

AGENDA

Cemetery-Parks Commission Meeting

Wednesday, March 11, 2026 @ 5:00 PM

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

Commissioners:

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

Additional Attendees:

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

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

Burials

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

Sales

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

Transfers – 3 plots at Lincoln

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

Agenda Distribution:

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

MEETING MINUTES

DATE: Wednesday, December 10, 2025

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

ABSENT: Sally Gruppen, Mayor Pro Tem

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

GUEST: Melinda Whitten, MC Smith & Associates

I. Approval of September 10, 2025, Meeting Minutes

Motion: Thom Parker

Support: Ahsley Kiekintveld

All in favor, minutes approved.

II. General Updates

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

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

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

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

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

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

III. Burial Report:

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

The meeting was adjourned @ 6:20 PM.

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

RECORDED BY:

Susan Moore, Administrative Assistant



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

INTEROFFICE MEMORANDUM

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

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

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

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

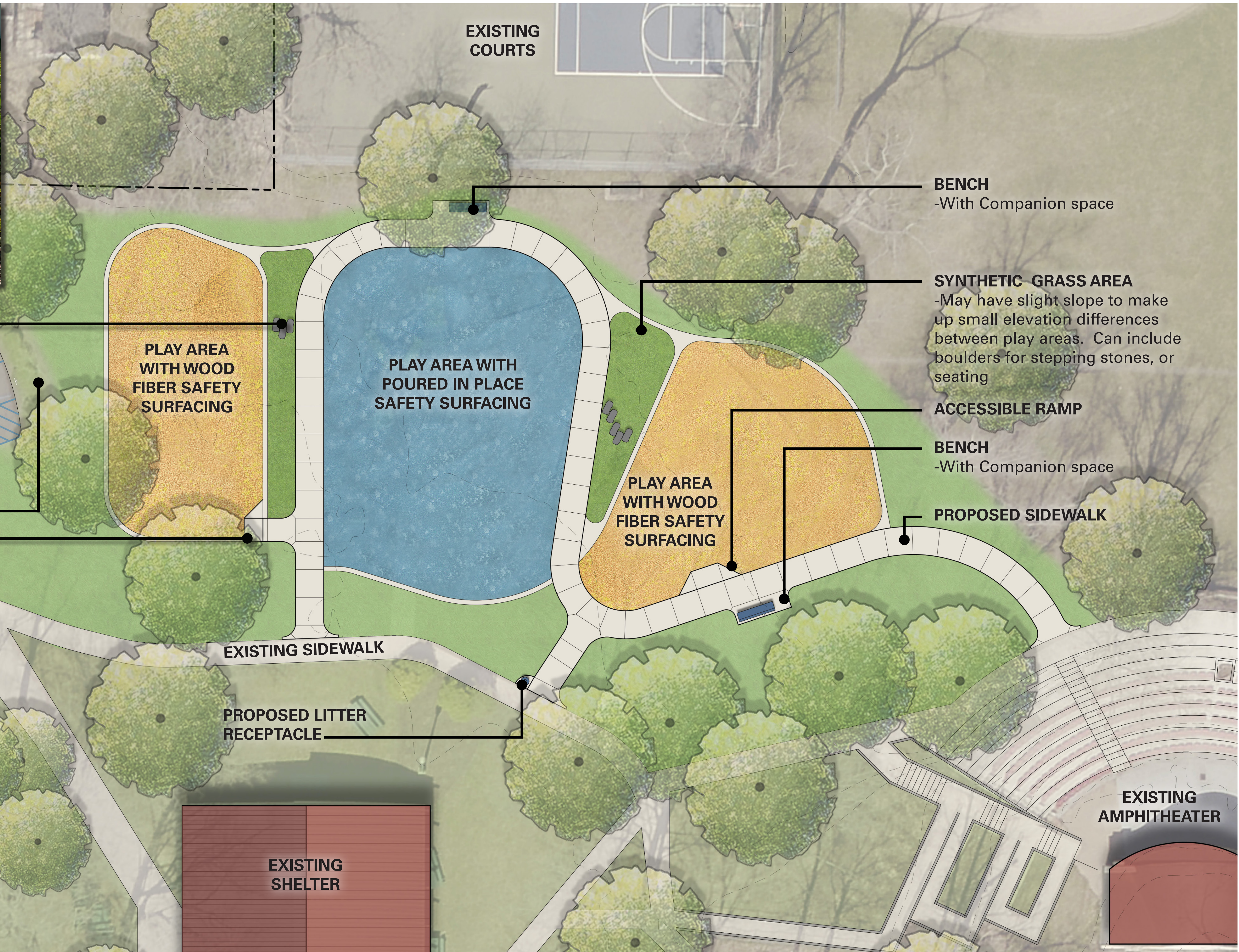
Since the Commission's last meeting, City Council authorized MCSA Group to prepare preliminary designs and budgeting for the Lawrence Park playground replacement. At Wednesday's meeting, staff will present these preliminary concepts and cost estimates for the Commission's review and discussion.

