scheduled for an IntelliPak refresh service.

Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (616) 971-1400.

Sincerely,

Colin Fenton  
Account Manager  
**Trane**



LET'S GO BEYOND™

Trane U.S. Inc.  
5005 Corporate Exchange Blvd SE  
GRAND RAPIDS, MI 49512  
Phone: (616) 971-1400, Fax: (616) 971-1401

February 12, 2026

Ben Kiewiet  
Zeeland City Hall

**SUBJECT:** Trane Intellipak™ Rooftop Air Conditioner Refresh Service Program

**EQUIPMENT:**

Equipment	Qty	Manufacturer	Model Number	Serial Number	Area Served / Asset Tag
Intellipak	1	Trane	SXHFC30	C99H14832M	City Hall

## SCOPE OF SERVICES

### INTELLIPAK ROOFTOP AIR CONDITIONER REFRESH SERVICE PROGRAM

- Operating evaluation of unit of refrigeration temperatures and pressures and of heating system operation
- Inspection for damage of wear of refrigeration system refrigerant lines and connections
- Replacement of internal unit control devices including:
  - Supply fan airflow proving switch
  - Exhaust fan airflow proving switch
- Cabinet integrity improvements including:
  - New door and panel gasketing
  - Replace missing panel screws
  - Replace damaged latches as necessary
  - Replace high efficiency outside air damper tip seals
- Replacement of power contactors
- Replacement of both compressors
- Replacement of both dryers
- Replacement of both crankcase heaters
- Installation of phase loss, phase reversal protection module
- All crane and rigging labor
- Identifying unit nameplate and brass weatherproof IntelliPak refresh plaque

## INTELLIPAK REFRESH WARRANTY

In addition, the compressors on which Refresh has been completed will be covered by the Limited Factory Warranty for the term purchased\*.

- 2 Years Compressor Parts & Labor
- All other components we replace are 1 year parts only

\*Units manufactured with cast iron compressors receive only a one year parts warranty.

## CLARIFICATIONS

- The cost of any refrigerant needed to restore proper system operation will be charged as extra
- Refrigerant is not covered under refresh parts warranty or compressor warranty
- The Limited Factory Warranty is available at the URL listed below and is incorporated herein by this reference:  
<http://www.trane.com/content/dam/Trane/Commercial/global/services/elite-start/ExtendedFactoryWarranty/RnewalIT%26Cs.pdf>



LET'S GO BEYOND™

# PRICING AND ACCEPTANCE

Total Price:.....\$34,450.00 USD

## Clarifications

- 1. Any service not listed is not included.
- 2. Work will be performed during normal Trane business hours.

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

**This Agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.**

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc.
_____ Authorized Representative	_____ Submitted By: Colin Fenton
_____ Printed Name	Cell: Office: (616) 971-1400 License Number:
_____ Title	_____ Authorized Representative
_____ Purchase Order	_____ Title
_____ Acceptance Date	_____ Signature Date

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**TERMS AND CONDITIONS – QUOTED SERVICE**

“Company” shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Trane’s performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Trane will be responsible for the cost of transporting a part requiring service.

**1. Agreement.** These terms and conditions are an integral part of Company’s offer and form the basis of any agreement (the “Agreement”) resulting from Company’s proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY’S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

**2. Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to Company’s terms and conditions. If Customer’s order is expressly conditioned upon the Company’s acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company’s terms and conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counter-offer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company’s counter-offer will be deemed accepted. Customer’s acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company’s terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Services rendered by Company to the date of cancellation.

**3. Cancellation by Customer Prior to Services; Refund.** If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer’s account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer’s right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

**4. Cancellation by Company.** This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer’s account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

**5. Services Fees and Taxes.** Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company’s regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due.