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



EXAMPLE OF TURF GRASS WITH BOULDERS



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

UPDATED BARRIER FREE PARKING
 -With updated striping and sidewalk connection

EXISTING HEDGE TO REMAIN

ACCESSIBLE RAMP

EXISTING PARKING LOT

EXISTING SIDEWALK

PROPOSED LITTER RECEPTACLE

EXISTING SHELTER

EXISTING COURTS

BENCH
 -With Companion space

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

ACCESSIBLE RAMP

BENCH
 -With Companion space

PROPOSED SIDEWALK

PLAY AREA WITH WOOD FIBER SAFETY SURFACING

PLAY AREA WITH POURED IN PLACE SAFETY SURFACING

PLAY AREA WITH WOOD FIBER SAFETY SURFACING

EXISTING AMPHITHEATER



DESIGN VOCABULARY

LAWRENCE PARK PLAYGROUND

*Project No. 2271
March 6, 2026*



Rendered in Custom Palette

DESIGN VOCABULARY

LAWRENCE PARK PLAYGROUND

*Project No. 2271
March 6, 2026*



Rendered in Custom Palette

DESIGN VOCABULARY

LAWRENCE PARK PLAYGROUND

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Rendered in Custom Palette

DESIGN VOCABULARY

LAWRENCE PARK PLAYGROUND

Project No. 2271
March 6, 2026



EQUIPMENT PLAN

LAWRENCE PARK PLAYGROUND

Project No. 2271
March 6, 2026



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

LAWRENCE PARK PLAYGROUND

ORDER OF MAGNITUDE COST ESTIMATE

March 6th, 2026

Description	Unit	No. of Units	Price	Extension
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General Conditions

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

Site Preparation and Removals

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

Site Construction

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

Playground Allowance

Playground Equipment, Complete	LS	1	\$505,000.00	\$505,000.00
Subtotal				\$505,000.00



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

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



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LAWRENCE PARK MASTER PLAN
City of Zeeland
Play Equipment Comparison