**6. Payment.** Payment is due upon receipt of Company’s invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

**7. Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead)

**8. Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Trane for services, repairs, and/or replacements performed by Trane at Customer’s request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Trane performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

**9. Customer Obligations.** Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer’s expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

**10. Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing

Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and

(e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

**11. Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer.

**THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES. COMPANY EXPRESSLY DISCLAIMS ANY LIABILITY IF THE SCOPE OF SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS. THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**12. Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

**13. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.**

**14. Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations.

Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

**15. Insurance.** Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation

**16. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the

foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**17. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

**18. Equal Employment Opportunity/Affirmative Action Clause.** Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250; and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**19. U.S. Government Contracts.**

**The following provision applies only to direct sales by Company to the US Government.** The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. **The following provision applies only to indirect sales by Company to the US Government.** As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

**20. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1114)  
Supersedes 1-10.48 (0614)



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

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CITY COUNCIL MEMORANDUM

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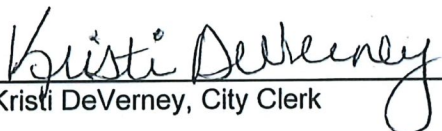
TO: Mayor Van Dorp and City Councilmembers  
FROM: Kristi DeVerney, Clerk  
SUBJECT: Cemetery/Parks Commission Appointment  
DATE: February 26, 2026  
CC: March 2, 2026 Council Packet

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**BACKGROUND:** There is a vacancy on the Cemetery/Parks Commission due to Amy Langeland becoming elected to City Council and Mayor Pro-Tem Gruppen serving as City Council's representative on the Cemetery/Parks Commission. Sabina Otteman has submitted a Consideration for Appointment form to serve on the Cemetery/Parks Commission, filling Amy Langeland's vacated seat. Mayor Van Dorp is recommending this appointment.

**RECOMMENDATION:**

Motion and support to approve the appointment of Sabina Otteman to the Cemetery/Parks Commission with a term expiring May 6, 2029.

  
\_\_\_\_\_  
Kristi DeVerney, City Clerk



# CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 11/18/25

Name Sabina DeWitt Otteman Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Cell Home \_\_\_\_\_  
Zeeland, MI 49464 Business \_\_\_\_\_  
 E-Mail \_\_\_\_\_ Number of Years as a Resident 30+

### Appointment Seeking:

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Construction Appeals            | <input type="checkbox"/> City Council  |
| <input type="checkbox"/> Airport Authority                        | <input checked="" type="checkbox"/> Cemetery/Parks Commission                    |
| <input type="checkbox"/> Library Board                            | <input type="checkbox"/> Local Officers Compensation                             |
| <input type="checkbox"/> Board of Public Works Commission         | <input type="checkbox"/> Commission Nominating Commission                        |
| <input type="checkbox"/> Board of Review                          | <input type="checkbox"/> Planning Commission                                     |
| <input type="checkbox"/> Shopping Area Redevelopment Board (SARB) | <input type="checkbox"/> Hospital Finance Committee                              |
| <input type="checkbox"/> Board of Zoning Appeals                  | <input checked="" type="checkbox"/> Any (prefer <u>not</u> Planning Comm or BZA) |

Employed by — (retired from Hope College) Position held Development Office

Current memberships Zeeland Hospital Foundation Board

Offices held \_\_\_\_\_

Past memberships Zeeland Board of Public Works Board Member, Zeeland

Offices held Zeeland Hospital Board Member, Community Foundation of the Holland/

Zeeland Area Board, Holland Chorale

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience Lifelong Zeeland Resident, Zeeland High graduate, Hope College graduate, much involvement with the city and its events (Pumpkinfest, Music on Main, Peddlers Market) Family have been past business owners in the city (Big Dutchman, Biotec Inc.)

### Personal References:

Name and Occupation	Address	Phone No.
1. <u>Sheri Holstege, Controller</u>	_____	_____
2. <u>Rebecca Perkins, Realtor</u>	_____	_____

Signature Sabina D. Otteman



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: Mead Johnson Hold Harmless Agreement

DATE: March 2, 2026

CC: **MARCH 2<sup>ND</sup> CITY COUNCIL AGENDA ADDITION REQUEST**

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BACKGROUND: Zeeland Fire/Rescue and the Zeeland Police Department have been working with Mead Johnson to allow our departments to utilize some of the structures that Mead Johnson purchased for department training. City Attorney Donkersloot has been involved with Mead Johnson in approving the attached hold harmless agreement. Both parties approved the agreement as to form this past Friday. We are requesting City Council to add this to the March 2, 2026, City Council agenda in case there is any time sensitivity to the use of the building(s) before the March 16 City Council meeting.

RECOMMENDATION #1: Under additions/deletions to the agenda, City Council moves to add the Mead Johnson Hold Harmless Agreement to the March 2, 2026, City Council agenda.

RECOMMENDATION #2: City Council moves to approve the attached Hold Harmless Agreement with Mead Johnson as presented.

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Timothy R. Klunder, City Manager

## **HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement (hereinafter “Agreement”) is made effective on this \_\_\_\_\_ day of February, 2026, between Mead Johnson & Company, LLC, whose address is 725 E. Main Avenue, Zeeland, Michigan 49464 (hereinafter “MJ”), and the City of Zeeland, whose address is 21 S. Elm Street, Zeeland, Michigan 49464 (hereinafter “the City”).

### **RECITALS**

- A. WHEREAS, the City desires to use the two residential structures located at 549 and 553 East Main Avenue, and the townhouses located at 605 East Main Avenue in the City of Zeeland (collectively these structures are the “MJ Structures”) which MJ will be demolishing for training exercises of the Fire Department and Police Department of the City of Zeeland;
- B. AND WHEREAS, during the training exercise it is anticipated and expected that inner and outer walls, floors and ceilings of the said buildings or structures will be damaged, and smoke and other substances will be used to create realistic emergency conditions, but that the said buildings will not be set on fire;
- C. AND WHEREAS, the City is willing to hold MJ harmless for any injury which may occur to the City’s personnel during such training sessions;
- D. AND WHEREAS, MJ is willing to hold the City harmless for any damages which the City causes to MJ Structures since MJ will be demolishing and removing the said buildings and/or structures.
- E. AND WHEREAS, MJ is willing to let the City use the MJ Structures, which it will be demolishing for no consideration since a public benefit will be obtained as the result of the City’s training exercises and since MJ desires to promote the safety of the public;
- F. AND WHEREAS, the parties are therefore willing to sign a mutual hold harmless agreement.

NOW, THEREFORE, in exchange for good and valuable consideration, the parties hereby agree as follows:

1. **ACKNOWLEDGEMENT OF RECITALS.** The parties agree that all the statements, acknowledgements and representations as set forth in the Recitals of this Agreement are hereby incorporated into the terms of this Agreement by reference and they are true and accurate.
2. **PAYMENT.** It is hereby agreed that no consideration is required to be paid by one party to the other party.
3. **FULL AND COMPLETE MUTUAL RELEASE.** For and in consideration of the promises set forth in this Agreement, the City hereby agrees to hold MJ harmless, and the City releases and

forever discharges MJ from any and all losses, liabilities, claims, injuries, obligations, damages, deficiencies, actions, suits, proceedings, investigations, assessments, levies, fines, penalties, costs, expenses, and fees, including, but not limited to reasonable attorney fees, arising from the training exercises which the City will be conducting on the premises of MJ.

MJ agrees to hold the City harmless for the damages which will be caused to the MJ Structures as a result of the City's activities.

4. **SCHEDULE OF ACTIVITIES.** Time is of the essence in performing this Agreement. The City of Zeeland must provide MJ with prior written notice of its intention to carry out its activities, and the City and MJ must agree on an acceptable time and date for these activities to occur. All schedules and dates requested by the City are subject to MJ's review and may be accepted or declined at MJ's sole discretion.

5. **ENTIRETY.** The terms of this Agreement constitute the entire agreement of the parties as to the substance matter of this Agreement. No prior statements, negotiations or representations shall be effective to alter, modify or waive any of the terms and conditions of this Agreement or the release contained herein, nor shall any subsequent negotiations, representations, statements, agreements, course of conduct or course of dealing be effective to alter, modify or waive any of the terms and conditions of this Agreement or the released contained.

6. **COUNTERPART/SIGNATURES.** This Agreement may be executed in two or more counterparts. Each fully executed counterpart shall be deemed to be an original. The manual signature of any part hereto that is transmitted to any other party by facsimile or e-mail shall be deemed, for all purposes, to be an original signature.

By signing this Hold Harmless Agreement, the parties acknowledge that they have read this document, know its contents and they are voluntarily signing it.

**In witness thereof as of February \_\_\_\_\_, 2026.**

MEAD JOHNSON & COMPANY, LLC

CITY OF ZEELAND

By: \_\_\_\_\_

By: \_\_\_\_\_

Its

Richard J. Van Dorp III  
Its Mayor

By: \_\_\_\_\_

Kristi DeVerney  
Its City Clerk



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

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CITY COUNCIL MEMORANDUM

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TO: Mayor Van Dorp and City Councilmembers  
FROM: Tim Klunder, City Manager  
SUBJECT: Draft 2026 Strategic Action Plan Review  
DATE: February 27, 2026  
CC: March 2<sup>nd</sup> Council Work/Study Session

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Please find attached the latest version of our proposed 2026 Strategic Action Plan draft for City Council's consideration. At Monday's work/study session, we would like to focus Council's attention on the twenty-two goals that align with the city's seven commitments to "Feel the Zeel". Within the plan, City Council will find that we have identified which commitment(s) each goal addresses, the proposed outcome indicator for each goal, and the value statement for each goal.

Beyond each goal, we have identified numerous "supports" that departments would like to achieve. These also address a particular commitment(s), have an outcome indicator, and identify which department is responsible for the support. We are still in the process of identifying all the proposed supports for the 2026 Strategic Action Plan.

I would encourage each of you to take some time to review these on your own and please provide any feedback on Monday evening. Our plan is to have the plan ready for City Council adoption consideration at your March 16 meeting.

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Timothy R. Klunder, City Manager

FEEL THE ZEEL



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

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# **CITY OF ZEELAND 2026 Strategic Action Plan**

**As Adopted by the Zeeland City Council on  
tbd**

DRAFT



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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; Parks & Recreation; Financial Sustainability	During calendar year 2026, while paying special attention to balance the needs of Mead Johnson with the interest of Zeeland – specifically the neighborhood adjacent to Mead Johnson through consideration for such things as traffic impacts, appropriate buffering, noise and odor mitigation efforts, etc.; support Mead Johnson in its efforts to modernize 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	Parks & Recreation; Infrastructure & City Services	During 2026, update our Parks and Recreation Master Plan.	A plan that aligns with our vision will set a clear course for future park improvements, strengthen long-term planning efforts, and



			enhance financial sustainability by positioning the City to compete for grant funding.
(5) Roundabout at Main & Fairview	Infrastructure & City Services; Economic & Community Development	Explore the development of a roundabout as a means of addressing projected traffic increases associated with the JR Automation and Mead Johnson projects, along with general community industrial growth, through such things as preliminary design of a roundabout, identifying property acquisition needs, cost estimates, and funding sources in order to allow City Council to make an informed decision on proceeding with this potential infrastructure project.	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 Re-write	Vibrant Downtown; Strong, Safe & Connected Neighborhoods; Economic & Community Development; 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; 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	Culture, Parks & Recreation; Infrastructure & City Services	Use design specifications for sound mitigation project by ADB engineering firm to solicit bids for project completion and	Library



	Installation Project		installation of sound absorption materials throughout 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	Information Technology



		or outages to the organization. This action supports Infrastructure and City Services.	
(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



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<p>(24) Position Salary Ranges</p>	<p>Organizational Culture</p>	<p>Complete a review of positions within the city organization to determine if salary ranges are still within market and consider adjustments, as necessary, through a feasible implementation plan in the FY 26/27 budget.</p>	<p>City Manager and HR Specialist</p>
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