SWINGS

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

*Equals 13 when counting capacity of Saucer Swing

FREESTANDING EQUIPMENT/PLAY

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



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COMPONENT STRUCTURE

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



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INTEROFFICE MEMORANDUM

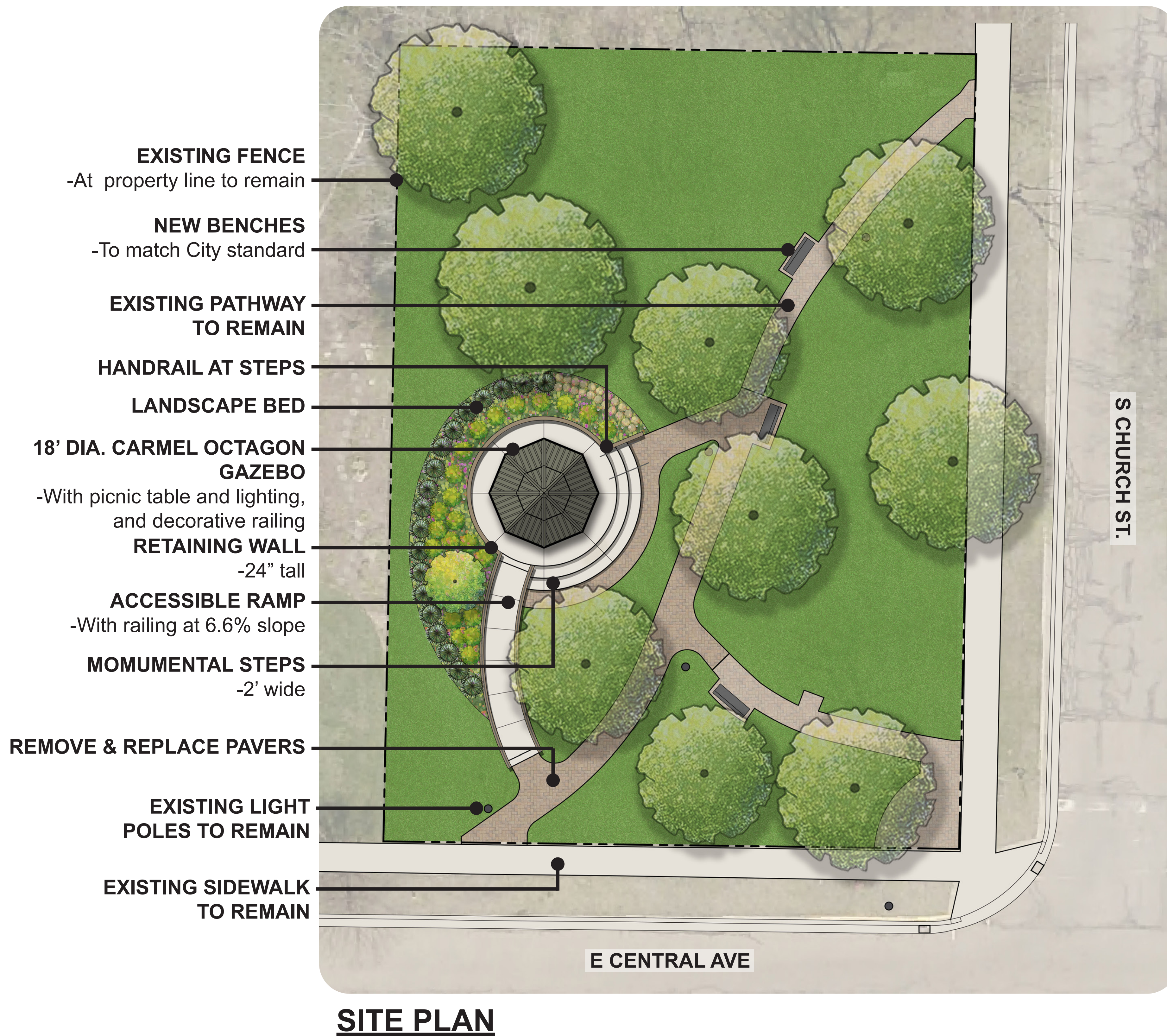
TO: Cemetery and Parks Commission
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Vande Luyster Square Gazebo Update
DATE: March 6, 2026

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

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

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



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



DATE
3.6.2026
PROJECT NO.
2264





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VANDE LUYSTER SQUARE PARK

Final Option - Octagon Gazebo

ORDER OF MAGNITUDE COST ESTIMATE - 3.6.2026

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



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Lighting and Electrical

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

Landscape Improvements

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

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

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INTEROFFICE MEMORANDUM

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

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

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

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

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

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

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

FEEL THE ZEEL



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

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL



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INTEROFFICE MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

Cemetery Rate Comparison

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

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

Columbarium Niche	
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\$	550.00
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\$	1,700.00
----	----------

	N/A
--	-----

	N/A
--	-----

	N/A
--	-----

	N/A
--	-----

\$	800.00
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\$	1,800.00
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Niche fees are not based on residency
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Outdoor Niche: Pilgrim Home: \$1,300.00/Graafschap: \$1,300.00
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Chapel Niche: Large Glass: \$1,250/Standard Glass: \$800/Standard Limestone: \$700
--

Niche fees are not based on residency
--

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

Chapel Niche: Large Glass: \$1,250/Standard Glass: \$800/Standard Limestone: \$700
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21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

INTEROFFICE MEMORANDUM

TO: Cemetery and Parks Commission
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: 5-Year Recreation Plan Update
DATE: March 6, 2026

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

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

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

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

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

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

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

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

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



MCSA
GROUP, Inc.

Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN



SBA WOSB
Woman Owned Small Business

City of Zeeland

Five-Year Recreation Master Plan Update

February 23rd, 2026



February 23, 2026

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

RE: Five Year Recreation Master Plan Update

Dear Mr. Plockmeyer,

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

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

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

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

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

Sincerely,

Melinda Whitten
MCSA Group, Inc.





Five-Year Recreation Master Plan Update

CITY OF ZEELAND

FIRM PROFILE AND DESIGN PHILOSOPHY

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

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

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

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

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

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

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

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

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



Huizenga Park Playground



Site Inventory Photo from Huizenga Park

PROJECT TEAM

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

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

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

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

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

RECREATION MASTER PLAN EXPERIENCE

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

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

Gaines Charter Township (2023)

Brownstown Charter Township (2022)

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

Georgetown Charter Township (2010, 2015)

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

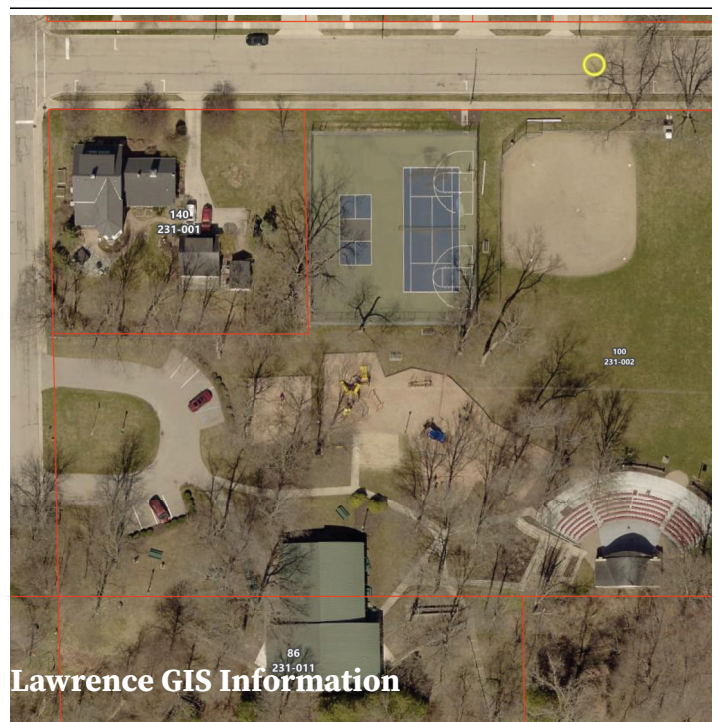
City of Kalamazoo (2008, 2013)

City of Kentwood (2021, 2026)

City of Holland (2004, 2009, 2024)



Hoogland Park Progress Photo



PROJECT WORK PLAN AND SCOPE OF SERVICES

Statement of Understanding

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

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

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

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

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

Scope of Services

Task I: PROGRAM REVIEW AND DEVELOPMENT

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

Task II: INVENTORY AND ANALYSIS

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

improvements to be included in the Capital Improvement Schedule.

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

Task III: NEEDS AND DEFICIENCIES

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

Task IV: PUBLIC INPUT AND PLANNING PROCESS

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

Five-Year Recreation Master Plan

**Michigan Tot Lot
Master Plan Sketches**



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

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

Task V: GOALS, OBJECTIVES AND ACTION ITEMS

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



**Michigan Tot Lot
Master Plan Rendering**

PROJECT SCHEDULE*

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

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



Vande Luyster Square Gazebo Illustrative

Five-Year Recreation Master Plan

PROFESSIONAL FEES

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



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INTEROFFICE MEMORANDUM

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

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

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

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

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

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

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

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

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

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance