



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
April 20, 2026, 6:00 p.m.

DISCUSSION ITEMS:

1. Public Safety HVAC Upgrades Contract Award
2. Snowmelt System Strategic Action Plan Update
3. FY 26/27 Wage Analysis
4. 100th Street Decertification
5. Lawrence Avenue Decertification
6. Providence Life Services (Royal Park Place/Royal Atrium Inn) Bonding Resolution
7. IFT Certificate Approval – High Point Finishing Solutions
8. Public Hearing – Snowmelt Special Assessment
9. Budget Hearing Resolution
10. Board of Construction Appeals Re-Appointment – David Timmer
11. Board of Zoning Appeals Re-Appointment – Rebecca Perkins
12. Cemetery/Parks Commission Re-Appointment – Lynette Lam
13. Library Advisory Board Re-Appointment – Mary Wilkos
14. Board of Public Works Re-Appointment – Jonathan Walters
15. Airport Auxiliary Board Appointment – Mark Eardley

UPCOMING BUSINESS:

OLD BUSINESS:

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

ANNOUNCEMENTS:



CITY OF ZEELAND
City Council Regular Meeting
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
April 20, 2026, 7:00 p.m.

CALL TO ORDER:

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

PUBLIC HEARING:

1. Public Hearing – Snowmelt Special Assessment
2. Public Hearing – Providence Life Services (Royal Park Place/Royal Atrium Inn) Bonding
3. Public Hearing – High Point Finishing Solutions IFT Certificate

ACTION ITEMS:

1. Providence Life Services (Royal Park Place/Royal Atrium Inn) Bonding Resolution
2. IFT Certificate Approval – High Point Finishing Solutions
3. Public Safety HVAC Upgrades Contract Award
4. 100th Street Decertification
5. Lawrence Avenue Decertification
6. Budget Hearing Resolution
7. Board of Construction Appeals Re-Appointment – David Timmer
8. Board of Zoning Appeals Re-Appointment – Rebecca Perkins
9. Cemetery/Parks Commission Re-Appointment – Lynette Lam
10. Library Advisory Board Re-Appointment – Mary Wilkos
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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 April 6, 2026.
2. Approve minutes of the Regular City Council meeting of April 6, 2026.
3. Approve minutes of the Brownfield Redevelopment Authority on March 31, 2026.
4. Approve minutes of the Personnel Committee on April 16, 2026.
5. Receive for information draft minutes of April 14, 2026, Board of Public Works meeting.
6. Ratify BPW Action #26.020 – Approve the February 2026 cash disbursements and the regular monthly transfers for the month of January 2026.
7. Ratify BPW Action #26.021 – Approve the bid for 201 W. Washington Ave. Fire Service Replacement / Cost-Share Agreement.
8. Ratify BPW Action #26.022 – Approve the bid for the Electric Meter Purchase.
9. Ratify BPW Action #26.023 – Approve the bid for the Power Plant Cooling Tower Controls PLC Upgrade.
10. Ratify BPW Action #26.024 – Approve Professional Services recommendation: Behind the Meter Generation Interconnection Study.
11. Ratify BPW Action #26.025 – Approve Video Management System Replacement.
12. Ratify BPW Action #26.026 – Approve Authorized Representatives to the Michigan Professional Insurance Authority.
13. Ratify BPW Action #26.027 – Approve the Water Utility Fees Schedule Revisions.
14. Ratify BPW Action #26.028 – Approve the Electric Utility Fees Schedule Revisions.

Council Meeting
Common Council
April 6, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, April 6, 2026. Mayor Rick VanDorp called the meeting to order at 7:00 P.M.

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

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, and City Clerk Kristi DeVerney

The Invocation was offered by Mayor Pro-Tern Gruppen.
The Pledge of Allegiance to the Flag

Motion by Mayor Pro-Tern Gruppen and Supported by Councilmember Langeland to excuse Councilmember Lam's absence.

Consent Agenda

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

1. Approve minutes of the City Council Work Study of March 16, 2026,
2. Approve minutes of the Regular City Council meeting of March 16, 2026.
3. Approve minutes of the Budget City Council meeting on March 30, 2026.
4. Approve minutes of the Budget City Council meeting on March 31, 2026.
5. Receive for information draft minutes of March 17, 2026, Library Advisory Board meeting.

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

City Managers Report

City Manager Klunder reported:

Brownfield Redevelopment Authority – Met on Tuesday, March 31, 2026, to approve a Brownfield Plan for JR Automation, a Brownfield Plan Amendment for 17 E. Main, approve amendments to the Brownfield Tax Increment Financing Policy and approve a Community and Economic Development Financial Incentive Policy.

Budget Meetings – City Council was thanked for their time and attentiveness to the review of the proposed 2026/2027 Fiscal Year budget.

FY 2026/2027 Wages – City Council was presented with the overall wages/benefit proposal as part of the budget work sessions. The administrative team will continue to finalize the

implementation plan and hold a Personnel Committee meeting on April 16 in order to have a recommendation with the budget adoption consideration at the May 4, 2026, City Council meeting.

Project Clarity and Macatawa Greenway – A couple of organizations that City Council provides funding for on an annual basis, due to the positive community impacts, are Project Clarity and Macatawa Greenway. On an annual basis, they provide reports that highlight efforts they have completed with the support of our dollars.

Action Items

26.047 Blendon Township Library Services Agreement Extension

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Langeland to approve the proposed amendment to the Library Services Agreement to ensure continuity of service to Blendon Township residents.

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

26.048 Video Management System Purchase & Implementation

Motion was made by Councilmember Timmer and Supported by Councilmember Bult to approve the purchase and implementation of a Video Management System from People Driven Technology in an amount, not to exceed, \$63,654, contingent upon approval by the Board of Public Works.

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

25.049 Resolution – Set 17 E. Main Brownfield Plan Amend #1 Public Hearing for May 4

Motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to approve a resolution to set a public hearing on May 18, 2026, to consider Brownfield Plan Amendment #1 for the 17 E. Main, LLC Redevelopment project.

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

26.050 Resolution – Set JR Automation Brownfield Plan Public Hearing for May 4

Motion was made by Councilmember Perkins and Supported by Councilmember Bult to approve a resolution to set a public hearing on May 18, 2026, to consider a Brownfield Plan Amendment for JR Automation Technologies, LLC, at 800. E. Riley.

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

26.051 Amendment to the Brownfield Tax Increment Financing Policy

Motion was made by Councilmember Perkins and Supported by Councilmember Bult to approve the amendments to the Brownfield Tax Increment Financing Policy as proposed.

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

26.052 Community and Economic Development Financial Incentive Policy

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to approve the Community and Economic Development Financial Incentive Policy (draft 3.7.26) as presented.

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

26.053 Local Officers Compensation Committee Appointment

Motion was made by Councilmember Timmer and Supported by Councilmember Perkins to approve the appointment of Allen Dannenberg to the Local Officers Compensation Committee with a term expiring April 4, 2031.

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

26.054 Arbor Day Proclamation

Motion was made by Councilmember Langeland and Supported by Councilmember Timmer to have Mayor VanDorp participate in the Annual Arbor Tree Planting Ceremony on Friday, April 24, 2026, at 10:00 A.M. in the Lincoln Street Cemetery.

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

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting at 7:17 p.m. Motion carried. All voting aye.

Mayor Richard Van Dorp III

City Clerk Kristi DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, April 6, 2026
6:15 P.M.

Mayor VanDorp called the Study Session to order at 6:15 P.M.

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

ABSENT: Lam

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, IT Manager Tim Maloney, Library and Community Center Director Amanda Hanson, and City Clerk Kristi DeVerney

Blendon Township Library Services Agreement Extension

The Howard Miller Public Library and the Gary Byker Memorial Library currently provide full library services to residents of Blendon Township through a Library Services Agreement. Blendon Township funds this service through a dedicated library millage.

The existing service contract expires on June 30, 2026, and the current 12-year millage also expires in 2026.

To ensure uninterrupted library service for Blendon Township residents, the libraries have prepared an amendment to the existing service agreement. The amendment extends library services from July 1 through December 31, 2026. During this time, the Blendon Township Board will place the library millage proposal on the ballot for the August 2026 primary election.

For this six-month extension period, Blendon Township will provide an additional payment equal to 50 percent of the millage funds generated from the December 2025 levy.

Contract Highlights

Key provisions of the amended agreement include:

- Contract fees, penal fines, and state aid payments will be allocated between Hudsonville and Zeeland in proportion to the taxable value within the Hudsonville and Zeeland School Districts, respectively.
- If Blendon Township electors approve the millage proposition during the 2026 election cycle, the Agreement will automatically extend through December 31, 2038.
- If the millage proposition is not approved, the Agreement will automatically terminate on December 31, 2026.

Staff recommend approval of the proposed amendment to the Library Services Agreement to ensure continuity of service to Blendon Township residents.

Video Management System Purchase & Implementation

The City of Zeeland and Board of Public Works jointly issued a Request for Proposal (RFP) for the replacement of existing Video Management Systems (VMS) across multiple facilities, including BPW, the Library, City Hall, and Public Safety, with future replacement planned for the Clean Water Plant. These systems have reached end-of-life and no longer meet current operational, cybersecurity, and

scalability requirements. This project will consolidate multiple standalone systems into a single, unified platform, eliminating siloed environments and providing centralized access to video across all facilities.

The new system is intended to provide a modern, secure, and scalable platform capable of supporting current and future surveillance needs across City facilities, with a design target of up to 100 cameras and a preferred retention period of 30 days.

Proposals were received from multiple vendors offering a range of solutions including on-premises, hybrid, and cloud-based architectures.

Proposals were evaluated based on:

- Total cost (initial and ongoing)
- Scalability to 100 cameras
- Storage capacity and retention capabilities
- Integration capabilities (particularly access control)
- System architecture (on premises vs. cloud)
- Long-term sustainability and vendor support

A summary of the initial comparison included five (5) companies with People Driven Technology (PDT) as the preferred vendor. While cost was considered, greater weight was placed on long-term integration, scalability, and alignment with future City and BPW security initiatives.

The proposed solution includes:

- Migration of the existing VMS to Genetec Security Center
- Support for 80 current cameras and expansion up to 100 cameras
- Enterprise-grade VMS platform with integrated video and access control capabilities
- Streamvault appliance with 160TB of storage, supporting approximately 24+ days of retention based on design assumptions
- Five-year hardware warranty with next-business-day support
- Implementation services, configuration, and training

The base proposal includes conversion of 43 existing cameras and preparation for future expansion. However, staff have requested updated pricing to include additional camera licensing for up to 80 cameras and system capacity to better align with the RFP requirement for scaling up to 100 cameras.

Cost Summary – People Driven Technology

- Base system (hardware, licensing, services) - \$51,250
- Optional advanced training - \$1,795
- Base Project cost - \$53,045

To account for potential hardware pricing fluctuations, additional licensing needs, and the opportunity to replace aging or underperforming cameras during implementation, a **20% contingency** is recommended which calculates to \$10,609 with a **Total Not-to Exceed amount of \$63.654.**

Budget Impact includes Capital Improvement Plan (CIP) funding of \$70,000 has been allocated for this project. The proposed project, including contingency, remains within the approved

budget, leaving additional capacity for:

- Future camera expansion
- Additional licensing
- Integration enhancements

Strategic Considerations include the selected Genetec platform that provides a long-term strategic advantage by enabling the following:

- Unified security management across City and BPW facilities
- Future integration with access control systems (including Mercury-based platforms)
- Consolidation of video and physical security into a single system, rather than maintaining separate systems for each building
- Improved incident response, investigation capabilities, and audit logging

This approach aligns with long-term goals of standardization, improved usability, and enhanced cybersecurity posture.

While multiple vendors met the baseline requirements of the RFP, People Driven Technology was selected based on its superior integration capabilities, scalability, and alignment with the City's long-term strategy to unify video and access control systems into a single platform.

Staff recommended approving the purchase and implementation of a Video Management System from People Driven Technology in an amount not to exceed \$63,654, contingent upon approval by the Board of Public Works.

Set Brownfield Plan Amendment #1 Public Hearing – 17 E. Main, LLC

At the March 31, 2026, Zeeland Brownfield Redevelopment Authority meeting, the Brownfield Authority approved amendment #1 for 17 E. Main, LLC Redevelopment (Midwest Construction). This Resolution is to set a City Council public hearing on May 18, 2026, on the proposed plan amendment #1. Following the public hearing, City Council will then be able to consider approval of plan amendment #1.

The public hearing will cover Brownfield Plan amendment #1 in more detail which includes context from (1) the March 31, 2026 resolution from the Brownfield Redevelopment Authority approving plan amendment #1, (2) a March 20, 2026, city memorandum to the Brownfield Redevelopment Authority regarding plan amendment #1, (3) a February 23, 2026 memorandum from the Brownfield Authority consultant (Fleis and VandenBrink) on plan amendment #1, and (4) the memorandum from February 28, 2025 recommending approval of the original Brownfield Plan with the corresponding plan included.

Although the proposed amendment #1 is largely administrative (it does not change the reimbursement amounts), it is recommended we follow an approval process like the original approval process.

The leadership team recommends that City Council approve a resolution to set a public hearing on May 18, 2026, to consider the Brownfield Plan Amendment #1 for the 17 E. Main, LLC Redevelopment project.

Set Brownfield Plan Amendment Public Hearing – JR Automation, 800 E. Riley

On March 31, 2026, Zeeland Brownfield Redevelopment Authority meeting, the Brownfield Authority approved a Brownfield Plan amendment for JR Automation Technologies, LLC at 800 E. Riley. This Resolution is to set a City Council public hearing on May 18, 2026, on the proposed plan amendment. Following the public hearing, City Council will then be able to consider approval of the plan amendment to JR Automation.

The public hearing will cover the proposed Brownfield Plan amendment in more detail and the request to set a public hearing on the matter is more procedural in nature. Included is (1) the March 31, 2026, resolution from the Brownfield Redevelopment Authority approving JR Automation's plan amendment, (2) a March 20, 2026, city memorandum to the Brownfield Redevelopment Authority regarding the plan amendment, (3) a February 16, 2026, memorandum from the Brownfield Authority's consultant (Fleis and VandenBrink) on the plan amendment, and (4) the February 11, 2026, Brownfield Plan Amendment submitted by JR Automation to the city.

The leadership team recommends that City Council approve a resolution to set a public hearing on May 18, 2026, to consider a Brownfield Plan Amendment for JR Automation Technologies, LLC, at 800 E. Riley.

Amendments to the Brownfield Tax Increment Financing Policy

City Council reviewed an updated draft of our Brownfield Tax Increment Financing Policy at the November 3, 2025, City Council meeting. The previous City Council provided positive feedback on the amendments to the policy, and we subsequently waited for the Brownfield Authority to meet again so they can make final recommendations on the proposed amendments to the policy. That meeting took place on March 31, 2026, at which time the Brownfield Redevelopment Authority recommended approval of the amendments.

The proposed amendments are exactly as shared at the November 3, 2025, Council meeting.

Staff recommend approving the amendments to the Brownfield Tax Increment Financing Policy as proposed.

Approve Community and Economic Development Financial Incentive Policy

In conjunction with the Brownfield TIF Policy amendments, our administrative team and the Brownfield Redevelopment Board Authority are proposing a new Community and Economic Development Financial Incentive Policy that looks to bring equity to projects that may seek multiple financial incentives. While some projects have only sought Brownfield incentives, more recently, projects have looked to layer incentives such as Commercial Rehabilitation Incentives, Brownfield Incentives, property purchases, etc. As stated above, the new policy looks to establish equity between projects by creating target maximum percentages of incentives offered to projects. This new policy was originally presented to the Brownfield Redevelopment Authority on October 13, 2025, and the Zeeland City Council on November 3, 2025. Both bodies provided positive feedback on the establishment of such a policy.

At the most recent Brownfield Redevelopment Authority Board meeting on March 31, 2026, the Authority Board did recommend the policy's approval.

Local Officers Compensation Committee Appointment

There is a vacancy on the Local Officers Compensation Committee due to Daniel Klompmaker resigning. Allen Dannenberg would like to serve on the Local Officers Compensation Committee, filling Daniel Klompmaker's vacated seat. Mayor Van Dorp is recommending this appointment.

Staff recommends that City Council accepts Mayor VanDorp's recommendation to appoint Allen Dannenberg to the Local Officers Compensation Committee with a term expiring April 4, 2031.

Arbor Day Proclamation and Tree Planting Ceremony

The City of Zeeland Cemetery Parks Department will conduct its Annual Arbor Tree Planting Ceremony on Friday, April 24, 2026, at 10:00 AM in the Lincoln Street Cemetery.

The fifth-grade class from Lincoln Elementary School and teacher Joshua Scott will participate in the ceremony this year. Mayor Van Dorp will officiate.

There being no further items to discuss, Work Study was adjourned at 6:55 P.M.

Richard VanDorp III

Kristi DeVerney, City Clerk

**Brownfield Redevelopment Authority
Minutes of
March 31, 2026**

Pursuant to public notice duly given, the meeting of the Brownfield Redevelopment Authority of the City of Zeeland, County of Ottawa, Michigan, was convened in open session at 4:00 p.m., local time, on Monday, March 31, 2026, at the Zeeland City Hall, 21 S. Elm Street.

Vice Chairperson Blanton called the meeting to order at 4:00 p.m. A roll call of members was conducted.

PRESENT: Vice Chairperson Blanton, Andy Boatright, Tim Klunder, Tim Maday, and Jeff Roon.

ABSENT: Mayor Rick VanDorp

GUEST: None

Staff present: Finance Director/ACM Kevin Plockmeyer and City Clerk Kristi DeVerney

Motion was made by Klunder and seconded by Maday to excuse VanDorp due to personal reasons.

Motion carried. All voting aye.

Visitor/Public Comment

There were no visitors or public comments.

Communications/Reports:

None

Public Hearing

None

Action:

Approve minutes of October 14, 2025

Motion was made by Boatright and seconded by Maday

Motion carried. All voting aye.

Unfinished Business:

None

New Business:

Brownfield Tax Increment Financing Policy

The Brownfield Redevelopment Authority reviewed an updated draft of our Brownfield Tax Increment Financing Policy on October 13, 2025, and was reviewed with City Council on November 3, 2025.

We are now proposing that the Brownfield Redevelopment Authority approve the Amended

Brownfield Tax Increment Financing Policy. The proposed amendments are exactly as shared at the October 13, 2025, meeting. The Authority approved the amended policy, so it will then go to City Council for final consideration.

Motion was made by Boatright and seconded by Maday to approve the Amended Brownfield Tax Increment Financing Policy.

Motion carried. All voting aye

Community and Economic Development Financial Incentive Policy

In conjunction with the Brownfield TIF Policy amendments, we are proposing a new policy that looks to bring equity to projects that may seek multiple financial incentives. While some projects have only sought Brownfield incentives, more recently, projects have looked to layer incentives such as Commercial Rehabilitation Incentives, Brownfield Incentives, property purchases, etc. As stated above, the new policy looks to establish equity between projects by creating target maximum percentages of incentives offered to projects. This new policy was presented to the Brownfield Redevelopment Authority on October 13, 2025, and the Zeeland City Council on November 3, 2025.

An updated draft of the policy (dated 3.7.26) was provided. It is in substantial alignment with the policy presented on October 13, 2025. The key addition to this updated draft is a reference that will require projects that occur within the City's Central Business District (downtown) that are new or create significant alterations to an existing building, and seek financial incentives for the project, to complete a public parking analysis. Given the strains (perceived or real) on the city's public parking system because of developments within our Central Business District, we feel this parking analysis is appropriate if the project is seeking financial incentives to support the project.

Like the Amended Brownfield Tax Increment Financing Policy, staff proposed that the Brownfield Redevelopment Authority approve the Community and Economic Development Financial Incentive Policy (draft 3.7.26). The Authority approved the policy, so it will then go to City Council for final considerations.

Motion was made by Maday and seconded by Boatright to approve the Economic Development Financial Incentive Policy (draft 3.7.26).

Motion carried. All voting aye

Motion was made by Boatright and seconded by Maday to have Klunder run the meeting as Blanton recused herself for conflict of interest for the next item on the agenda.

Brownfield Plan/Act 381 Work Plan – JR Automation – 800 E. Riley St.

At the March 31, 2026, Brownfield Redevelopment Authority meeting, the board considered an amendment to the City's Brownfield Plan for 800 E. Riley (JR Automation). Our Brownfield consultant, Samantha Mariuz, Fleis & VandenBrink; provided information and the site-specific provisions (Brownfield Plan Amendment) for the 800 E. Riley project. A resolution for approval consideration was provided to the Authority at the meeting.

Samantha provided a thorough overview of the proposed project for the Brownfield Authority's consideration. A few items of additional note for the Authority's information are:

- As noted in the plan and Samantha’s information, the developer will seek reimbursement of \$4,101,975 in eligible activities. For its part, the city (BPW) will seek \$4,531,000 for Phase I infrastructure improvements (adjacent to site) and potentially \$4,000,000 for Phase II improvements (exploring a roundabout at the corner of Main/Fairview).
 - It is currently anticipated that the city will bond for a portion of the infrastructure improvements, using tax increment financing from the project to pay the bonds.
 - When including our local brownfield administration fee (5%) a total estimated amount of \$13.7 million would be collected through the TIF. Of this amount, approximately \$6.2 million (46%) would be city tax dollars, while the other revenue would be from other local tax sources. There are no state education or school operating taxes included in the tax capture.
- The administrative provisions (administration fee, percentage of annual collection to city, etc.) within the Brownfield Plan are consistent with the City’s Brownfield Tax Increment Financing Policy (with proposed amendments).
- Estimated calculations of the tax incentives are consistent with the provisions in the City’s Brownfield Tax Increment Financing Policy (amended) and proposed Community and Economic Development Financial Incentive Policy
 - The total estimated financial incentives (IFT and TIF) to JR Automation are 20% (no more than 50% per policy) and 5.63% (no more than 40%) for Brownfield incentives. Interestingly, on a per square foot basis, the proposed incentives are \$50.54. In four “recently” approved incentive projects (CRA and/or BRA TIF) the average was \$50.99 per square.
- From a procedural standpoint, should the Brownfield Redevelopment Authority approve the Brownfield Plan Amendment for 800 E. Riley, it would then go before Zeeland City Council. It is anticipated that Zeeland City Council will consider a resolution at their April 6, 2026, meeting to set a public hearing on the Brownfield Plan Amendment at their May 4, 2026, meeting. City Council would then hold a public hearing and consider approving the Brownfield Plan Amendment. Finally, a reimbursement agreement (sample in the Brownfield Plan) will be required to be approved between the Brownfield Authority/City and developer before any tax reimbursements are made.

Tim Maday, who is also on the Ottawa County Landbank Authority, noted that this project qualifies for Brownfield status and related tax capture due to the Landbank taking a temporary controlling interest in the property. When a property is under the control of the Landbank Authority, it becomes eligible for Brownfield status, including tax capture for public infrastructure improvements. He stated that he was thankful for the support of the Ottawa County Landbank Authority on this project.

Additional people showing support were the following:

- Roman Wilson, Fishbeck consultant
- Joel Cooper, JR Automation owner’s representative
- Ryan Ferrier, Lakeshore Advantage representative

The Brownfield Redevelopment Authority members discussed reimbursement and timeline structure.

Motion was made by Boatright and seconded by Roon to a resolution to amend the City’s Brownfield Plan to include the 800 E. Riley project as outlined in the plan amendment. Motion carried. All voting aye.

Vice Chair, Blanton, returns to chairing the rest of the meeting.

Brownfield Plan Amendment #1/Act 381 Work Plan – 17 E. Main LLC – 17 E. Main Ave.

At the March 31, 2026, Brownfield Redevelopment Authority meeting, the board was asked to consider amendment #1 to the City's Brownfield Plan for 17 E. Main, LLC.

Our Brownfield consultant, Samantha Mariuz, Fleis & VandenBrink, provided a thorough overview of proposed amendment #1 for the Brownfield Authority's consideration. The amendment is largely administrative in nature – no substantive financial changes.

As way of additional background, the Brownfield Plan approval information was presented to Zeeland City Council on March 3, 2025. A resolution for approval consideration for amendment #1 was provided to the Authority. The Brownfield Authority approved amendment #1 so it will then go to the City Council for consideration.

*Motion was made by Klunder and seconded by Maday to approve a resolution for amendment #1 to the Brownfield Plan for 17 E. Main, LLC Redevelopment.
Motion carried. All voting aye.*

Other

None

Adjourn

*Motion was made by Boatright and seconded by Maday to adjourn the meeting at 4:26 p.m.
Motion carried. All voting aye.*

MEMORANDUM OF MEETING

Personnel Committee
April 16, 2026-12:00 PM
City Hall Council Chambers

PRESENT: Mayor VanDorp, Mayor Pro-Tem Gruppen, BPW Chair Boerman

ABSENT: Councilmember Lam, BPW Vice Chair Cooney

Staff Present: Assistant City Manager/Finance Director Plockmeyer, HR Specialist Hellenthal, BPW General Manager Boatright, Power Supply & Market Operations Manager/Utilities Manager Designee Mulder, and City Clerk DeVerney

Mayor VanDorp called the meeting to order at 12:06 PM

Approval of March 12, 2026, Meeting Minutes

A motion was made by Boerman and seconded by Gruppen to approve the March 12, 2026, meeting minutes. All in favor, minutes approved.

Employee Comments

IT Manager, Tim Maloney, shared concerns about the Salary/Wage Scale and Implementation Plan.

FY 26/27 Non-Union Salary/Wage Scale and Implementation Plan

In 2022, the city completed an external wage assessment to determine appropriate market-aligned pay ranges for non-union positions. Since then, the city has adjusted wages annually, including a 3% wage scale increase incorporated into a wage progression grid. Current employees were evaluated within that grid each year to determine annual increases.

For FY 26–27, like the process used in 2022, an internal wage survey and assessment was completed for each non-union job title. Market data was gathered from local, regional, and statewide municipalities, utilities, and similar private-sector organizations. This data established updated midpoints for each position, ensuring that the City's wage scales remain fair, competitive, and aligned with the labor market.

Survey Results

- Movement from current FY 25–26 midpoints ranged from -30% to +24%.
- For midpoints lower than current FY 25–26 rates, no changes are recommended.
- For midpoints that increased, corresponding wage scale adjustments are recommended.
- A revised wage progression grid, removing the 3% across-the-board increase, is also recommended.

RECOMMENDED FY 26–27 IMPLEMENTATION APPROACH (Per Employee)

1. When applicable, a team member's wage will increase by the greater of:
 - (a) the percent increase in their wage scale midpoint, or
 - (b) the calculated wage-scale penetration point (based on twenty years of service).

As in 2022, this movement is capped at 1% per year of service in the current position.

2. A performance adjustment will be applied (if eligible) according to the updated wage progression grid as of July 1, 2026.
3. For team members with at least one year of service in their current position who, after applying adjustments #1 and #2, would receive less than a 3% increase, a retention adjustment of 2%–3% will be provided (unless performance is unacceptable):
 - (a) Team members above the maximum of their pay scale will receive a one-time payment equal to 2% of base salary after July 1, 2026. This payment will not be added to base wages.
 - (b) Team members whose pay falls within their pay scale will receive a 3% increase to base wages.
4. Any retention adjustment above 3% follows the Management Discretionary Policy.

The applicable provisions of the City's Salary Increase Plan (Appendix C of the Employee Handbook) for adjustments outlined in #3 and #4 above states "for team members Special compensation exceptions may occur based on exceptional performance over an extended period of service, a high desire of management to retain the employee, possession of special certifications and/or qualifications beyond the requirements of the position that are of value to the City, or a limited availability of workers in the appropriate labor market possessing the necessary skills and abilities for the position." "Advancement of an employee above the increases listed in the updated annual wage increase chart would be at the discretion of the City Manager or BPW General Manager. The total dollars available for these purposes in a given fiscal year would be determined by the Personnel Committee and approved by the BPW Board and/or by the City Council during the budget approval process." The dollar amounts projected under provisions #3 and #4 of this implementation approach are estimated at \$40,500 for the city and \$12,500 for the BPW.

Committee members noted the importance of retaining employees and agreed with the fairness and the opportunity to perform a study each year going forward.

Overall Financial Impact

The plan was approved, so it will result in projected overall wage increases (for existing team members) —reflecting both wage scale adjustments and performance adjustments—of roughly 5% for FY 26–27. A summary of the combined changes from the previous fiscal year for existing employees is available. This percentage increase amount generates projected dollar amounts that are within the overall wage budgets (including proposed new positions) presented to City Council during the March 30 and March 31 budget presentations.

Motion was made by Gruppen and seconded by Boerman to approve the FY 26/27 wage scale and the wage implementation plan outlined to ensure that employees serving the City of Zeeland are compensated fairly and competitively.

Updates

Paternity Leave

Plockmeyer stated that the committee continues to discuss but due to maternity leave not being offered (instead FMLA short term disability) and because leave banks are generous for sick time, staff is leaning to not pursuing paternity leave. Additionally, other smaller communities, in the area, also use leave banks instead of maternity/paternity leave.

Compensation Time

Plockmeyer explained because employees are allowed to have up to 40 hours of rolling compensation time and generous leave times, staff is leaning towards not amending compensation time policy.

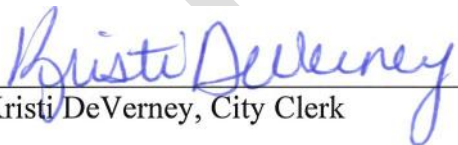
Fitness Membership

Plockmeyer stated that they are continuing to explore modifying the wellness plan to include a fitness membership.

Holiday Pay

Plockmeyer indicated because employees are allowed to take compensation time pay instead of Holiday Pay staff does not feel it is necessary to amend the holiday pay policy.

Motion was made by Boerman and seconded by Gruppen to adjourn the meeting at 12:49 PM.



Kristi DeVerney, City Clerk

DRAFT

Regular Meeting
 Board of Public Works
 Water Warehouse
 April 14, 2026

The regular meeting of the Board of Public Works Commission was held at the BPW Water Warehouse, 330 E. Washington, Tuesday, April 14, 2026. Chairperson Boerman called the meeting to order at 3:31 p.m.

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

ABSENT: Commissioners – None

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

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

Public Comment

None.

Safety Minute

Be tick free.

26.020 Approve Cash Disbursements and Recommended Cash Transfers

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

Cash and Investments as of:	February 28, 2026		
		<u>Electric</u>	<u>Water</u>
Receiving	\$	3,666,273	\$ 472,180
Accumulated Debt Service (In Receiving Fund)		-	-
Plant Improvements and Contingencies		12,962,954	13,832,886
Bond and Interest Payment Reserve*		-	-
Totals		<u>\$ 16,629,227</u>	<u>\$ 14,305,066</u>

*Reserve required per electric and water revenue bond ordinances.

Recommended Transfers for the Month: February-26

	<u>Electric</u>	<u>Water</u>
Receiving	(57,645)	-
Accumulated Debt Service	-	-
Plant Improvements and Contingency	-	-
General Fund (per charter provision)	57,645	-
Notes on Recommended Transfers:		

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

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

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

3. Further surpluses of \$131,300 in the Water Fund are recommended for transfer to the Plant Improvements and Contingencies Reserve.

Motion carried. All voting aye.

Accounting, Finance & Customer Service Report

ACM/Finance Director Plockmeyer updated the Board on current operations status, activities and projects which include:

February 2026 Customer Metrics

- Overdue/Disconnect Notices = 223
- Active Accounts = 8,002
- Total Bills Sent = 8,034
- Paperless Bills = 2,783
- Pre-Authorized Payment Customers = 2,258
- Invoice Cloud = 3,132
 - Credit Card = 2,351
 - EFT = 781

January 2026 Customer Metrics

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

C&I Electric Meter Read Dates – We completed our “soft” transition of our C&I accounts from the 20th of the month billing cycle to the end of the month. During the month of March, we transitioned our City and BPW accounts without any unexpected consequences. We will continue to transition our remaining customers over the next couple of months, with the goal of having all customers transitioned by the end of the fiscal year.

MPPA Working Capital – As we have shared with the Board, power supply costs continue to rise, which is creating the need for additional working capital at MPPA. This working capital is used to provide cash for the Energy Services Project (power supply contracts with wholesale energy markets) at MPPA. In February, we were required to contribute an additional \$253,028.89 in working capital to MPPA. While there is not much we can do about this contribution, as it is formula-driven and a requirement for participation in the project, we wanted to make the Board aware of the increase. Since January 2025, the amount of working capital on hand at MPPA has increased from \$2,536,089 to \$3,472,252 at the end of February.

Fiscal Year 2027 Budget Follow-up – The management team had the opportunity to present the Fiscal Year 2027 budget to City Council on Monday, March 30. Overall, City Council was pleased with the work of the BPW and the budget that was presented and did not request any changes. Regarding the budget, we also had the opportunity to speak with Dawn Lund from UFS about the Fiscal Year 2027 Water Budget. We were able to reconcile our numbers, and she expressed a high level of comfort with our budget and proposed rate increase track. We were pleased with the feedback provided by Dawn and do not propose any modifications to water rates at this time.

UFS is still working through the Electric Budget but, at first glance, did not identify any red flags. We will continue to update the Board on any future feedback from UFS.

Water Department Report

Water Operations Manager Postma updated the Board on activities, current operations status, and projects which include:

- Meter replacement program
- Galvanized Service Line Replacement Program
- Other work projects
- Water Administration Projects

26.021 Bid Recommendation: 201 W. Washington Ave. Fire Service Relocation

In 2025, there was a traffic accident where one of our fire hydrants was badly damaged and subsequently removed. At this time the water main running south on N. Colonial Street was discovered to have been installed in the late 1950s. Due to this we propose rerouting the fire service at 201 W. Washington Ave. from Washington Ave. to the north side of the premise.

The scope of the project includes rerouting and replacing the fire service to 201 W. Washington Ave. and abandoning approximately 240 feet of 8” water main installed in the 1950s. We propose reconfiguring piping to a fire hydrant on the southeast corner of W. McKinley Ave. and N. Colonial St. This project is tied to City resurfacing project for Colonial St. We also propose assisting the building owner with a cost share in the amount of 15,000 to add new backflow prevention due to this relocation. Project costs are as follows:

Description	Cost
Colonial St. Resurfacing Project	\$102,146.65
Engineering and Construction Inspection	\$ 3,082.62
Cost Share with Building Owner	\$ 15,000.00
Project Contingency	\$ 10,368.81
Total Project Cost	\$130,598.08

Dan Hoe Excavating Inc. will be completing the underground construction portion of this project.

City Council approved this project at the March 16, 2026, regular meeting pending ZBPW Board approval.

Bidder Name	Bidder Location	Quote	Meets Specification	Comments
Rieth-Riley Construction	Wyoming, MI	\$130,598.08	YES	RECOMMENDATION

Motion was made by Commissioner Query and seconded by Commissioner Walters to award Contract work to Rieth-Riley Construction in the amount of \$115,598.08 for the 201 West Washington Ave. fire service relocation project. Motion carried. All voting aye.

Motion was made by Commissioner Cooney and seconded by Commissioner Query to assist the building owner with a cost share in the amount of \$15,000 to add new backflow prevention due to this relocation for the resurfacing project for Colonial St. Motion carried. All voting aye.

Transmission & Distribution Department Projects Update

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

- Washington Substation Preventative Maintenance
- Fairview Circuit Breaker Replacement
- American Public Power Association Awards
- Outage Statistics

26.022 Electric AMI Meter Purchase

The Zeeland Board of Public Works electric system continues to experience steady growth throughout our service territory. New development and infrastructure improvements are occurring within the City of Zeeland as well as in neighboring Holland / Zeeland Townships. This continued expansion has resulted in a steady need for additional electric meter installations. This purchase will replenish our inventory of commercial electric meters and ensure an adequate supply is available to support ongoing system growth and service needs.

The Zeeland Board of Public Works continues to use the Eaton Advanced Metering Infrastructure (AMI) mesh network for all electric metering. For the Eaton Yukon AMI system, only a limited number of manufacturers produce polyphase meters that are fully compatible with its communication module. The original AMI deployment utilized the Itron Sentinel for polyphase applications, and the Itron CENTRON CP3SL is now the latest meter offering, providing enhanced functionality while maintaining full compatibility with the existing AMI system.

The Electric Department is seeking to purchase a total of 44 commercial meters that will accommodate multiple different three-phase service types.

Bidder Name	Quote	Meets Specification	Comments
Eaton	\$32,084.00	YES	RECOMMENDATION

Motion was made by Commissioner Query and seconded by Commissioner VanAst to award the purchase of Electric AMI Meters to Eaton for \$32,084.00, plus \$1,283.36 in freight, for a total cost of \$33,367.36. Motion carried. All voting aye.

Electrical Transmission & Distribution Manager Coots updated the Board on the APPA 2025 Annual Reliability Report.

Power Production and Buildings & Grounds Department Report

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

- Operations & Power Supply – February 2026
- Renewable Energy Credits (RECS): February 2026

- Projects & Department Updates
 - o Integrated Resource Plan (IRP) Update & Stakeholder Engagement Project
 - o MPPA BTMG Initiative
 - o Power Plant Natural Gas Main Replacement Project
 - o Employee Retirements
- Buildings & Grounds
 - o BPW Office Remodel & Expansion Project
 - o General Facilities Work

26.023 Power Plant Cooling Tower Controls PLC Upgrade

The prime movers for generating units 1, 2, 7, and 8 at the Washington Ave. Generation Facility utilize a shared system for engine cooling and thermal management referred to as the ‘general’ system. This system includes three cooling towers and their associated valves, pumps, fans, and instrumentation.

Sequencing and control are managed by a stand-alone PLC and Human Machine Interface (HMI) that are not integrated into the electric SCADA system. The PLC and HMI were installed in 2005 and have not received significant upgrades since. Although these units operate infrequently due to their age and efficiency, staff believe upgrades to modernize controls, enhance notifications, and ensure reliability are warranted.

- A scope of work was developed and issued to two professional service providers for bid, consisting of:
- Upgrade the Allen-Bradley CompactLogix controller to a supported version with adequate memory and Modbus/TCP for integration with SCADA
 - Convert the existing PLC program for the new controller, download, and verify operation
 - Programming to incorporate Modbus/TCP server capabilities for integration with SCADA, including
 - o Duplicate PLC tags for SCADA display and control, mirroring existing HMI functionality
 - o Furnish a spreadsheet for SCADA development with tag names, addresses, and the like
 - Add program logic for “Summer” & “Winter” modes of operation (limited scope)
 - Commissioning, testing, and associated travel expenses

BPW staff will develop and test SCADA graphics and tags and provide network connectivity. Upon completion, plant operators will be able to monitor and control the equipment via SCADA in addition to the local HMI.

A summary of the bids is provided below:

Bidder	Location	Total Bid	Notes
Parkway	Holland, MI	\$15,032.00	Recommendation
Theka Engineering Solutions	Muskegon, MI	\$18,400.00	

Motion by Commissioner Query and seconded by Commissioner Cooney to award a contract to Parkway in the amount of \$15,032.00 to upgrade the Power Plant cooling tower controls PLC as outlined above. Additionally, staff recommend that a budget of \$20,000 be established for the project, providing some contingency and an allowance for miscellaneous material purchased by BPW staff to complete the project. A \$35,000 allocation for this project was included in the FY2026 Generation System Improvements Capital Improvement Plan. If approved, all expenses associated with this expenditure will be allocated accordingly. Motion carried. All voting aye.

As the BPW's Integrated Resource Plan (IRP) approaches completion, staff have begun taking steps to initiate the next phase of the process, should a decision be made to install additional on-system generation. These steps include preliminary assessments of the following:

- Environmental permitting and siting requirements and restrictions
- Fuel availability and associated upgrade costs
- Electrical interconnection study

Staff are pursuing this initiative based on local needs and also in collaboration with the Michigan Public Power Agency (MPPA) as part of their Resource Adequacy BTMG strategic initiative, to evaluate the potential for hosting a larger, jointly owned project in the community. Both Zeeland and MPPA view this initiative as a strategic objective requiring prompt action to mitigate escalating risk, as options for traditional capacity resources to ensure resource adequacy become more limited.

Thus far, a preliminary environmental assessment has been initiated with a consultant and discussions with our natural gas local distribution company (LDC), SEMCO Energy, remain ongoing regarding the necessary upgrades and associated costs to support a range of potential project sizes. Staff have performed a preliminary review of the generator electrical interconnection limitations for several scenarios, but feel a more detailed analysis is needed than can be performed in-house. While MPPA will also be evaluating this, that will be at a higher level intended to identify fatal flaws and significant limitations.

Power System Engineering, Inc. (PSE) based in Madison, Wisconsin, has been providing engineering consultation services to the industry since 1974, including the BPW and several other Michigan Municipal Electric Association members. Although the BPW has not used their services extensively in recent years, staff believe this project is a good fit for PSE based on their experience, staff, and overall depth and capabilities. Accordingly, a scope of work and supporting documentation were provided to PSE, identifying the following objectives:

- Identify viable development pathways early
- Understand system capabilities and constraints
- Evaluate cost and performance trade-offs
- Make informed, defensible investment decisions

In response to our request, PSE prepared a proposal segmenting the project into three distinct phases, consisting of:

- Phase 1: Screening, Feasibility & Preliminary Costing
- Phase 2: Detailed System Performance & Integration Analysis
- Phase 3: Scenario Comparison & Strategic Insight

This phased approach is intended to provide BPW with progressive levels of technical insight, while maintaining control over scope, cost, and overall effort throughout the study. At the conclusion of each phase, PSE will present key findings, risks, and preliminary conclusions that will support staff's decision to proceed, revise scope, pause, or terminate further analysis based on feasibility or projected economics. This approach ensures that higher-level feasibility and system constraints are identified early, allowing BPW to avoid unnecessary investment in detailed engineering or analysis for scenarios that may not advance.

The estimated cost of each phase is provided in the table below.

Phase	Estimated Cost	Duration	Notes
Phase 1 Screening, Feasibility & Preliminary Costing	\$20,000 - \$28,000	4-6 Weeks	Current Recommendation
Phase 2 Detailed Performance & Integration Analysis	\$35,000 - \$45,000	4-6 Weeks	Anticipated
Phase 3 Scenario Comparison & Strategic Insights	\$10,000 - \$15,000	2-3 Weeks	Anticipated
Total Project:	\$65,000 - \$88,000	10-15 Weeks	Total Anticipated Cost

Although envisioned as a comprehensive project, each phase will be authorized independently, allowing BPW to evaluate results at the conclusion of each phase before proceeding. PSE has committed to coordinating with BPW staff throughout the project to review interim findings, confirm assumptions, and ensure results align with the IRP process as it nears completion.

Motion was made by Commissioner Cooney and seconded by Commissioner Walters to approve a professional services contract not exceeding \$28,000 be awarded to Power System Engineering, inc. (PSE) to perform Phase 1 of the Behind the meter Generation Interconnection Study as outlined in their proposal. Furthermore, staff request that a budget of \$88,000 be established for this project, anticipating that subsequent phases will be executed upon satisfactory completion of Phase 1. Staff will request Board approval for subsequent phases at a later time, but anticipate the project will be executed in full, aligning with the total estimated project cost of \$65,000 - \$88,000. Motion carried. All voting aye.

All expenses associated with this project will be allocated to the electric department administrative costs for both FY2026 and FY2027 as received. Staff anticipate that these costs will be reallocated to the New Generation Capital Improvement Project when the project proceeds.

Other BPW Business

26.025 Video Management System Replacement

The City of Zeeland and Board of Public Works jointly issued a Request for Proposal (RFP) for the replacement of existing Video Management Systems (VMS) across multiple facilities, including BPW, the Library, City Hall, and Public Safety, with future replacement planned for the Clean Water Plant. These systems have reached end-of-life and no longer meet current operational, cybersecurity, and scalability requirements. This project will consolidate multiple standalone systems into a single, unified platform, eliminating siloed environments and providing centralized access to video across all facilities.

The new system is intended to provide a modern, secure, and scalable platform capable of supporting current and future surveillance needs across City facilities, with a design target of up to 100 cameras and a preferred retention period of 30 days.

Proposals were received from multiple vendors offering a range of solutions including on-premises, hybrid, and cloud-based architectures.

Proposals were evaluated based on:

- Total cost (initial and ongoing)
- Scalability to 100 cameras
- Storage capacity and retention capabilities

- Integration capabilities (particularly access control)
- System architecture (on premises vs. cloud)
- Long-term sustainability and vendor support

A summary of the initial comparison included five (5) companies with People Driven Technology (PDT) as the preferred vendor. While cost was considered, greater weight was placed on long-term integration, scalability, and alignment with future City and BPW security initiatives.

The proposed solution includes:

- Migration of the existing VMS to Genetec Security Center
- Support for 80 current cameras and expansion up to 100 cameras
- Enterprise-grade VMS platform with integrated video and access control capabilities
- Streamvault appliance with 160TB of storage, supporting approximately 24+ days of retention based on design assumptions
- Five-year hardware warranty with next-business-day support
- Implementation services, configuration, and training

The base proposal includes conversion of 43 existing cameras and preparation for future expansion. However, staff have requested updated pricing to include additional camera licensing for up to 80 cameras and system capacity to better align with the RFP requirement for scaling up to 100 cameras.

Cost Summary – People Driven Technology

- Base system (hardware, licensing, services) - \$51,250
- Optional advanced training - \$1,795
- Base Project cost - \$53,045

To account for potential hardware pricing fluctuations, additional licensing needs, and the opportunity to replace aging or underperforming cameras during implementation, a **20% contingency** is recommended which calculates to \$10,609 with a **Total Not-to Exceed amount of \$63.654**.

Budget Impact includes Capital Improvement Plan (CIP) funding of \$70,000 has been allocated for this project. The proposed project, including contingency, remains within the approved budget, leaving additional capacity for:

- Future camera expansion
- Additional licensing
- Integration enhancements

Strategic Considerations include the selected Genetec platform that provides a long-term strategic advantage by enabling the following:

- Unified security management across City and BPW facilities
- Future integration with access control systems (including Mercury-based platforms)
- Consolidation of video and physical security into a single system, rather than maintaining separate systems for each building
- Improved incident response, investigation capabilities, and audit logging

This approach aligns with long-term goals of standardization, improved usability, and enhanced cybersecurity posture.

While multiple vendors met the baseline requirements of the RFP, People Driven Technology was selected based on its superior integration capabilities, scalability, and alignment with the City's long-term

strategy to unify video and access control systems into a single platform.

Motion was made by Commissioner Walters and seconded by Query to approve the purchase and implementation of a Video Management System from People Driven Technology in an amount not to exceed \$63,654. Motion carried. All voting aye.

26.026 Authorized Representatives to the Michigan Professional Insurance Authority

With the upcoming transition in the General Manager position, it is necessary to update the authorized representative to the Michigan Professional Insurance Authority (MPIA) Board of Directors to ensure continued administrative continuity and proper representation of the BPW in all insurance-related matters.

Motion was made by Commissioner Query and seconded by Commissioner Walters to approve the designations of Bob Mulder and Mark Cooney as authorized representatives to the Michigan Professional Insurance Authority Board of Directors, and authorize staff to take all necessary actions to implement this designation. Motion carried. All voting aye.

26.027 Approve the Water Utility Fees Schedule Revisions

The resolution proposes updates to the Zeeland Board of Public Works (ZBPW) Water Utility Fee Schedule. These updates are intended to ensure that fees and charges associated with utility services remain aligned with the actual cost of providing service, while maintaining fairness, transparency, and long-term financial stability.

As outlined in the resolution, these fees are designed to recover costs associated with infrastructure investment, system maintenance, operations, and customer service activities, while allocating those costs equitably among system users.

Going forward, staff intend to incorporate a review of Water Utility Fees and Charges into the annual fiscal year budget development process.

Motion was made by Commissioner Query and supported by Commissioner Walters to approve the resolution and formally recommend that City Council adopt the updated Water Utility Fee Schedule with an effective date of July 1, 2026. Motion carried. All voting aye.

26.028 Approve the Electric Utility Fees Schedule Revisions

The resolution proposes updates to the Zeeland Board of Public Works (ZBPW) Electric Utility Fee Schedule. These updates are intended to ensure that fees and charges associated with utility services remain aligned with the actual cost of providing service, while maintaining fairness, transparency, and long-term financial stability.

As outlined in the resolution, these fees are designed to recover costs associated with infrastructure investment, system maintenance, operations, and customer service activities, while allocating those costs equitably among system users.

Going forward, staff intend to incorporate a review of Electric Utility Fees and Charges into the annual fiscal year budget development process.

Motion was made by Commissioner Walters and supported by Commissioner VanAst to approve the resolution and formally recommend that City Council adopt the updated Electric Utility Fee Schedule with an effective date of July 1, 2026. Motion carried. All voting aye.

Informational – General Manager Transition Process Update

The General Manager transition process has begun in earnest. As part of this effort, staff have developed a structured approach to guide the transition, reflected in the “General Manager Transition Outline”, which establishes a proposed cadence and timeline of key activities leading up to the September 18, 2026 date when Bob Mulder is to assume the role of General Manager.

This outline is intended to ensure a comprehensive and methodical transfer of responsibilities, including operational, financial, strategic, and relational aspects of the role. It reflects the breadth and complexity of the General Manager position and provides a framework for structured engagement over the coming months. It is important to note that these sessions are not intended to be one-directional or simply a transfer of information. Bob has already had exposure to several of the outlined topics, and the process is designed to allow him to further develop his understanding, share his perspectives, and engage in meaningful dialogue. This approach fosters an exchange of ideas and concepts, enabling me to build upon his insights and provide additional context, rather than serving solely as a lecture or information download.

To further support this transition, and specifically to assist Bob in developing his plan for transitioning from his current role as Power Supply and Market Operations Manager, I have provided him with an estimate of my time allocation across major areas of responsibility, and have also included consideration of opportunities for delegation of certain activities to an additional administrative resource. While Bob has indicated that he intends to remain highly engaged in Power Supply related matters, this time allocation summary is intended to provide additional perspective on the full scope of responsibilities associated with the General Manager role - particularly those that may be less visible but are critical to effective leadership.

In parallel with these efforts, the Leadership Team - comprised of myself, Bob, Jason Postma (Water Operations Manager), and Brian Coots (Electric Transmission & Distribution Manager) - have been meeting approximately weekly. These meetings are focused on developing staffing strategies to support not only the General Manager transition, but also the anticipated retirements of key personnel within the Power Plant and T&D Departments. This coordinated approach is intended to ensure continuity of operations, preservation of institutional knowledge, and long-term organizational stability.

As can be seen, this transition is both lengthy and comprehensive, and it is necessary to address the full range of operational, strategic, and personnel considerations involved.

Updates will be provided as we progress through this process and will keep the Board informed of key developments along the way.

Informational – MPPA 2026 Business and Credit Risk Assessment Report

Included is the MPPA 2026 (for fiscal year ending 6/30/2025) Business and Credit Risk Assessment. This report provides a comprehensive, data-driven evaluation of the utility’s financial and operational performance, benchmarked against industry standards. The report highlights continued strong performance, including a Very Strong Financial Profile score of 5.6/6.0, a Strong Operational Profile score of 4.1/6.0, and an overall combined score of 4.9/6.0, reflecting sustained financial stability and improving operational practices. The assessment also reaffirms a key ongoing risk identified in prior years - customer load concentration - where a significant portion of revenues is tied to a small number of large customers. While this is a common characteristic among municipal utilities and mitigation options are limited, continued focus on maintaining competitive rates, strong reliability, and diversified power supply strategies remain important. Additionally, the report notes an opportunity to strengthen the utility’s cash reserves policy to further support long-term liquidity management. Overall, the assessment affirms that the utility remains well-positioned, with sound management practices and a strong foundation to support continued reliability, affordability, and long-term success.

Informational – Consideration to Change the Date of the August Board of Commissioner Meeting

Due to a scheduling conflict with the Michigan Public Power Agency (MPPA) Board of Commissioners meeting in Marquette, Michigan, staff requests consideration for potential adjustment to the August BPW Board of Commissioners meeting date. Staff participation in the MPPA meeting will involve significant travel time, with departure from Zeeland required on August 11th in order to attend the 10:00 a.m. meeting on August 12th. With that in mind, consideration is respectfully requested to move the August BPW Board of Commissioners meeting date from August 11 to August 18.

Upcoming Events

- Next Regular ZBPW Board Meeting, Tuesday, May 12, 2026, 3:30 p.m., Water Warehouse Meeting Space, 330 E. Washington Ave, Zeeland
- MMEA Legislative Reception, Wednesday, April 15, 2026, 11:00 a.m. – 1:00 p.m., Lansing, MI
- Zeeland Citizen's Academy, Wednesdays, April 15 - May 20, 2026, Graduation – June 1, 2026 (BPW Session is Wednesday, April 22, 5:45-9:00 p.m., North Warehouse)
- ZBPW Business & Industry Breakfast, Thursday, April 23, 7:30 – 9:00 a.m., Howard Miller Community Center Banquet Room
- MPPA Stakeholders Meeting, Thursday, May 14, 12:00 noon to 6:30 p.m., Frederik Meijer Gardens

Motion was made and supported that the regular meeting adjourned at 5:36 p.m. Motion carried. All voting aye.

Kristi DeVerney, City Clerk



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

CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers

FROM: Kevin Plockmeyer, Assistant City Manager

SUBJECT: Assistant City Manager's Report

DATE: April 17, 2026

EGLE Stormwater Permit Inspection – On April 8, representatives from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) joined Mike Schreur, Doug Engelsman, and Kelly Goward from the Outdoor Discovery Center to inspect our compliance with the State Michigan's Stormwater management program. Overall, the inspection went well, but EGLE did highlight some areas for improvement including updates to our City's website, additional forms that are required to be completed, training requirements, and an updated Illicit Discharge Elimination Program Plan. Many of the items brought to our attention were unknown requirements for staff and we will address them in the very near future.

Besides these items, another item that was brought to our attention is the need for a discharge permit for the Splashpad because the used water enters the stormwater system. This is a relatively new requirement (2020) and we are currently working to secure this permit. While we hope for expedited processing, we cannot open the Splashpad until we receive this permit. We will continue to keep City Council updated as the process proceeds.

Taft Street – We met with representatives on April 9 to discuss the next phase of the project and the outstanding items from last fall. Crews have begun work on installation of the watermain between Central and Main and work will continue through the end of May. Regarding the work that was completed last fall, we inspected the sidewalks that had been poured during a rain event and determined that the sidewalks on both sides of Taft between Valley and Huizenga need to be removed and replaced. Additionally, some drive approaches need to be fixed as well. We do not have a timeline for when this work will be completed, but we are hopeful that it will be sooner as opposed to later.

FEEL THE ZEEL



National Guard Tour - The Zeeland CWP will host a tour of its wastewater treatment facilities on Sunday, April 19, 2026, at 1:00pm for a group of about 20 Michigan National Guard Civil Affairs soldiers. The group is preparing for a potential overseas deployment to help protect water and wastewater infrastructure and wants to better understand treatment processes, equipment, and chemicals.

Their request is part of standard Civil Affairs work, which focuses on maintaining essential services and supporting civilian stability. The tour will help them assess system capacity, plan for emergencies, identify critical resources, and coordinate infrastructure security.

The group has been verified as legitimate, and while the tour requires weekend work, it is viewed as a worthwhile way to support their mission and preparation. We are honored to be considered as a resource and are proud to play a small role in supporting the important work these Soldiers do to protect critical infrastructure and maintain stability both at home and abroad.

BL-196 Legislative Spend Congressional Hearing – On Friday afternoon, we had the opportunity to meet with members of the legislature to share our reasoning behind our request for funding of the BL-196 crossing under Michigan Public Act 32 of 2025. This act provides State Representatives the ability to request legislatively directed funding within the State’s budget. While Friday’s meeting was just one step in the process and does not guarantee funding for the project, we are encouraged by the process and the opportunity to be heard.

Mead Johnson Site Plan – This past week, we had several opportunities to meet internally and with the Mead Johnson team to discuss their site plan, IFT certificates, the Bethel playground relocation, and utility requirements. Overall, we felt that the meetings went very well and that the project is coming together quite nicely in advance of the Planning Commission’s May 11 meeting to review the site plan.

Planning Commission – On Thursday evening, the Planning Commission held a public hearing to discuss the vacation of Division Street north of Main Avenue in coordination with the Mead Johnson project. After the public hearing, the Commission directed Attorney Donkersloot to draft a resolution recommending City Council approve this vacation. The Planning Commission is expected to consider this resolution at their May 7 meeting.

Church Street Construction – This past week, the Church Street Reconstruction project transitioned into the block from Lincoln to Central. We understand that this creates additional challenges for motorists, as both Central and Lincoln are closed to traffic, and may cause some frustration for nearby residents due to the noise from the bypass pumps. Overall, we appreciate the neighborhood’s understanding as we work through this project. We expect the bypass

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pumps to run for the next 2 to 3 weeks, and that the Central Avenue intersection will be closed intermittently throughout the summer.

Citizen's Academy – On Wednesday, we kicked off our third Citizen's Academy with a discussion of Zeeland's history, an update from the City Manager's Office, and a deep dive into the Clerk's Office and the Howard Miller Library and Community Center. This year's Academy members expressed a desire to learn more about the City and see where they can get involved. We appreciate these members of our community who want to make an impact and support the work we do.

Thank you as well to our staff, who do a fantastic job not only showcasing the City of Zeeland but also demonstrating their passion for the work they do. Next week, the Academy will visit the BPW to learn more about its operations.

I hope you all have a great weekend. If something comes up over the weekend that needs attention, please do not hesitate to contact me, kplockmeyer@cityofzeeland.com or 616-368-7370.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Public Safety HVAC Equipment Upgrades
DATE: April 17, 2026
CC: City Council Work Study and Action Items Agenda April 20, 2026

We publicly solicited sealed bids for the replacement of mechanical equipment at the Public Safety Building, as outlined in the project specifications included in the bid documents (see attached). The existing rooftop units have reached the end of their useful life, and this project represents the final phase of a multi-year effort to replace all rooftop HVAC units at the Public Safety Building. The work also includes installation of a new water heater, replacement of the police bay unit heater, and integration of all equipment into the existing Trane building control system.

Bids were received and publicly opened on April 14, 2026, and we are pleased to report that six bids were received for the project. Based on the bid tabulation (see attached), bids ranged from \$47,683 to \$79,000. The low bidder is Peerbolt's Inc. in the amount of \$47,683.

Peerbolt's proposal includes all major components of the project scope, including rooftop unit replacement, water heater installation, and unit heater replacement, along with associated labor, materials, controls integration, and startup. Staff is familiar with Peerbolt's Inc. and is confident in their ability to complete the work in accordance with the project specifications and City expectations.

From a budgetary standpoint, \$50,000 was allocated for this project. The low bid of \$47,683 comes in under budget, allowing the City to complete the project within the approved funding.

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Recommendation:

Authorize award of the Public Safety Mechanical Equipment Replacement contract to Peerbolt's Inc. in the amount of \$47,683 and set a project budget of \$50,000.

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



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**BIDS ARE REQUESTED FOR THE
FOLLOWING PROJECT:**

**MECHANICAL EQUIPMENT REPLACEMENT
PUBLIC SAFETY BUILDING
29 WEST MAIN
CITY OF ZEELAND, MICHIGAN**

Sealed bids from contractors will be received at the Zeeland City Clerk's Office, 21 S. Elm St., Zeeland MI 49464 on or before **11:00 AM, April 14, 2026**. Bids will be opened and read aloud at that time and location.

All bids must be submitted in a sealed envelope clearly marked Mechanical Equipment Replacement.

The Owner reserves the right to waive informalities and to award bids in its own best interest.

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Bid Specifications
Mechanical Equipment Replacement
Public Safety Building
City of Zeeland, Michigan

General Information and Instructions

1. The City of Zeeland will receive proposals from qualified contractors for Mechanical Equipment Replacement at the Public Safety Building 29 West Main, Zeeland, MI 49464.
2. Proposals must be mailed or delivered in person to the Zeeland City's Clerk Office, 21 South Elm Street, Zeeland, MI 49464. All proposals must be sealed in envelopes, clearly marked "Mechanical Equipment Replacement" and must be received prior to 11:00 AM, local time, on Tuesday, April 14, 2026. This will be a public bid opening. Evaluation of proposals and award will be at a later date; the contractor will receive a letter of intent prior to receipt of contract.
3. The City will hold a mandatory pre-bid meeting at the site on March 31, 2026 at 10:00 AM at the project location for interested bidders
4. The schedule of Work Shall be as follows:

March 31, 2026 @ 10:00 AM – Mandatory Pre-Bid Meeting
April 14, 2026 @ 11:00 AM – Bids Due
April 21, 2026 – Anticipated Award
5. Performance and Labor and Material Bonds will not be required for the project.
6. Provide Liability Insurance and a Certificate of Insurance showing the City of Zeeland as additional insured with a liability coverage of at least \$2,000,000. As is such, the successful bidder shall be required to hold the City of Zeeland harmless from any liability in connection with the required work.

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7. Funding for the project is by the City of Zeeland and project does not require the payment of prevailing wages.
8. The successful bidder shall comply with all ordinances of the City of Zeeland in conjunction with the performance of the project.
9. Please direct all questions to Ben Kiewiet at 616-931-3313 or bkiewiet@cityofzeeland.com.
10. Bidders are required to register with Susan Moore, smoore@cityofzeeland.com, prior to the bid date to ensure receipt of any and all addendums, clarifications, etc.
11. The owner reserves the right to accept or reject any or all bids and to waive all irregularities in proposals. Proposals remain firm for sixty (60) days from the date of the Bid Opening.

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Project Specifications
Mechanical Equipment Replacement
Public Safety Building

The City of Zeeland will be replacing rooftop HVAC units, a water heater, and a unit heater at the Public Safety Building per the following specifications.

Rooftop HVAC Units

- Remove and properly dispose of two existing rooftop HVAC units and install the following units or approved equal.
- Unit 1: Carrier Model 48FCEA04A2A5, package heat and cool unit, 3 tons cooling capacity, 90,000 BTU heating capacity, SEER 14.0.
- Unit 2: Carrier Model 48FCEA05A2A5, package heat and cool unit, 4 tons cooling capacity, 90,000 BTU heating capacity, SEER 14.0.
- Provide and install two Carrier Model ECD-SRT12CA-D2EH vertical economizers for fresh air intake associated with the rooftop units.

Water Heater

- Provide and install an A.O. Smith Cyclone water heater or approved equal with a capacity of 100 gallons and 199,000 BTU heating input.
- Contractor shall remove and dispose of the existing water heater and complete all piping, venting, and startup.

Police Bay Unit Heater

- Remove the existing Sterling separated combustion unit heater or equal and install a replacement 30,000 BTU separated combustion unit heater with a minimum efficiency of 80 percent.

Installation Requirements

- Contractor shall provide all labor, materials, equipment, permits, and disposal necessary to complete the installation.
- Work includes reconnecting gas piping, electrical wiring, control wiring, installation of disconnect switches, rooftop crane service if required, startup, testing, and commissioning.
- Contractor is responsible for all necessary building permits.

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Controls Integration Requirements

- The City of Zeeland Public Safety Building utilizes a Trane building control system. All newly installed mechanical equipment shall be integrated into the existing Trane control system.
- Contractor shall coordinate with Trane to reconnect and reintroduce all required control points associated with the newly installed rooftop units, water heater, and unit heater. This shall include all wiring, programming coordination, and startup necessary to ensure the equipment is fully operational within the existing building automation system.
- All newly installed rooftop units shall be provided with factory-installed BACnet compatible communication control boards. BACnet communication capability is required to allow proper integration and programming within the Trane control system.
- Contractor shall coordinate with the City and Trane controls contractor to verify all necessary control points, communication requirements, and system programming prior to equipment startup.

Existing Rooftop Units Controls

- The building currently contains three additional rooftop units that are not part of this replacement project. As part of this project, the contractor shall include the installation of BACnet compatible control boards for the three existing rooftop units, if compatible, so that all rooftop units within the facility communicate using the same BACnet protocol.
- This upgrade will allow the existing and newly installed units to communicate consistently within the Trane building automation system and improve overall system monitoring and control capabilities.
- Contractor shall verify compatibility of the existing units and coordinate installation and programming requirements with the Trane controls contractor.

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Warranty

- Contractor shall provide a minimum one-year warranty on labor and installation. Manufacturer warranties shall apply to all equipment.

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April 13, 2026



City of Zeeland
Public Safety Building
Re: Two (2) RTU's Replacement

PROPOSAL

We propose to furnish material and labor for the installation of heating and ventilation to serve at 29 W Main Ave Zeeland, MI. Install is priced to include:

Two (2) Carrier RTU's Replacement:

- Install one (1) Carrier 4-ton 208/230 3-phase RTU
 - o (Model #48FEEA05A2A5)
- Install one (1) Carrier 3-ton 208/230 3-phase RTU
 - o (Model #48FEEA04A2A5)
- Install of two (2) low leak economizers (one for each unit)
 - o (Economizer Model #ECD-SRT12CB-DCES)
- Removal of old equipment off site via crane- *Allstate Crane and Rigging*
- Trane controls wiring included
- Adaptation to existing gas lines and thermostat wiring
- Taxes, permits, labor and warranty

Note: No curb adapter required, new units are direct replacements. We should be able to reuse and reconnect to existing electrical. However, if electrical wiring is not suitable for reuse, electrical is not part of this proposal and an electrician will be needed.

*****Need to order new units with BACnet control boards for Trane controls. These units do have a 4-week lead time**.***

TOTAL **\$ 25,227**

Thank you,

Tom Baillargeon
Sales/Business Development
Cell: 616.566.4555

400 E. Washington, Zeeland, MI 49464 - Phone (616) 931-0010 - Fax (616) 931-0011
****Quote is valid for 15 days from above date****

April 13, 2026



City of Zeeland
Public Safety Building
Re: Unit Heater Replacement

PROPOSAL

We propose to furnish material and labor for the installation of heating and ventilation to serve at 29 W Main Ave Zeeland, MI. This proposal includes the installation of a Sterling unit space heater. Install is priced to include:

Sterling Unit Heater Replacement:

- One (1) 30 MBH ceiling mounted Sterling unit space heater
 - o Model #GG030A1NSA11C
- Removal of old equipment off site
- Trane controls wiring included
- Adaptation to existing exhaust ventilation
- Adaptation to existing gas lines and thermostat wiring
- Taxes, labor and warranty

Note: We should be able to reuse and reconnect to existing electrical. However, if electrical wiring is not suitable for reuse, electrical is not part of this proposal and an electrician will be needed.

TOTAL \$ 5,823

Thank you,

Tom Baillargeon

Sales/Business Development

Cell: 616.566.4555

400 E. Washington, Zeeland, MI 49464 - Phone (616) 931-0010 - Fax (616) 931-0011

****Quote is valid for 15 days from above date****

April 13, 2026



City of Zeeland
Public Safety Building
Re: Water Heater Replacement

PROPOSAL

We propose to furnish material and labor for the installation of a new water heater to serve at 29 W Main Ave Zeeland, MI. This proposal includes the installation of an A.O Smith water heater. Install is priced to include:

Water Heater Replacement:

- Install one (1) A.O Smith 199 BTU 100-gallon water heater
 - o (Model #N98-017)
- One (1) new water pan and alarm
- Removal of old equipment off site
- Trane controls wiring included
- Adaptation to existing gas, water and copper lines as well as PVC venting
- Taxes, permits, labor and warranty

Note: We should be able to reuse and reconnect to existing electrical. However, if electrical wiring is not suitable for reuse, electrical is not part of this proposal and an electrician will be needed.

TOTAL \$ 16,633

Thank you,

Tom Baillargeon

Sales/Business Development
Cell: 616.566.4555

400 E. Washington, Zeeland, MI 49464 - Phone (616) 931-0010 - Fax (616) 931-0011
****Quote is valid for 15 days from above date****

Public Safety Mechanical Equipment Replacement Bid Opening

Bid Tab Sheet

Tuesday, April 14, 2026 at 11:00 AM

Bidder	Bid Quote
Delta T Heating and Cooling	\$49,856.42
A & B Mechanical Contractors, Inc.	\$67,300.00
Engineered Climate Heating-Air Conditioning	\$79,000.00
Kellermeier Plumbing Heating and Cooling	\$59,606.71
DHE Plumbing and Mechanical Inc.	\$56,115.00
Peerbolt's Inc.	\$47,683.00



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INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Snowmelt System Strategic Action Plan Update
DATE: April 17, 2026
CC: City Council Work Study Items April 20, 2026

As City Council is aware, snowmelt is something we have committed to over the past several years, as evidenced by the recent completion of the Main Avenue project, the Library Alley Project, and the pursuit of a Snowmelt Special Assessment. City Council has also indicated that snowmelt is a priority for the future through its inclusion in the 2026 Strategic Action Plan. Included in the plan were the following action steps related to snowmelt:

- Construct a boiler plant at 17 East Main Avenue
- Install snowmelt as part of the Church Street Project
- Affirm our snowmelt master plan

The purpose of this memo is to provide an update on these items and to obtain direction from City Council to guide next steps.

Church Street Project

As City Council is aware, snowmelt was included as part of the Church Street Reconstruction project from Central to Washington. We are planning to proceed with installation as part of the project and have included the affected properties in the Snowmelt Special Assessment.

At this time, our intent is to complete this work prior to the 2026 to 2027 heating season. However, the ability to utilize the system for that season is dependent on the availability and completion of the boiler plant at 17 East Main.

17 East Main Boiler Project

We have been working on the design of the boiler plant at 17 East Main and recently received a budget-level construction estimate for the project. The estimate indicates approximately \$1.17 million in construction costs, with the majority of the cost associated with mechanical equipment and installation. When combined with approximately \$200,000 in engineering costs, the total project cost is estimated at approximately \$1.4 million.

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We have budgeted \$1.3 million in FY27 and are therefore generally aligned with current estimates. At this time, we do not anticipate the need for bond funding for this phase of the project. In addition, any funds captured through the Brownfield TIF associated with 17 East Main may be used to reimburse the City for these costs over time.

It should be noted that this estimate is based on preliminary design and may be subject to change as final plans are completed and reviewed, but do include a certain amount of contingency for the project.

The proposed system includes three boilers, with space available for a fourth unit in the future. The three boilers are necessary to provide sufficient capacity for the Church Street project and near-term expansion areas identified in the master plan.

From staff's perspective, we are comfortable proceeding with this project. While there are still items to finalize, including the General Contractor contract and certain cost-sharing elements related to venting, we are confident these can be resolved.

From a timing standpoint, we are targeting completion of final bid documents by the end of May, with bidding in June and construction completion in the fall. This schedule is intended to align with the upcoming heating season and the Church Street project timeline.

Future Snowmelt and Master Plan Alignment

In addition to the boiler design, we continue to work with our engineering team to refine preliminary design parameters for future phases of snowmelt as outlined in the snowmelt master plan endorsed by City Council in March 2025.

The adopted master plan represents a significant expansion of the system, adding approximately 95,000 square feet of snowmelt and nearly doubling the current system size. This level of expansion requires careful coordination of boiler capacity, piping design, and project sequencing.

As previously discussed, the master plan focuses on areas that are currently, or are expected to become, part of the broader downtown district. This includes the Washington Avenue corridor, key connecting streets such as Elm, Church, and Centennial, and supporting pedestrian areas such as parking lot sidewalks. Staff continues to view this approach as a strategic investment in year-round walkability and economic development, particularly in areas anticipated for future redevelopment.

Expansion beyond the currently defined service area would introduce additional considerations, including crossing major barriers such as State Street or the railroad, and extending into residential neighborhoods. For these reasons, confirmation of the current service area is important as we proceed with design.

The boiler plant at 17 East Main is being sized to support several near-term expansion areas, including Church Street, Elm Street, portions of State Street, and segments of Washington Avenue. Full buildout of the Washington corridor and additional areas identified in the master

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plan will require a second boiler plant, which is currently anticipated as part of a future project at 303 East Main.

In addition to boiler sizing, we are currently designing system piping and valve locations to accommodate future phases. Establishing clear limits for the system now helps avoid costly modifications later and ensures that current projects are constructed with future expansion in mind.

Requested Direction

Based on the information provided, staff is seeking direction from City Council on the following items:

- Confirmation to proceed with bidding and construction of the boiler plant at 17 East Main
- Confirmation that the current snowmelt master plan should continue to serve as the guiding framework for system expansion and design decisions

While we are not seeking formal approval at this time, this direction will allow staff to proceed with confidence and maintain the proposed project schedule.

Conclusion

Staff continues to view snowmelt as an important economic development tool that enhances the functionality and vibrancy of the downtown district throughout all four seasons. The decisions being made at this stage are foundational to the long-term system and will influence future costs, capacity, and expansion opportunities.

We appreciate City Council's continued engagement on this topic and look forward to your feedback.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance



March 25, 2026

City of Zeeland
17 East Main Street
Zeeland, MI 49464

Midwest Construction Group proposes to provide labor and materials required for "Boiler Plant" based on the Project Drawings by GMB dated 3/16/2025. This proposal is a Budget This price includes sales tax, jobsite F.O.B

Project Pricing Breakdown:

Division	Description	Cost breakdown
1a	General Conditions	\$ 15,248.00
1b	Project Management / Supervision	\$ 22,040.00
3	Concrete	\$ 1,500.00
6	Woods and Plastics	\$ 8,600.00
9	Finishes	\$ 11,637.50
15	HVAC	\$ 940,000.00
16	Electrical	\$ 54,500.00
	Insurance	\$ 10,535.26
	Contingency	\$ 53,203.04
	Fee	\$ 53,203.04
	Total	\$ 1,170,466.83

Project Scope by Division:

Division 1 General Conditions

- Prebid Services
- Permits
- Project Coordinator
- Site Superintendent
- Project Manager 3
- FINAL Punch List
- Dumpsters

Division 3 Concrete

- Concrete pads for boilers

Division 6 Woods and Plastics

- Supply and install blocking between joist for boiler venting



Division 9 Finishes

- Demo existing drywall lid as required for blocking
- Install and finish new drywall
- Ceiling to be 1 hour rated

Division 15 Mechanical

- (3) 3 Million BTU Aerco Boilers
- (1) 3-Boiler Enervex combustion/venting system
- (3) HVAC Pumps with hydronic accessories & VFDs
- Piped in grooved victaulic systems
- Natural gas piping from meter
- Piping insulation
- Controls by Trane

Division 16 Electrical

- Use existing 400 amp meter socket
- Install copper conductors from meter to transformer
- 400 amp disconnect
- 400 amp 3PH panel
- Boilers wired
- Pumps wired
- Exhaust fan wired

Project Exclusions:

- City/Township Trunkage / Meter Fees, Assessment fees / Builders risk

Project Schedule:

- Construction schedule will be submitted once an estimated start date has been established.

Project Clarification:

- Local building authority will approved the proposed site and building plans, plan reviewer comments may result in revised pricing.
- Zoning is correct for the proposed building.
- Item not listed above are not included
- Owner contingencies are not included.



Project Acceptance:

- This proposal is the property of Midwest Construction Group Inc. and is supplied for the sole purpose of communicating Midwest Construction Group's offer for the owner's evaluation and consideration. Reproduction, in whole or in part, is not permitted without the express written consent of Midwest Construction Group Inc. .
- In order to commence this project, please sign below.
- Proof of funds via term sheet, bank confirmation letter or personal guarantee will be required prior to construction.

Accepted by: _____

Date: _____

Please feel free to contact us if you have any questions. Thank you for this opportunity and we look forward to providing you with the quality and service that Midwest Construction Group Inc. has to offer.

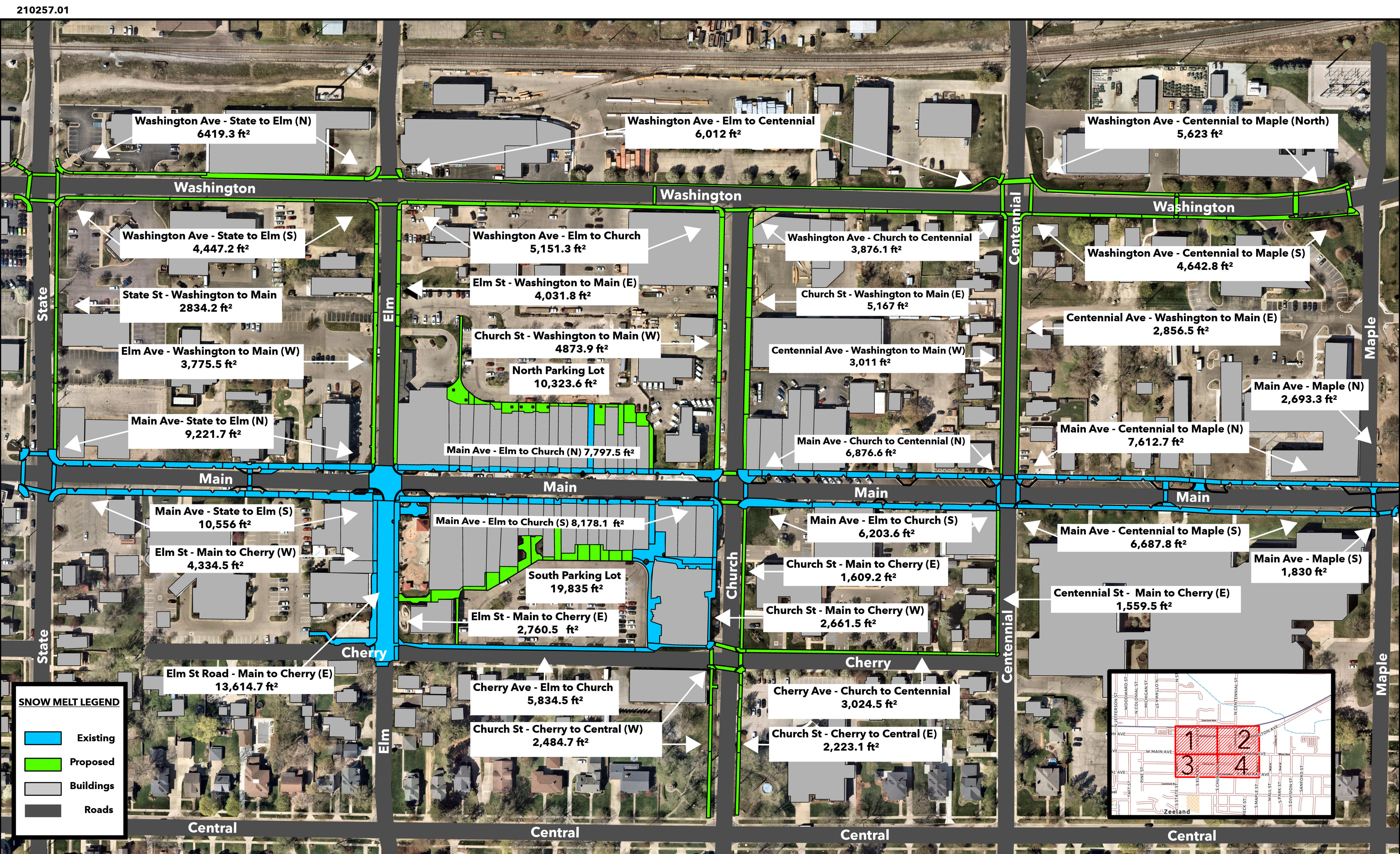
Sincerely,

Brian VanBeveren
VP Operations & Partner
Midwest Construction Group

Jake Czerkies
Estimator
Midwest Construction Group

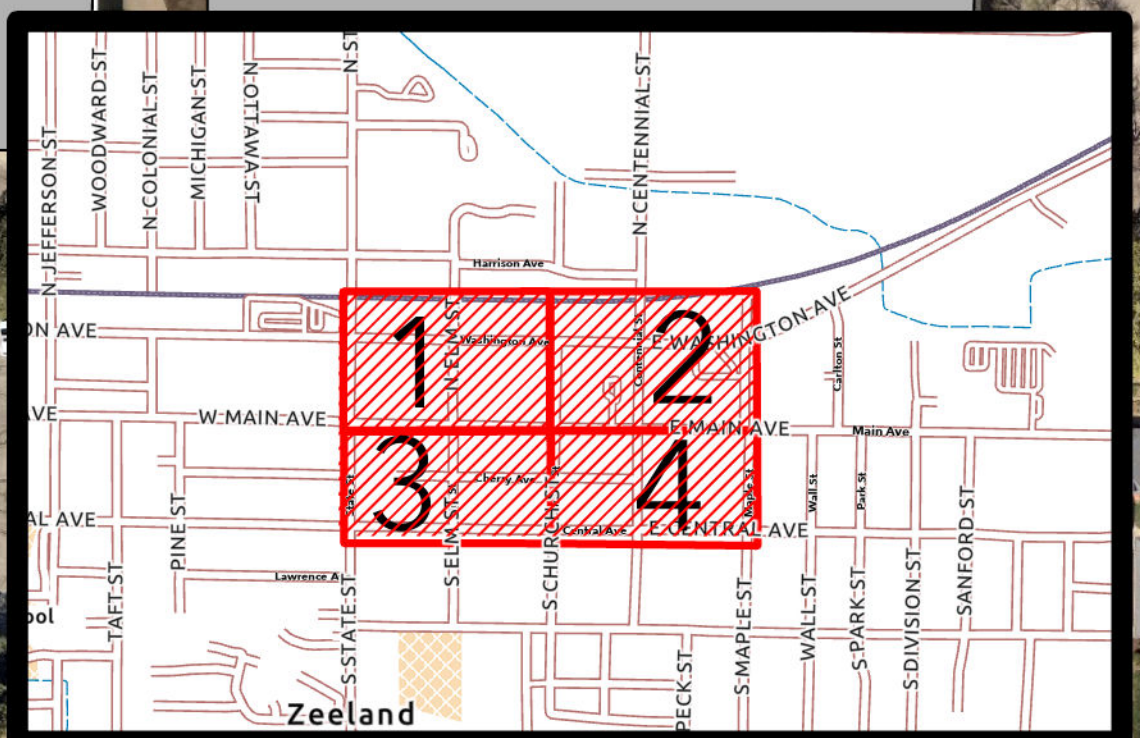
This proposal is firm for thirty (30) days. Invoices due 15 days upon billing

BUILT



SNOW MELT LEGEND

- Existing
- Proposed
- Buildings
- Roads





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CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Council Members

FROM: Tim Klunder, City Manager and Melanie Hellenthal, HR Specialist

SUBJECT: FY 26-27 Salary Range/ Wage Updates

DATE: April 17, 2026

CC: City Council Work Study Agenda April 20, 2026

HISTORY

In 2022, the city completed an external wage assessment to determine appropriate market-aligned pay ranges for non-union positions. Since then, the city has adjusted wages annually, including a 3% wage scale increase incorporated into a wage progression grid. Current employees were evaluated within that grid each year to determine annual increases.

PRESENT

For FY 26–27, like the process used in 2022, an internal wage survey and assessment was completed for each non-union job title. Market data was gathered from local, regional, and statewide municipalities, utilities, and similar private-sector organizations. This data established updated midpoints for each position, ensuring that the City’s wage scales remain fair, competitive, and aligned with the labor market.

Survey Results

- Movement from current FY 25–26 midpoints ranged from -30% to +24%.
- For midpoints lower than current FY 25–26 rates, no changes are recommended.
- For midpoints that increased, corresponding wage scale adjustments are recommended.
- A revised wage progression grid, removing the 3% across-the-board increase, is also recommended.

The proposed wage scales and wage progression grid are attached.

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RECOMMENDED FY 26–27 IMPLEMENTATION APPROACH (Per Employee)

1. When applicable, a team member's wage will increase by the greater of:
 - (a) the percent increase in their wage scale midpoint, or
 - (b) the calculated wage-scale penetration point (based on twenty years of service).

As in 2022, this movement is capped at 1% per year of service in the current position.

2. A performance adjustment will be applied (if eligible) according to the updated wage progression grid as of July 1, 2026.

3. For team members with at least one year of service in their current position who, after applying adjustments #1 and #2, would receive less than a 3% increase, a retention adjustment of 2%–3% will be provided (unless performance is unacceptable):

- (a) Team members above the maximum of their pay scale will receive a one-time payment equal to 2% of base salary after July 1, 2026. This payment will not be added to base wages.

- (b) Team members whose pay falls within their pay scale will receive a 3% increase to base wages.

4. Any retention adjustment above 3% follows the Management Discretionary Policy.

The applicable provisions of the City's Salary Increase Plan (Appendix C of the Employee Handbook) for adjustments outlined in #3 and #4 above states *"for team members Special compensation exceptions may occur based on exceptional performance over an extended period of service, a high desire of management to retain the employee, possession of special certifications and/or qualifications beyond the requirements of the position that are of value to the City, or a limited availability of workers in the appropriate labor market possessing the necessary skills and abilities for the position."* *"Advancement of an employee above the increases listed in the updated annual wage increase chart would be at the discretion of the City Manager or BPW General Manager. The total dollars available for these purposes in a given fiscal year would be determined by the Personnel Committee and approved by the BPW Board and/or by the City Council during the budget approval process."* The dollar amounts projected under provisions #3 and #4 of this implementation approach are estimated at \$40,500 for the city and \$12,500 for the BPW.

Overall Financial Impact

If the recommended implementation plan is approved, it will result in projected overall wage increases (for existing team members) —reflecting both wage scale adjustments and performance adjustments—of roughly 5% for FY 26–27. A summary of the

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combined changes from the previous fiscal year for existing employees are attached. This percentage increase amount generates projected dollar amounts that are within the overall wage budgets (including proposed new positions) presented to City Council during the March 30 and March 31 budget presentations.

Recommendation

This plan was approved by the Personnel Committee at its April 16 meeting. We are not seeking approval of the plan at Monday's meeting. Instead, we are seeking your feedback on the proposed wage scales and implementation plan. We would then seek approval of the individual wage scales as part of the budget approval process at your May 4 meeting and would also seek approval of the implementation plan at that meeting. We appreciate Council's consideration of this plan as we work to maintain a competitive posture in attracting and retaining top talent for our organization.



Timothy R. Klunder, City Manager

Proposed 4.16.26

Job Title	FY 25-26							FY 26-27						
	Minimum		Midpoint		Maximum	Spread		Minimum		Midpoint		Maximum		
Accountant	\$ 53,537.37	\$ 25.74	\$ 64,893.78	\$ 31.20	\$ 76,250.19	\$ 36.66	35%	\$ 54,903.95	\$ 26.40	\$ 66,550.25	\$ 32.00	\$ 78,196.54	\$ 37.59	
Admin Asst (BPW)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30%	\$ 48,011.75	\$ 23.08	\$ 56,484.41	\$ 27.16	\$ 64,957.07	\$ 31.23	
Administrative Assistant (City Services)	\$ 46,802.21	\$ 22.50	\$ 55,061.42	\$ 26.47	\$ 63,320.63	\$ 30.44	30%	\$ 48,011.75	\$ 23.08	\$ 56,484.41	\$ 27.16	\$ 64,957.07	\$ 31.23	
Administrative Assistant (Com Dev)	\$ 46,802.21	\$ 22.50	\$ 55,061.42	\$ 26.47	\$ 63,320.63	\$ 30.44	30%	\$ 48,011.75	\$ 23.08	\$ 56,484.41	\$ 27.16	\$ 64,957.07	\$ 31.23	
Administrative Assistant (Police)	\$ 47,703.16	\$ 22.93	\$ 56,121.37	\$ 26.98	\$ 64,539.57	\$ 31.03	30%	\$ 48,011.75	\$ 23.08	\$ 56,484.41	\$ 27.16	\$ 64,957.07	\$ 31.23	
Assistant City Manager/Finance Director (City & BPW)	\$ 87,220.40	\$ 41.93	\$ 120,304.00	\$ 57.84	\$ 153,387.60	\$ 73.74	55%	\$ 97,778.58	\$ 47.01	\$ 134,867.00	\$ 64.84	\$ 171,955.43	\$ 82.67	
Assistant Finance Director	\$ 62,024.94	\$ 29.82	\$ 80,032.17	\$ 38.48	\$ 98,039.41	\$ 47.13	45%	\$ 72,828.13	\$ 35.01	\$ 93,971.78	\$ 45.18	\$ 115,115.42	\$ 55.34	
Assistant Supervisor Streets/Motorpool/Parks	\$ 53,379.28	\$ 25.66	\$ 66,724.10	\$ 32.08	\$ 80,068.92	\$ 38.49	40%	\$ 54,436.95	\$ 26.17	\$ 68,046.19	\$ 32.71	\$ 81,655.43	\$ 39.26	
BPW Maintenance	\$ 34,689.71	\$ 16.68	\$ 42,048.13	\$ 20.22	\$ 49,406.56	\$ 23.75	35%	\$ 42,726.19	\$ 20.54	\$ 51,789.33	\$ 24.90	\$ 60,852.46	\$ 29.26	
BPW Water Operations Manager	\$ 86,008.00	\$ 41.35	\$ 114,677.33	\$ 55.13	\$ 143,346.66	\$ 68.92	50%	\$ 86,008.00	\$ 41.35	\$ 114,677.33	\$ 55.13	\$ 143,346.66	\$ 68.92	
Cemetery/Parks Supervisor	\$ 56,992.21	\$ 27.40	\$ 73,538.34	\$ 35.35	\$ 90,084.47	\$ 43.31	45%	\$ 58,220.29	\$ 27.99	\$ 75,122.95	\$ 36.12	\$ 92,025.62	\$ 44.24	
City Clerk	\$ 59,276.07	\$ 28.50	\$ 79,034.76	\$ 38.00	\$ 98,793.45	\$ 47.50	50%	\$ 59,392.42	\$ 28.55	\$ 79,189.89	\$ 38.07	\$ 98,987.37	\$ 47.59	
City Manager	\$ 97,904.51	\$ 47.07	\$ 139,863.59	\$ 67.24	\$ 181,822.67	\$ 87.41	60%	\$ 105,112.74	\$ 50.53	\$ 150,161.05	\$ 72.19	\$ 195,209.37	\$ 93.85	
Clean Water Plant Superintendent	\$ 83,519.04	\$ 40.15	\$ 111,358.72	\$ 53.54	\$ 139,198.39	\$ 66.92	50%	\$ 83,519.04	\$ 40.15	\$ 111,358.72	\$ 53.54	\$ 139,198.39	\$ 66.92	
Community Development Director/ Assessor	\$ 75,657.69	\$ 36.37	\$ 104,355.43	\$ 50.17	\$ 133,053.17	\$ 63.97	55%	\$ 83,423.83	\$ 40.11	\$ 115,067.36	\$ 55.32	\$ 146,710.88	\$ 70.53	
Crossing Guard	\$ 21.05	\$ 0.01	\$ 24.77	\$ 0.01	\$ 28.49	\$ 0.01	30%	\$ 21.05	\$ 0.01	\$ 24.77	\$ 0.01	\$ 28.49	\$ 0.01	
Customer Relationship Specialist	\$ 49,926.86	\$ 24.00	\$ 60,517.41	\$ 29.09	\$ 71,107.95	\$ 34.19	35%	\$ 49,926.86	\$ 24.00	\$ 60,517.41	\$ 29.09	\$ 71,107.95	\$ 34.19	
Customer Relationship Specialist Supervisor	\$ 54,144.17	\$ 26.03	\$ 69,863.45	\$ 33.59	\$ 85,582.72	\$ 41.15	45%	\$ 54,792.12	\$ 26.34	\$ 70,699.51	\$ 33.99	\$ 86,606.90	\$ 41.64	
Deputy Assessor	\$ 55,855.83	\$ 26.85	\$ 69,819.79	\$ 33.57	\$ 83,783.75	\$ 40.28	40%	\$ 60,097.80	\$ 28.89	\$ 75,122.25	\$ 36.12	\$ 90,146.70	\$ 43.34	
Deputy Clerk	\$ 49,968.33	\$ 24.02	\$ 60,567.67	\$ 29.12	\$ 71,167.01	\$ 34.21	35%	\$ 49,968.33	\$ 24.02	\$ 60,567.67	\$ 29.12	\$ 71,167.01	\$ 34.21	
Deputy Fire Chief	\$ 44,815.36	\$ 21.55	\$ 59,753.81	\$ 28.73	\$ 74,692.26	\$ 35.91	50%	\$ 72,587.91	\$ 34.90	\$ 96,783.89	\$ 46.53	\$ 120,979.86	\$ 58.16	
Electric Power Supply & Markets Operations Manager	\$ 114,143.80	\$ 54.88	\$ 152,191.74	\$ 73.17	\$ 190,239.67	\$ 91.46	50%	\$ 114,143.80	\$ 54.88	\$ 152,191.74	\$ 73.17	\$ 190,239.67	\$ 91.46	
Electric Transmission & Distribution Manager	\$ 98,734.71	\$ 47.47	\$ 131,646.29	\$ 63.29	\$ 164,557.86	\$ 79.11	50%	\$ 98,734.71	\$ 47.47	\$ 131,646.29	\$ 63.29	\$ 164,557.86	\$ 79.11	
Electrical Engineer	\$ 82,108.49	\$ 39.48	\$ 105,946.44	\$ 50.94	\$ 129,784.39	\$ 62.40	45%	\$ 82,801.31	\$ 39.81	\$ 106,840.40	\$ 51.37	\$ 130,879.49	\$ 62.92	
Engineer/Project Consultant	\$ 90,879.45	\$ 43.69	\$ 117,263.81	\$ 56.38	\$ 143,648.17	\$ 69.06	45%	\$ 90,879.45	\$ 43.69	\$ 117,263.81	\$ 56.38	\$ 143,648.17	\$ 69.06	
Equipment Operator	\$ 46,803.16	\$ 22.50	\$ 56,731.11	\$ 27.27	\$ 66,659.05	\$ 32.05	35%	\$ 46,803.16	\$ 22.50	\$ 56,731.11	\$ 27.27	\$ 66,659.05	\$ 32.05	
Event Planner	\$ 47,454.16	\$ 22.81	\$ 61,231.18	\$ 29.44	\$ 75,008.19	\$ 36.06	45%	\$ 55,991.22	\$ 26.92	\$ 72,246.73	\$ 34.73	\$ 88,502.25	\$ 42.55	
Events Coordinator/Com Center/Marketing	\$ 41,257.00	\$ 19.84	\$ 51,571.25	\$ 24.79	\$ 61,885.50	\$ 29.75	40%	\$ 42,749.01	\$ 20.55	\$ 53,436.27	\$ 25.69	\$ 64,123.52	\$ 30.83	
Facilities Maintenance Supervisor	\$ 58,408.17	\$ 28.08	\$ 75,365.38	\$ 36.23	\$ 92,322.59	\$ 44.39	45%	\$ 64,737.36	\$ 31.12	\$ 83,532.07	\$ 40.16	\$ 102,326.79	\$ 49.20	
Facilities Maintenance Technician	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40%	\$ 49,456.86	\$ 23.78	\$ 61,821.07	\$ 29.72	\$ 74,185.28	\$ 35.67	
Financial Analyst	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40%	\$ 76,571.91	\$ 36.81	\$ 95,714.89	\$ 46.02	\$ 114,857.87	\$ 55.22	
Fire Chief	\$ 75,149.08	\$ 36.13	\$ 103,653.90	\$ 49.83	\$ 132,158.72	\$ 63.54	55%	\$ 84,209.01	\$ 40.49	\$ 116,150.36	\$ 55.84	\$ 148,091.70	\$ 71.20	
Fire/EMS Firefighter	\$ 54,089.26	\$ 26.00	\$ 65,562.74	\$ 31.52	\$ 77,036.22	\$ 37.04	35%	\$ 54,089.26	\$ 26.00	\$ 65,562.74	\$ 31.52	\$ 77,036.22	\$ 37.04	
Fire/EMS Lieutenant	\$ 56,121.71	\$ 26.98	\$ 70,152.14	\$ 33.73	\$ 84,182.56	\$ 40.47	40%	\$ 59,804.53	\$ 28.75	\$ 74,755.66	\$ 35.94	\$ 89,706.80	\$ 43.13	
General Manager - BPW	\$ 130,569.95	\$ 62.77	\$ 186,528.50	\$ 89.68	\$ 242,487.05	\$ 116.58	60%	\$ 183,194.67	\$ 88.07	\$ 242,487.05	\$ 89.68	\$ 302,487.05	\$ 116.58	
GIS Analyst	\$ 70,040.00	\$ 33.67	\$ 87,550.00	\$ 42.09	\$ 105,060.00	\$ 50.51	40%	\$ 70,040.00	\$ 33.67	\$ 87,550.00	\$ 42.09	\$ 105,060.00	\$ 50.51	
Head Custodian	\$ 43,083.58	\$ 20.71	\$ 52,222.52	\$ 25.11	\$ 61,361.46	\$ 29.50	35%	\$ 44,434.05	\$ 21.36	\$ 53,859.46	\$ 25.89	\$ 63,284.87	\$ 30.43	
Human Resource Specialist	\$ 51,102.40	\$ 24.57	\$ 63,878.00	\$ 30.71	\$ 76,653.60	\$ 36.85	40%	\$ 61,557.04	\$ 29.59	\$ 76,946.30	\$ 36.99	\$ 92,335.56	\$ 44.39	
IT Customer Support Lead	\$ 54,678.67	\$ 26.29	\$ 66,277.17	\$ 31.86	\$ 77,875.68	\$ 37.44	35%	\$ 57,435.09	\$ 27.61	\$ 69,618.29	\$ 33.47	\$ 81,801.48	\$ 39.33	
IT Director	\$ 100,394.29	\$ 48.27	\$ 133,859.06	\$ 64.36	\$ 167,323.82	\$ 80.44	50%	\$ 100,394.29	\$ 48.27	\$ 133,859.06	\$ 64.36	\$ 167,323.82	\$ 80.44	
IT Engineer/Project Coordinator	\$ 62,600.14	\$ 30.10	\$ 80,774.38	\$ 38.83	\$ 98,948.62	\$ 47.57	45%	\$ 62,600.14	\$ 30.10	\$ 80,774.38	\$ 38.83	\$ 98,948.62	\$ 47.57	
Librarian I	\$ 31,934.62	\$ 15.35	\$ 37,570.14	\$ 18.06	\$ 43,205.66	\$ 20.77	30%	\$ 34,009.45	\$ 16.35	\$ 40,011.11	\$ 19.24	\$ 46,012.78	\$ 22.12	
Librarian II	\$ 33,655.69	\$ 16.18	\$ 40,794.78	\$ 19.61	\$ 47,933.86	\$ 23.05	35%	\$ 39,797.79	\$ 19.13	\$ 48,239.75	\$ 23.19	\$ 56,681.71	\$ 27.25	
Library Page	\$ 22,995.73	\$ 11.06	\$ 27,053.80	\$ 13.01	\$ 31,111.87	\$ 14.96	30%	\$ 27,085.13	\$ 13.02	\$ 31,864.85	\$ 15.32	\$ 36,644.58	\$ 17.62	
Library Programming Specialist	\$ 44,366.33	\$ 21.33	\$ 57,246.87	\$ 27.52	\$ 70,127.42	\$ 33.72	45%	\$ 45,255.73	\$ 21.76	\$ 58,394.49	\$ 28.07	\$ 71,533.24	\$ 34.39	
Library Technical Service & User Experience Manager	\$ 51,804.33	\$ 24.91	\$ 66,844.30	\$ 32.14	\$ 81,884.26	\$ 39.37	45%	\$ 51,804.33	\$ 24.91	\$ 66,844.30	\$ 32.14	\$ 81,884.26	\$ 39.37	
Library Technology and Business Office Lead	\$ 48,059.50	\$ 23.11	\$ 62,012.26	\$ 29.81	\$ 75,965.02	\$ 36.52	45%	\$ 48,059.50	\$ 23.11	\$ 62,012.26	\$ 29.81	\$ 75,965.02	\$ 36.52	
Library/Community Center Director	\$ 68,606.86	\$ 32.98	\$ 94,630.16	\$ 45.50	\$ 120,653.45	\$ 58.01	55%	\$ 68,606.86	\$ 32.98	\$ 94,630.16	\$ 45.50	\$ 120,653.45	\$ 58.01	
Custodian	\$ 40,860.56	\$ 19.64	\$ 48,071.25	\$ 23.11	\$ 55,281.93	\$ 26.58	30%	\$ 40,860.56	\$ 19.64	\$ 48,071.25	\$ 23.11	\$ 55,281.94	\$ 26.58	
Marketing Director	\$ 60,006.28	\$ 28.85	\$ 80,008.38	\$ 38.47	\$ 100,010.47	\$ 48.08	50%	\$ 60,749.40	\$ 29.21	\$ 80,999.20	\$ 38.94	\$ 101,249.00	\$ 48.68	
Mechanic - Motor Pool	\$ 50,470.87	\$ 24.26	\$ 63,088.59	\$ 30.33	\$ 75,706.31	\$ 36.40	40%	\$ 50,470.87	\$ 24.26	\$ 63,088.59	\$ 30.33	\$ 75,706.31	\$ 36.40	
Parks/Cemetery Maintenance	\$ 42,926.26	\$ 20.64	\$ 52,031.84	\$ 25.02	\$ 61,137.41	\$ 29.39	35%	\$ 42,926.26	\$ 20.64	\$ 52,031.84	\$ 25.02	\$ 61,137.41	\$ 29.39	
Police Chief	\$ 84,606.68	\$ 40.68	\$ 116,698.87	\$ 56.11	\$ 148,791.06	\$ 71.53	55%	\$ 85,402.38	\$ 41.06	\$ 117,796.39	\$ 56.63	\$ 150,190.40	\$ 72.21	
Police Lieutenant	\$ 72,484.73	\$ 34.85	\$ 93,528.69	\$ 44.97	\$ 114,572.64	\$ 55.08	45%	\$ 72,579.86	\$ 34.89	\$ 93,651.44	\$ 45.02	\$ 114,723.01	\$ 55.16	
Streets/Motor Pool Supervisor	\$ 56,882.97	\$ 27.35	\$ 73,397.38	\$ 35.29	\$ 89,911.79	\$ 43.23	45%	\$ 58,220.29	\$ 27.99	\$ 75,122.95	\$ 36.12	\$ 92,025.61	\$ 44.24	
Water Technician	\$ 45,063.27	\$ 21.67	\$ 54,622.14	\$ 26.26	\$ 64,181.02	\$ 30.86	35%	\$ 51,316.25	\$ 24.67	\$ 62,201.51	\$ 29.90	\$ 73,086.78	\$ 35.14	

Proposed 4.16.26

Overall Performance Rating	Position in the Range (Compa-Ratio)					
	<85%	85-95%	96-105%	106-115%	116%-Max	>Max
	1	2	3	4	5	6
Exceptional Performance	8.00%	7.00%	3.00%	1.50%	1.00%	0.00%
Strong Performance	7.00%	6.00%	2.00%	1.00%	0.50%	0.00%
Needs Development	4.00%	2.00%	0.00%	0.00%	0.00%	0.00%
Unacceptable	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Proposed 4.16.26

		Full Time			Part Time			Estimated Annual Total			
City	Current	City FT Annual Wages	Dollar Difference	Percentage Difference	City PT Hourly Wages	Dollar Difference	Percentage Difference	Total Estimate PT Annual Salary	City Total Estimated Annual Salary	Annual Dollar Difference	Estimated Increase for FY26-27
		Projected	\$ 3,190,115.75	n/a	n/a	\$ 500.21	n/a	n/a	\$ 491,186.45	\$ 3,681,302.20	
	\$ 3,340,096.50	\$ 149,980.75	4.70%	\$ 547.77	\$ 47.56	9.51%	\$ 539,551.44	\$ 3,879,647.94	\$ 198,345.74	5.39%	
BPW	Current	BPW Annual FT Wages	Dollar Difference	Percentage Difference	City PT Hourly Wages	Dollar Difference	Percentage Difference	Total Estimate PT Annual Salary	BPW Total Estimated Annual Salary	Annual Dollar Difference	Estimated Increase for FY26-27
		Projected	\$ 1,070,706.53	n/a	n/a	\$ 179.73	n/a	n/a	\$ 196,416.69	\$ 1,267,123.22	
	\$ 1,103,903.64	\$ 33,197.11	3.10%	\$ 187.82	\$ 8.09	4.50%	\$ 206,615.68	\$ 1,310,519.33	\$ 43,396.11	3.42%	
City & BPW		Total FT Annual Wages	Dollar Difference	Percentage Difference	City PT Hourly Wages	Dollar Difference	Percentage Difference	Total Estimate PT Annual Salary	Total Estimated Annual Salary for FT& PT	Annual Dollar Difference	Estimated Increase for FY26-27
	Current	\$ 4,260,822.28	n/a	n/a	\$ 679.95	n/a	n/a	\$ 687,603.14	\$ 4,948,425.42		
	Projected	\$ 4,444,000.14	\$ 183,177.86	4.30%	\$ 735.59	\$ 55.64	8.18%	\$ 746,167.13	\$ 5,190,167.27	\$ 241,741.85	4.89%



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members

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

SUBJECT: 100th Street Decertification

DATE: April 17, 2026

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

Staff is requesting City Council approval of the attached resolution to decertify a portion of 100th Street located north of Alice Avenue.

As background, this section of roadway was removed during the reconstruction of Alice Avenue in 2021. While the physical roadway was eliminated at that time, the City did not complete the formal decertification process. The City continues to retain the right of way, and this action does not abandon or relinquish those rights.

The proposed decertification is an administrative requirement of the Michigan Department of Transportation. Completing this process will remove the segment from the City's certified street mileage. This mileage is used in calculating state transportation funding, and as a result, the City's total reported local street miles will be reduced accordingly.

The attached resolution reflects that approximately 100 feet of roadway right of way will be decertified, as shown in the included map exhibit.

This item is being brought forward to correct an oversight from the 2021 project when the roadway was removed but not formally decertified.

FEEL THE ZEEL



Recommendation

Approve a resolution to decertify a portion of 100th Street north of Alice Avenue.

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

RESOLUTION

(Decertification of a Portion of 100th Street
Within the City of Zeeland, Ottawa County, Michigan)

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

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

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City has discontinued the use of a portion of the roadway of 100th Street to the
North of Alice Avenue and it is necessary to decertify such roadway area of 100th Street;

AND WHEREAS, such decertification information must be provided to the State of Michigan
since the City of Zeeland will not be able to collect funding for the said decertified area.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A portion of 100th Street to the North of Alice Avenue within the City of Zeeland,
Ottawa County, Michigan is hereby decertified as a public street. A total of one hundred feet of
road right-of-way area is hereby decertified. For a map of the decertified area, see the attached
Exhibit A.

2. It is hereby acknowledged that this decertification shall not serve as an abandonment or vacation of the City of Zeeland's right to use the said area for utility purposes or as a street in the future.

3. The City of Zeeland hereby authorizes the completion and filing of MDOT Form 2008E in regard to this decertification.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

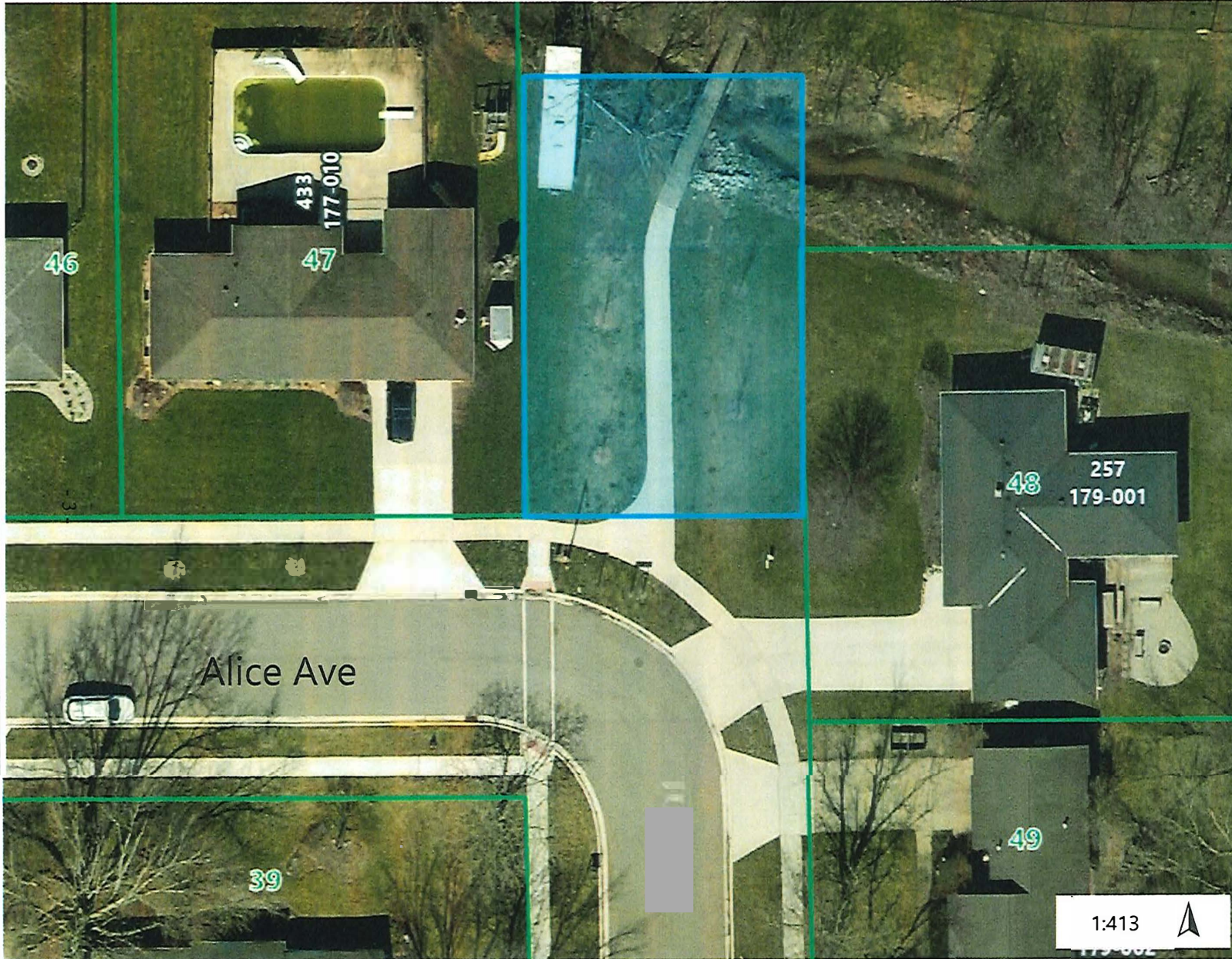
RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, Clerk

CERTIFICATE

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

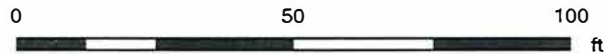
Kristi DeVerney, Clerk



Legend

EXHIBIT A
(Map of the Decertified Area of 100th Street)

Notes



WGS_1984_Web_Mercator_Auxiliary_Sphere

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:413





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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members

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

SUBJECT: Lawrence Avenue Decertification

DATE: April 17, 2026

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

Staff is requesting City Council approval of the attached resolution to decertify a portion of Lawrence Avenue located west of Jefferson Street.

As background, this section of roadway was previously discontinued, and the right of way was relinquished to Zeeland Christian Schools to accommodate their expansion project. While the City no longer retains ownership or control of this segment, the formal decertification process was not completed at that time.

The proposed decertification is an administrative requirement of the Michigan Department of Transportation. Completing this process will remove the segment from the City's certified street mileage. This mileage is used in calculating state transportation funding, and as a result, the City's total reported local street miles will be reduced accordingly.

The attached resolution reflects that approximately 75 feet of roadway right of way will be decertified, as shown in the included map and legal description exhibits.

This item is being brought forward to correct an oversight from when the right of way was transferred but the roadway was not formally decertified.

FEEL THE ZEEL



Recommendation

Approve a resolution to decertify a portion of Lawrence Avenue west of Jefferson Street.

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

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

RESOLUTION

(Decertification of a Portion of Lawrence Avenue
Within the City of Zeeland, Ottawa County, Michigan)

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

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

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City has discontinued the use of a portion of the roadway of Lawrence Avenue
to the West of Jefferson Street and it is necessary to decertify such roadway area of Lawrence Avenue;

AND WHEREAS, such decertification information must be provided to the State of Michigan
since the City of Zeeland will not be able to collect funding for the said decertified area.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A portion of Lawrence Avenue to the West of Jefferson Street within the City of
Zeeland, Ottawa County, Michigan is hereby decertified as a public street. A total of seventy-five
feet of road right-of-way area is hereby decertified. For a map and legal description of the
decertified area, see the attached Exhibit A.

2. It is hereby acknowledged that this decertification shall not serve as an abandonment or vacation of the City of Zeeland’s right to use the said area for utility purposes or as a street in the future.

3. The City of Zeeland hereby authorizes the completion and filing of MDOT Form 2008E in regard to this decertification.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, Clerk

CERTIFICATE

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

Kristi DeVerney, Clerk

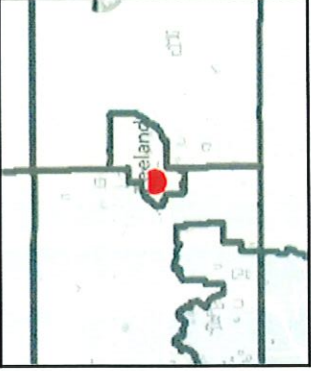
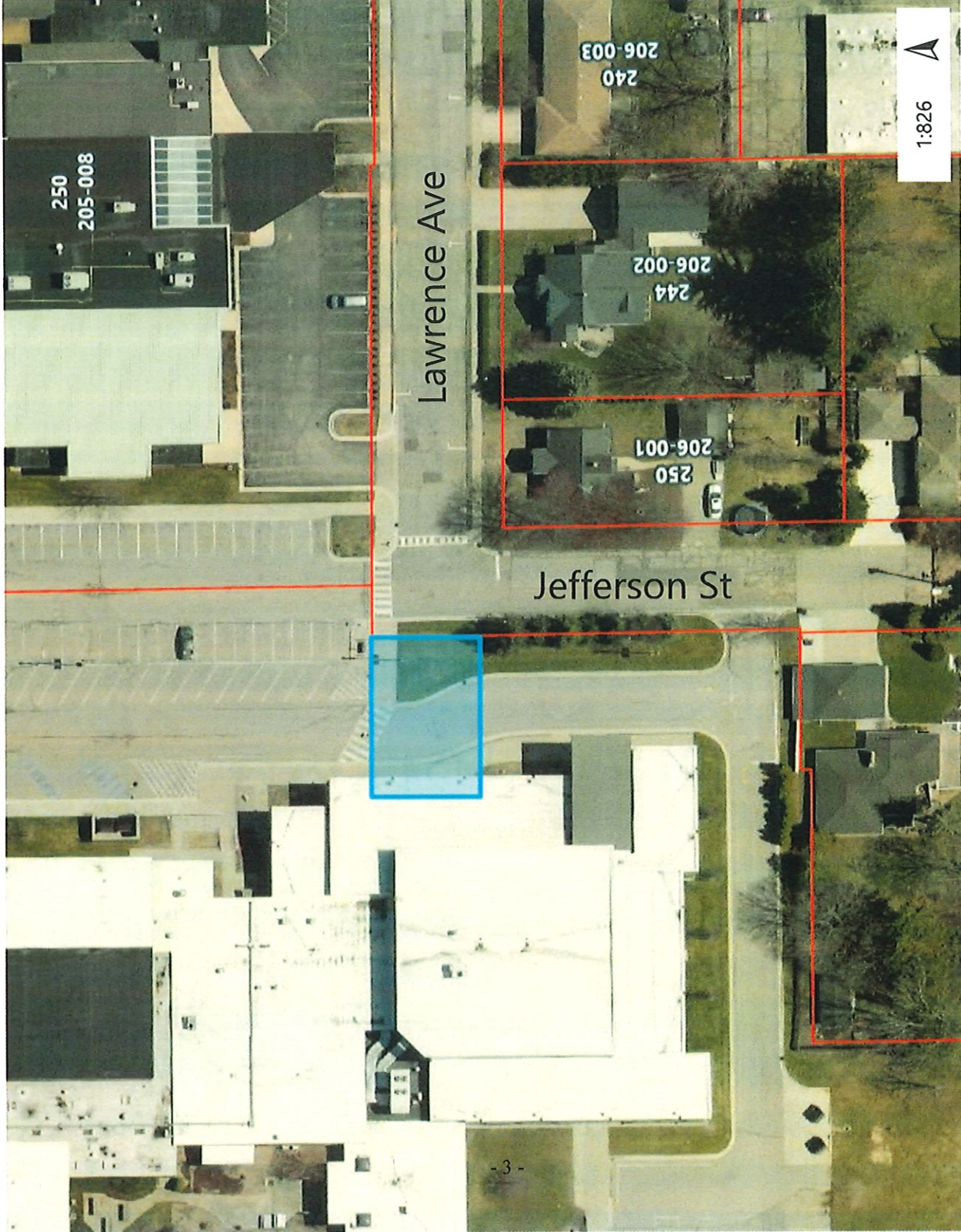



EXHIBIT A
(Map of the Decertified Area of Lawrence Avenue)

Legend
 Parcels 

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

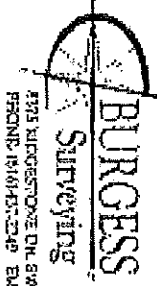
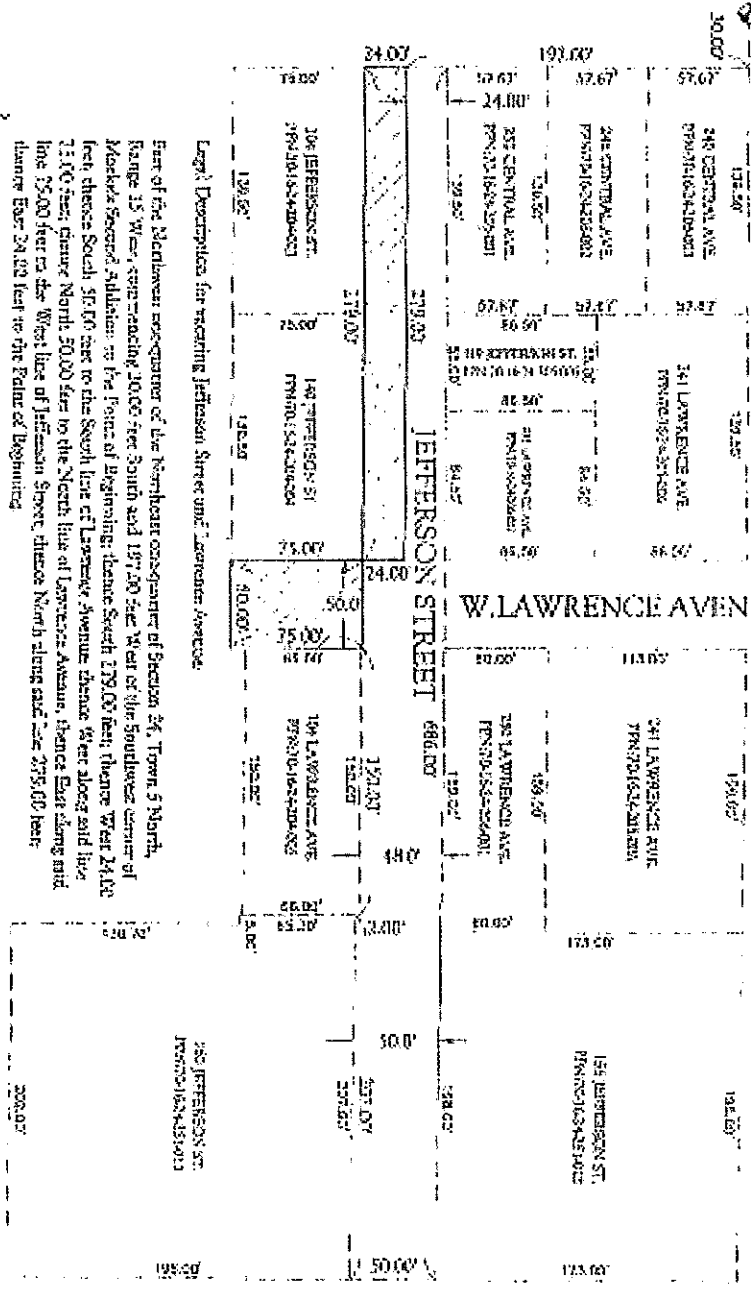
THIS MAP IS NOT TO BE USED FOR NAVIGATION

WGS_1984_Web_Mercator_Auxiliary_Sphere

Date: 05/09/14
 Drawing: sub
 Job Number: 1332702

Exhibit A
 (Area for Zealand Christian School)

SUBJECT PROPERTY OF
 WORKERS AND ADJUTANTS



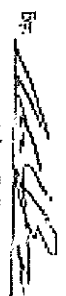
4755 RIDGESTONE DR. SW. SUITE 2000
 FREDONIA, NE 68601
 PHONE: (402) 421-2249 FAX: (402) 421-2249

Notes: This drawing was made from the description shown above. The location should be compared with the above title of this block for accuracy, size, and description.

Subject to easements and restrictions of record.
 Parcel number: 0134 Avenue

Legal Description for existing Jefferson Street and Lawrence Avenue
 Part of the Metairie east-quarter of the Northeast quarter of Section 26, T10N, R5W, Range 15 West, containing 20.00 acres South and 177.50 feet West of the southeast corner of Metairie Section 26, Subdivision for the Parish of Bienville, thence South 179.00 feet, thence West 24.00 feet, thence South 35.00 feet to the South line of Lawrence Avenue, thence West along said line 11.00 feet, thence North 50.00 feet to the North line of Lawrence Avenue, thence East along said line 35.00 feet to the West line of Jefferson Street, thence North along said line 275.00 feet, thence East 24.00 feet to the Point of Beginning.



By: 
 Adam C. Burgess
 Licensed Professional Surveyor No. 55446

- Scale 1" = 100'
- Concrete
 - Brick Paving
 - Description dimension
 - M - Measured dimension
 - P - Planned dimension
 - - Section stake
 - - Found iron stake
 - Fence



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Providence Life Services Bonding Resolution
DATE: April 17, 2026
CC: City Council Work Study and Action Items April 20, 2026

The purpose of this memo is to inform the City Council that a public hearing will be held in connection with the proposed issuance of bonds to benefit Royal Park Place and affiliated entities, as outlined in the attached resolution.

This public hearing is required under Section 147(f) of the Internal Revenue Code. Because the project facilities are located within the City of Zeeland, federal law requires that the City, as the applicable elected body, provide an opportunity for public comment and formally approve the issuance of the bonds. Although the bonds will be issued by the Illinois Finance Authority, local approval is necessary solely to satisfy these federal requirements.

The bonds, in an aggregate amount not to exceed 80 million dollars, will be used to finance and refinance improvements to facilities associated with Royal Park Place, including acquisition, construction, renovation, and equipping of healthcare and senior living facilities located in Zeeland. The portion attributable to projects within the City is not expected to exceed approximately 16 million dollars.

It is important to note that the City's role in this process is limited. Approval of the bonds does not create any financial obligation or liability for the City. The repayment of the bonds is the sole responsibility of the borrowing entities, and the resolution explicitly states that the City will not be responsible for any principal, interest, or related costs associated with the bonds.

From an impact standpoint, this action enables continued investment in an existing senior living and healthcare campus within the City. The financing supports facility improvements and long-term viability of the campus, which contributes to local employment, services for residents, and overall community stability. There is no direct fiscal impact on the City's budget or debt capacity.

In summary, the public hearing and subsequent Council consideration are procedural requirements under federal law that allow the project to move forward. The City's approval facilitates private investment while maintaining no financial risk to the municipality.

FEEL THE ZEEL



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

Recommendations:

Approve the resolution for the issuance of revenue bonds of the Illinois Finance Authority for the benefit of Rest Haven Illiana Christian Convalescent Home doing business as Providence Life Services and its affiliates.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

RESOLUTION

**(RESOLUTION APPROVING THE ISSUANCE OF REVENUE BONDS OF THE
ILLINOIS FINANCE AUTHORITY FOR THE BENEFIT OF REST HAVEN ILLIANA CHRISTIAN CONVALESCENT HOME
D/B/A PROVIDENCE LIFE SERVICES AND ITS AFFILIATES
AND CERTAIN OTHER MATTERS RELATING THERETO)**

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of
Ottawa, Michigan, held in the City Hall in said City on April 20, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, Rest Haven Illiana Christian Convalescent Home d/b/a Providence Life Services, an Illinois not for profit corporation (*“Providence”*), has requested that the Illinois Finance Authority (the *“Authority”*) issue bonds in one or more series in an aggregate principal amount not to exceed \$80,000,000 (the *“Bonds”*), pursuant to the Illinois Finance Authority Act, 20 ILCS 3501/801-1, *et seq.*, as amended (the *“Illinois Act”*), the proceeds of which will be loaned to Providence, Royal Park Place, II, L.L.C., a Michigan limited liability company and an affiliate of Providence (*“Royal Park Place”*), Park Place Christian Community of St. John, Inc., an Indiana nonprofit corporation and an affiliate of Providence (*“St. John”*), Park Place Realty Group, LLC, a Michigan limited liability company and an affiliate of Providence (*“Park Place Realty”*) and Christian Living Campus, NFP, an Illinois not for profit corporation and an affiliate of Providence (*“CLC”*) and, together with Providence, Royal Park Place, St. John and Park Place Realty, the *“Borrowers”*) and used, among other things, for the purpose of, in part, financing and refinancing the costs of facilities located in the City of Zeeland, Michigan (the *“City”*);

WHEREAS, the portion of the proceeds of the Bonds expected to finance or refinance projects located in the City will not exceed \$16,000,000 and will be used, together with certain other funds, for the purpose of (i) refinancing taxable debt the proceeds of which were used to finance or refinance the costs of acquiring, constructing, renovating, remodeling, expanding, rehabilitating and equipping health care facilities of Providence and Royal Park Place, including the acquisition, construction, renovation,

remodeling and equipping of an independent living community known as Royal Park Place and an assisted living community known as Royal Atrium Inn, each located in Zeeland, Michigan (collectively, the “Community”), (ii) paying or reimbursing Providence, Royal Park Place and Park Place Realty for the costs of acquiring, constructing, renovating, remodeling, expanding, rehabilitating and equipping the Community, (iii) funding one or more debt service reserve funds for the benefit of the Bonds, if deemed necessary or desirable by the Authority or the Borrowers; (iv) funding working capital for the Borrowers, including Royal Park Place and Park Place Realty, if deemed necessary or desirable by the Authority and the Borrowers; (v) funding interest accruing on the Bonds, if deemed necessary or desirable by the Authority or the Borrowers; and (vi) paying certain expenses incurred in connection with the issuance of the Bonds, including the cost of any bond insurance or other credit or liquidity enhancement, if any, all as permitted by the Illinois Act (collectively, the “Project”).

WHEREAS, the current owners or principal users of the facilities located in the City being financed or refinanced with the proceeds of the Bonds are Providence, Royal Park Place and Park Place Realty and such facilities are located at 400 Parkside Drive and 500 Parkside Drive in Zeeland, Michigan 49464;

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the “Code”), because the Community is located within the territorial limits of the City the issuance of the Bonds by the Authority must be approved by the City following a public hearing for which there was reasonable public notice;

WHEREAS, the City Council of the City (the “Council”) is the elected legislative body of the City and is one of the applicable elected representatives required to approve the issuance of the Bonds under Section 147(f) of the Code;

WHEREAS, the Council understands that its actions in holding the public hearing and in adopting this Resolution do not obligate the City in any manner for payment of the principal, interest, fees or any other costs associated with the issuance of the Bonds, and the Council expressly conditions its approval of the issuance of the Bonds by the Authority by the adoption of this Resolution on this understanding;

WHEREAS, the Authority has requested that the Council approve the issuance of the Bonds by the Authority in order to satisfy the requirement of Section 147(f) of the Code; and

WHEREAS, pursuant to Section 147(f) of the Code, the Council has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Zeeland, State of Michigan as follows:

Section 1. The Council accepts the above recitals as true and correct.

Section 2. The Council hereby approves the issuance of the Bonds by the Authority. It is the purpose and intent of the Council that this Resolution constitute approval of the issuance of the Bonds by the Authority for the purposes of Section 147(f) of the Code by the applicable elected representative of the

governmental unit having jurisdiction over the area in which the Community is located, in accordance with Section 147(f) of the Code.

Section 3. The officers and employees of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this Resolution and the financing transaction approved hereby.

Section 4. The Council expressly conditions its approval of this Resolution on its understanding that the City shall have no obligation whatsoever to pay any principal, interest, fees or other costs associated with the Authority's issuance of the Bonds.

Section 5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Section 6. This Resolution shall take effect immediately upon its adoption.

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on April 20, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk



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

MEMORANDUM

DATE: Friday, April 17, 2026

TO: Tim Klunder, City Manager

FROM: Tim Maday, Community Development Director

RE: **April 20th City Council meeting agenda – 541 E Roosevelt Ave – Highpoint Finishing Solutions, Inc - Act 198 - Industrial Facilities Tax Exemption Certificate Application – Public hearing and resolution of approval**

Background: In 2025, Highpoint Finishing Solutions, Inc. began construction of a 19,200-square-foot addition to its manufacturing facility at 541 E Roosevelt Ave (owned by Highpoint Leasing, LLC).

Highpoint Finishing Solutions, Inc is now seeking an Act 198 – Industrial Facilities Tax Exemption Certificate for the project. An Act 198 tax abatement reduces the property tax burden on new/renovated/expanded industrial facilities by nearly 50% for a period of up to 12 years. Over the past several decades, the City of Zeeland has supported many projects in the industrial park with Act 198 tax abatements.

An existing Act 198 – Industrial Development District is in place at 541 E Washington Ave, allowing the applicant to submit directly for an Act 198 exemption certificate. Their certificate application was filed in January of 2026 and came before the Tax Incentive Committee for review on March 16th. Following review, the Tax Incentive Committee unanimously voted to advance the application to City Council and schedule a public hearing on the request.

That public hearing will be held at the April 20th City Council meeting. Following that public hearing, the enclosed resolution approving the abatement certificate application will come before Council for action.

Staff believes that the application documents are in order, and it is appropriate to approve the exemption certificate application.

Staff recommendation: Adopt the resolution to approve an Act 198 – Industrial Facilities Tax Exemption Certificate for Highpoint Finishing Solutions at 541 E Roosevelt Ave for a period of 12 years.

I hope this memo is helpful in explaining the Act 198 certificate application that will come before City Council on April 20th. Please do not hesitate to contact me with any questions regarding this memo or the related application.

NOTICE OF PUBLIC HEARING
(For Exemption Certificate for Highpoint Finishing Solutions, Inc.)
CITY OF ZEELAND
(Under Act 198, Public Acts of Michigan of 1974, as amended)

PLEASE TAKE NOTICE that the City Council of the City of Zeeland whose chambers are in the Zeeland City Hall at 21 South Elm Street, Zeeland, Michigan, and whose telephone number is (616) 772-6400 will hold a public hearing on and at:

Monday, April 20, 2026
7:15 p.m.
Council Room of City Hall

For the purpose of hearing the public and all interested persons concerning the application of Highpoint Finishing Solutions, Inc. for an Industrial Facilities Exemption Certificate under the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act). The address of the proposed new facility is 541 E. Roosevelt Avenue, Zeeland, Michigan 49464, and this facility is legally described as follows:

Approved Industrial Development District is Described as Follows:

That part of the Northeast 1/4 of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan described as: Beginning at a point on the East-West 1/4 line of said Section which is North 89 degrees 40' 50" West 1030.00 feet from the East 1/4 corner of said Section; thence North 89 degrees 40' 50" West 321.00 feet; thence North 00 degrees 19' 10" East 659.73 feet; thence South 89 degrees 37' 00" East 324.79 feet along the North line of the South 1/2 of the South 1/2 of the Northeast 1/4 of said Section; thence South 00 degrees 38' 55" West 659.38 feet parallel with the East line of said Section to the point of beginning. Subject to highway right-of-way for Roosevelt Street over the South 33.0 feet thereof. Containing 4.89 acres, including highway right-of-way.

Specific notice is directed to the Zeeland City Assessor and to the legislative bodies of each taxing unit which levies ad valorem property taxes in the City of Zeeland who shall have an opportunity to be heard with respect to said application in accordance with said statute.

The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation, upon being provided with a notice to the City of Zeeland three days prior to the public hearing. Individuals with disabilities requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's Office 772-6400.

Dated: March 25, 2026

Kristi DeVerney, City Clerk



JAN 15 2026

Highpoint Finishing Solutions, Inc.

541 E. Roosevelt Ave
Zeeland, MI 49464
(616) 772-4425 office

January 13th, 2026

Pamela Holmes, City Clerk
City of Zeeland
21 S. Elm Street
Zeeland, MI 49464

Dear Clerk Holmes:

Please find enclosed the original and two (2) copies of a P.A. 198 Tax Abatement Application for Highpoint Finishing Solutions, Inc. as well as a \$750 check for the filing fee. Highpoint Finishing Solutions, Inc. is a manufacturer who specializes in high quality metal finishing, polishing, and surface enhancement for manufacturers and fabricators.

Proposed is an approximate \$1,955,835 capital investment project in our current facility at 541 E Roosevelt Ave in the City of Zeeland. This project is expected to create 20 jobs over the next two years and will allow us to retain 20 employees by moving our operations under one roof.

If you have any questions or need any additional information in your review of our documents, please call me at 616-831-0963 or email me at jt@highpointfs.com. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'JT Wyrick', written over a horizontal line.

JT Wyrick, CFO

Enclösures

cc: Colin Cady, Lakeshore Advantage

Reset Form

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 190 of 1974, as amended, Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit JAN 15 2025
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Highpoint Finishing Solutions, Inc		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 332813	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 541 E Roosevelt Ave, Zeeland, MI 49464		1d. City/Township/Village (Indicate which) City of Zeeland	1e. County Ottawa
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located Zeeland Public Schools	3b. School Code 70350
		4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Highpoint Finishing Solutions, Inc is a manufacturer who specializes in high-quality metal finishing, polishing, and surface enhancement services that help manufacturers and fabricators. Proposed is a 19,200sf expansion to their current facility and a capital investment of \$1,955,835. This expansion will help them move all of their operations under one roof.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <u>\$1,955,835.00</u> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <u>\$0</u> Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ <u>\$1,955,835.00</u> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two-year period of the effective date of the certificate unless otherwise approved by the STC.

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements	▶ <u>09/08/2025</u>	<u>09/07/2027</u>	▶ <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased
Personal Property Improvements	▶ _____	_____	▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption: Yes No

9. No. of existing jobs at this facility that will be retained as a result of this project. 20	10. No. of new jobs at this facility expected to create within 2 years of completion. 20
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	_____
b. TV of Personal Property (excluding inventory)	_____
c. Total TV	_____

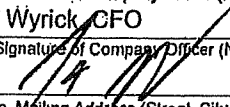
12a. Check the type of District the facility is located in:
 Industrial Development District Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit) 07/06/1993	12c. Is this application for a speculative building (Sec. 3(8))? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the Industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, Inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Colin Cady	13b. Telephone Number 616-772-5226	13c. Fax Number	13d. E-mail Address colin.cady@lakeshoreadv.com
14a. Name of Contact Person JT Wyrick	14b. Telephone Number 616-831-0963	14c. Fax Number	14d. E-mail Address jt@highpointfs.com
▶ 15a. Name of Company Officer (No Authorized Agents) JT Wyrick CFO			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 01/12/2026
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 541/E Roosevelt Ave, Zeeland, MI, 49464		15f. Telephone Number 616-831-0963	15g. E-mail Address jt@highpointfs.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability. The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. **Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.**
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. **Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. **Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).**
6. **Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be**

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: www.legislature.mi.gov/. For more information and Frequently Asked Questions, visit www.michigan.gov/propertytaxexemptions.

RESOLUTION
(To Establish District)

City of Zeeland
County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on July 6, 1993, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members Mayor Hoogland, Kirkpatrick, Dekker,
Den Herder and Gruppen

ABSENT: Council Members Stoel and Hamstra

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

WHEREAS, American Poly, Inc., previously requested the City Council to establish an Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended;

AND WHEREAS, notice of hearing on said request was published in the Zeeland Record on July 1, 1993;

AND WHEREAS, notice of said hearing was sent by certified mail, return receipt requested to Four Way Partners, the owners of the real estate hereinafter described, on June 23, 1993, and to American Poly, Inc., the applicant on such date;

AND WHEREAS, said hearing was held before the Zeeland City Council on Monday, July 6, 1993;

AND WHEREAS, said Act 198 of the Public Acts of Michigan of 1974, as amended, provides that a local governmental unit, by resolution of its legislative body, may establish an Industrial Development District;

AND WHEREAS, the City of Zeeland qualifies by levies of ad valorem taxes at a rate which, when taken together with the rates of ad valorem taxes levied by any other taxing authority which levies taxes within the City of Zeeland, equal or exceed \$30.00 for each \$1,000.00 of state equalized valuation;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City of Zeeland hereby finds that the request for the establishment of the proposed Industrial Development District was filed in connection with a proposed new facility for which the construction, acquisition, alteration and installation had not commenced at the time of the filing of the request.

2. In accordance with the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended (Plant Rehabilitation and Industrial Development Districts Act) an Industrial Development District is hereby established which is described as follows:

A facility at 501 East Roosevelt Avenue, Zeeland, Michigan. The legal description for the approved district is described as follows:

Approved District: That part of the Northeast 1/4 of Section 18, Town 5 North, Range 14 West, City of Zeeland, Ottawa County, Michigan described as: beginning at a point on the East-West 1/4 line of said Section which is North 89 degrees 40'50" West 1030.00 feet from the East 1/4 corner of said Section; thence North 89 degrees 40'50" West 321.00 feet; thence North 00 degrees 19'10" East 659.73 feet; thence South 89 degrees 37'00" East 324.79 feet along the North line of the South 1/2 of the South 1/2 of the Northeast 1/4 of said Section; thence South 00 degrees 38'55" West 559.38 feet parallel with the East line of said Section to the point of beginning. Subject to highway right-of-way for Roosevelt Street over the South 33.0 feet thereof. Containing 4.89 acres, including highway right-of-way.

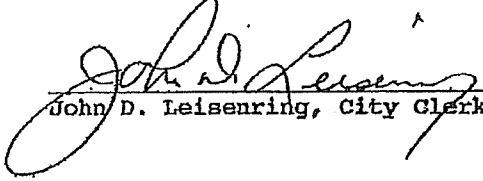
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Council Members Den Herder, Kirkpatrick, Dekker, Gruppen
and Hoogland

NAYS: Council Members None

ABSENT: Council Members Stoel and Hamstra

RESOLUTION DECLARED ADOPTED.



John D. Leisenring, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on July 6, 1993, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Nancy Tula, Deputy City Clerk

CITY OF ZEELAND

BUILDING PERMIT

PERMIT #: PB250102

Building Department
21 S. Elm St., Zeeland, MI 49464

Phone: (616) 772-0872
Fax: (616) 772-0880

APPLIED:
08/28/2025

ISSUED:
09/08/2025

EXPIRES:
03/07/2026

LOCATION
70-17-18-200-057
541 E ROOSEVELT AVE
ZEELAND MI 49464

OWNER
HIGHPOINT LEASING LLC
11877 108TH ST
FREEPORT MI 49325

APPLICANT
DREW BERENS (616) 540 8678
*PLEASE CALL (616) 772-0872
(BUILDING & ZONING DEPARTMENT)
24 HOURS IN ADVANCE FOR AN INSPECTION*

CONTRACTOR
LAKEWOOD CONSTRUCTION
11253 JAMES ST P (616) 392 6923
HOLLAND MI 49424 F (616) 392 7747
C (616) 218 2167

DIRECTIONS: BETWEEN FAIRVIEW AND CENTENNIAL **ZONING:** I-1
WORK DESCRIPTION: ADDITION
BUILDING IS TO BE 0 'WIDE BY 0 'LONG 0 'HIGH
AND SHALL CONFORM TO CONSTRUCTION TYPE: 3B

USE GROUP: F-1

DWELLING UNITS 0

REMARKS:

CONSTRUCTION OF 19,200 SQ. FT. PRE-ENGINEERED BUILDING ADDITION ON NORTH OF EXISTING BUILDING.

1. MECHANICAL, PLUMBING, ELECTRICAL AND FIRE SUPPRESSION PLANS MUST BE SUBMITTED AND APPROVED
2. SPECIAL INSPECTIONS REQUIRED FOR STEEL CONNECTIONS

INSPECTIONS REQUIRED: FOOTING PRE-POUR, WALL FORMS, VAPOR BARRIER, ROUGH-IN, INSULATION, FINAL

ADDITIONAL PERMITS REQUIRED: ELECTRICAL, PLUMBING, MECHANICAL

CONSTRUCTION VALUE: \$1,900,000 **CODE:** MBC 2015/MRC 2015

This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property, not specifically permitted under the building code, must be approved by the jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the department of public works. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.

Work shall not proceed until the inspector has approved the various stages of construction. Inspections must be arranged by phone or in person.

**FOR INSPECTIONS
CALL:**

Electrical - Gord Bosch - 616.772.0872
Building - Ron Johnston - 616.772.0872
Mechanical - Randy Glass - 616.772.0872
Plumbing - Randy Glass - 616.772.0872

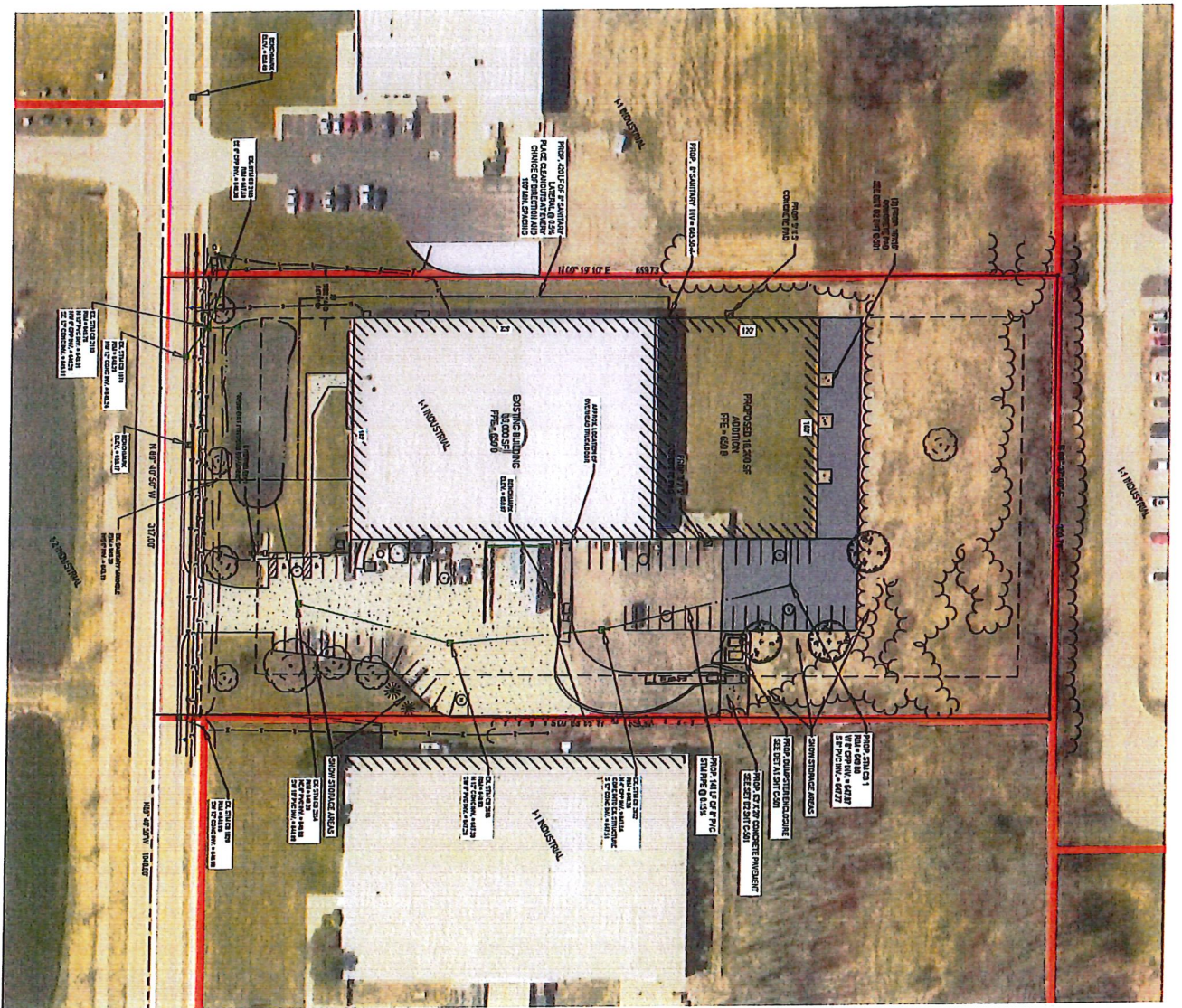
Section 23a of the State Construction Act of 1972, Act No 230 of the Public Acts of 1972, being Section 125.1523a of the Michigan Compiled Law's prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential structure. Violations of Section 23a are subject to civil fines.

Fee Total: \$13,448

Balance Due: \$13,448

Tony Anderson (616)

Building Official

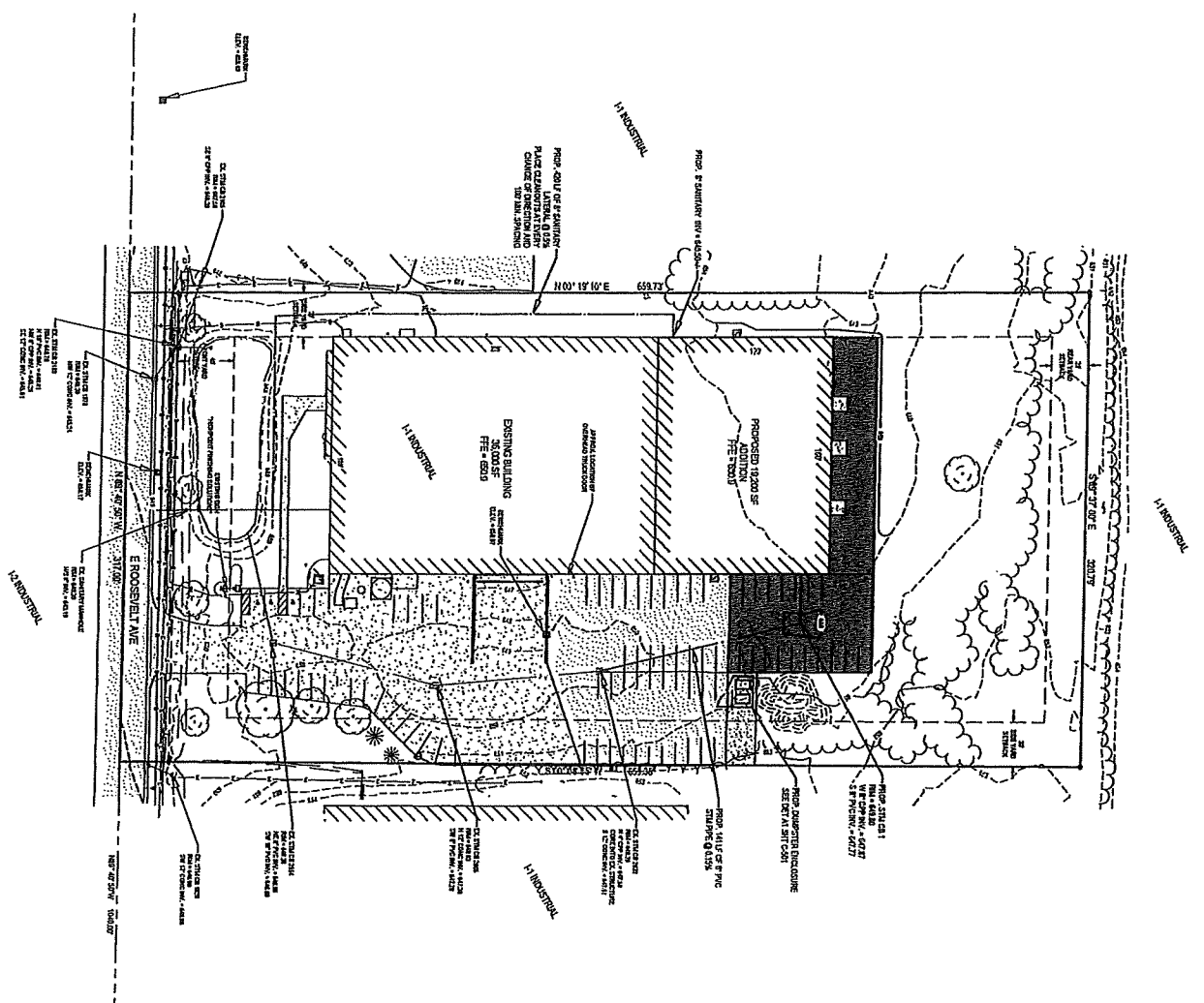


SCALE 1" = 40'

- GENERAL NOTES:**
1. THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PROJECT SITE AND HAS FOUND THAT THE INFORMATION CONTAINED IN THE SURVEY IS ACCURATE AND RELIABLE.
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NOTES:

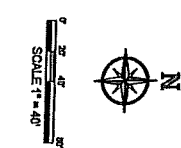
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PROPOSED CONSTRUCTION SCHEDULE

ACTIVITY	MONTH											
	1	2	3	4	5	6	7	8	9	10	11	12
PERMITTING												
FOUNDATION												
FRAME												
MECHANICAL/ELECTRICAL/PLUMBING												
FINISHES												
LANDSCAPE												
RECTIFY												

NOTE: CONSTRUCTION SCHEDULE IS SUBJECT TO CHANGE. SCHEDULE CHANGES SHALL BE APPROVED BY THE BOARD OF CONSTRUCTION.



- GENERAL NOTES:**
- CONTRACTOR SHALL OBTAIN ALL PERMITS AND LOCAL ORDINANCES AS NECESSARY FOR THE PROJECT.
 - CONTRACTOR IS RESPONSIBLE TO OBTAIN THE CITY'S COUNTY REG. SURVEY AND ALL OTHER REQUIREMENTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND LOCAL ORDINANCES.
 - ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY'S COUNTY REG. SURVEY AND ALL OTHER REQUIREMENTS AND SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND LOCAL ORDINANCES.
 - CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
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Issued for:

NO	CONCEPT PLAN
10	CONCEPT PLAN
20	SITE PLAN
30	SITE PLAN
40	SITE PLAN
50	SITE PLAN
60	SITE PLAN
70	SITE PLAN
80	SITE PLAN
90	SITE PLAN
100	SITE PLAN

HIGHPOINT FINISHING SOLUTIONS

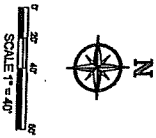
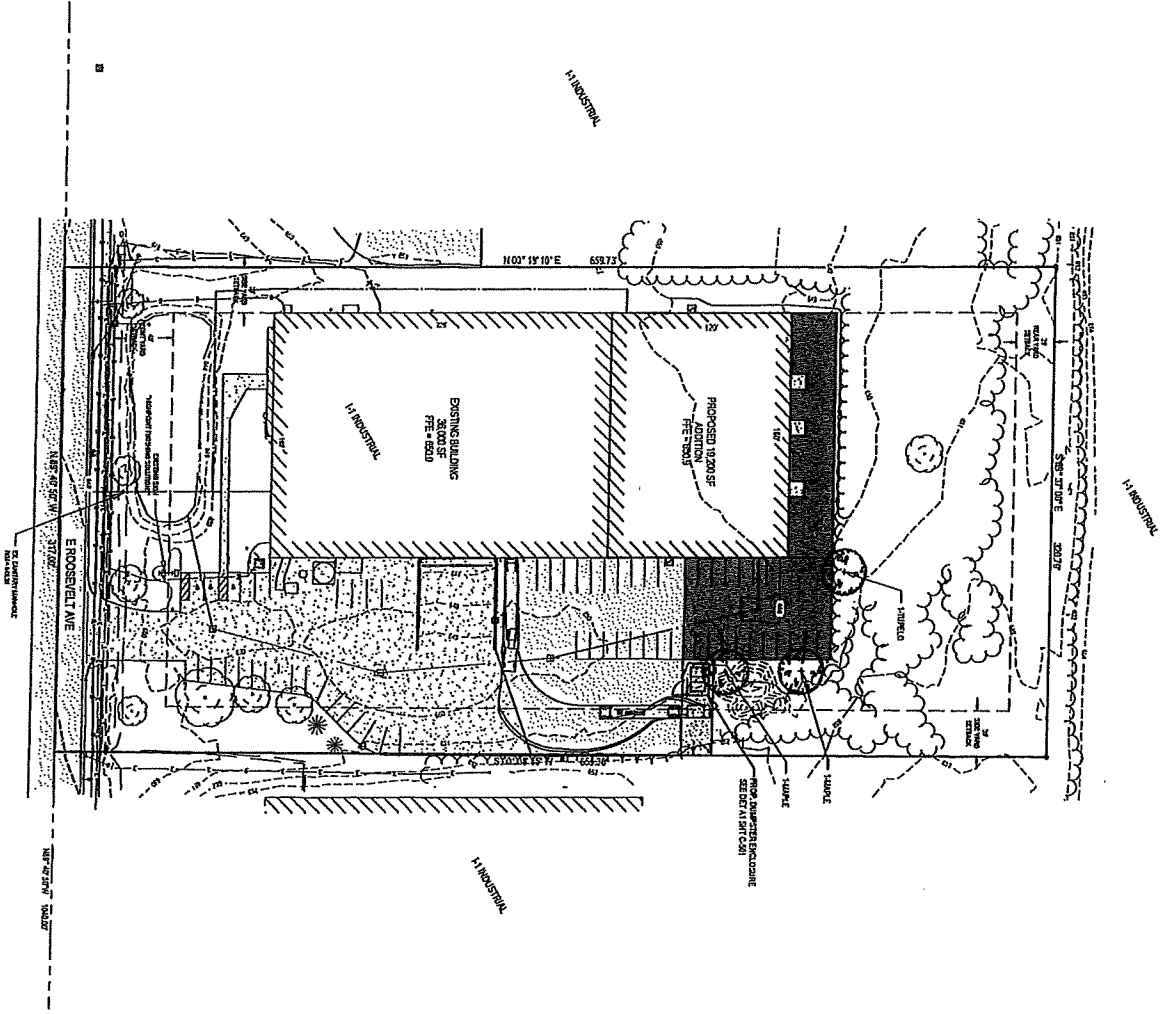
641 E ROOSEVELT AVE

LAKWOOD ARCHITECTURE

The Revlon Building
1000 1st Avenue
New York, NY 10001
Tel: 212-696-1234
Fax: 212-696-1234

HOLLAND ENGINEERING

1000 1st Avenue
New York, NY 10001
Tel: 212-696-1234
Fax: 212-696-1234

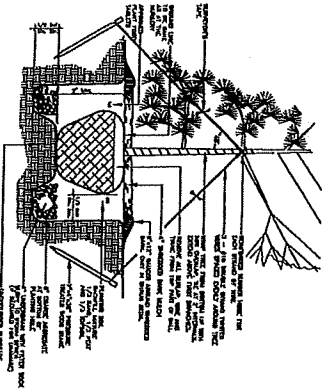


PLANTING NOTES:

1. LANDSCAPE REQUIREMENTS FOR PROPOSED IMPROVEMENTS ARE:
- 1.1. PROVIDE 100% TREE CANOPY COVER FOR PROPOSED IMPROVEMENTS.
- 1.2. PROVIDE 20% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.3. PROVIDE 10% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.4. PROVIDE 5% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.5. PROVIDE 2% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.6. PROVIDE 1% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.7. PROVIDE 0.5% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.8. PROVIDE 0.2% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.9. PROVIDE 0.1% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.10. PROVIDE 0.05% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.11. PROVIDE 0.02% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
- 1.12. PROVIDE 0.01% TREE CANOPY COVER FOR EXISTING IMPROVEMENTS.
2. ALL TREES AND SHRUBS SHALL BE PLANTED IN A MANNER THAT PROVIDES MAXIMUM CANOPY COVER AND MINIMUM MAINTENANCE REQUIREMENTS.
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10. ALL TREES AND SHRUBS SHALL BE PLANTED IN A MANNER THAT PROVIDES MAXIMUM CANOPY COVER AND MINIMUM MAINTENANCE REQUIREMENTS.

PLANT LIST

PLANT	SIZE	QUANTITY	REMARKS
...



LEASE AGREEMENT

- (1) THIS LEASE IS MADE this 1ST day of April 2026, by and between **HIGHPOINT LEASING LLC, 11877 108th St, Freeport, Michigan**, the Lessors; and, **Highpoint Finishing Solutions, Inc., 541 E. Roosevelt, ZEELAND, MICHIGAN**, the Lessee.

WITNESSETH:

- (2) **LEASE OF PREMISES.** Lessors in consideration of the rents and covenants herein specified, does here by let and lease to the said Lessee the premises **55,200 sq. ft.** located at **541 E. Roosevelt Ave, Zeeland, MI 49464** having a **Fifteen-year** lease from and after the **1ST day of April 2026**.
- (3) **TERM.** The term of this Lease shall be **Fifteen Years (15) years** commencing **April 1, 2026** and ending **March 31, 2041**.
- (4) **RENTS.** The rent of said premises for a year shall be **\$262,200+NNN (\$4.75 per ft² Base Rent); Lessee is responsible for payment of Property Tax and Insurance**, which shall be paid in equal monthly installments of **\$21,850+NNN** in advance on the **1st** day of each month of the year. Late payment charges shall be as follows: Five days or less \$75.00. More than five days \$75.00 plus \$5.00 for each additional day. **Base rent** rate will be adjusted every **two years** upon the same terms as provided herein, except Lessors may increase the rents at their election, not exceeding **10%** over the amount of the rent for the prior term. **Tax and Insurance** portions of rent will be adjusted **annually** with new rates going into effect January 1st of that year.
- (5) **IMPROVEMENTS.** Lessee may not commit waste, but may improve the leased premises by erecting buildings there on, grading and landscaping, and installing access to driveways; provided, that the plan of any such improvements shall first be presented for Lessors' prior approval, which approval shall not be unreasonably withheld. Any and all such improvements shall become a part of the leased premises, and shall be surrendered there with at the expiration of the term, or any renewal thereof.
- (6) **TAXES.** Lessee is responsible for payment of all real property taxes, either by amortization in monthly rent or directly paying the City of Zeeland. Lessee shall pay all personal property taxes assessed against any personal property owned by Lessee on the premises.
- (7) **INSURANCE.** Lessor shall maintain and pay for hazard and general premises liability insurance. Lessee shall maintain liability insurance which lists **Highpoint Leasing, LLC** as an additional insured. If Lessee shall install any buildings on the leased premises, Lessee shall insure the same to value against loss by fire, windstorm, or other casualty at Lessee's expense. If any loss occurs, the proceeds of the insurance loss settlement shall be applied to the repairing or rebuilding of the damaged or destroyed building. If the insurance proceeds are insufficient to fully restore the damaged or destroyed building, Lessee shall pay the deficiency.

- (8) **DEFAULT.** If Lessee shall default in paying the rents (with a 20-day grace period), or in fulfilling all Lessee's covenants and agreements herein contained, Lessors may terminate this Lease, and enter and take possession of the premises from the Lessee, all without waiving any rights, they may have at law hereunder, without further notice or demand (all such notices and demands be waived).
- (9) **ASSIGNMENT.** The Lessee covenants not to assign or transfer this Lease, nor to sub-let the premises or any portion thereof without the written consent of Lessor.
- (10) **UTILITIES.** The Lessee shall have all applicable utilities servicing the Premises metered in its own name and shall pay all charges and deposits for the utilities provided to or used in the Premises during the term of the Lease. Lessor shall not be liable for any outstanding utility charges. Lessor shall not be liable for damages if the furnishing of any utilities is interrupted by fire or other casualty, accident, labor dispute or disagreement, the making of any necessary repairs or improvement, or any other causes beyond Lessors reasonable control.
- (11) **HOLDING OVER.** In the event that the Lessee shall hold over after the expiration of the term of this Lease, or any renewal thereof, this Lease shall continue to govern in all its terms, but on a month to month basis, at monthly proportionate rent.
- (12) **QUIET ENJOYMENT.** Lessors covenant that the Lessee, on payment of all the rents when due, and performing all the covenants and agreements herein, shall peacefully and quietly have, hold and enjoy the said demised premises for the term, and any renewal term.
- (13) **USE AND OCCUPANCY.** Lessee may use the premises for any legal purpose of business, provided that no activity of Lessee, or any person or business acting for, on behalf, or in concert with Lessee, shall violate any ordinances, codes or regulations of any local units of government, of the State of Michigan, or of the Federal governmental permits, licenses or pre-approval of any activity, requiring the same. Should Lessee cause any pollution by act or accident, or violate any environmental laws, rules or regulations, Lessee shall forthwith clean up and remove such pollution or contaminant at Lessee's own expense entirely.
- (14) **MAINTENANCE AND REPAIR.**

Lessor shall maintain and keep the Premises in good condition and repair, including the exterior walls and windows, roof, heating & air condition equipment, electrical, plumbing, and parking lot. However, if the repair or replacement of a structural or capital nature is necessary because of the acts or negligence of Lessee, then Lessee shall be responsible for the repair or replacement. Lessor shall be obligated to make repairs only after Lessee has given Lessor written notice of the need for the repair, and only if the repair was not caused by the negligence or willful act of Lessee or its agents, employees, invites, or licensees.

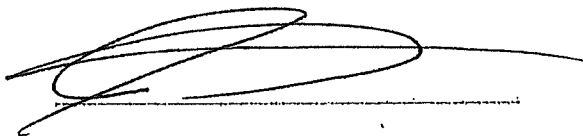
Lessee shall maintain the Premises in a neat and clean condition. Lessee shall also be responsible for all repairs or replacements occasioned by the negligence or willful act of Lessee

or its agents, employees, invitees, or licensees. Lessee shall be responsible for all seasonal maintenance of grounds (lawn care, snow removal) and general maintenance to exterior walls and windows, roof, heating & air condition equipment, electrical, plumbing, and parking lot that arises through normal use.

(15) ACCESS TO PREMISES. Lessor shall have the right to enter the Premises at all reasonable hours to inspect the Premises and to have access to Premises to install, maintain, repair, and replace pipes, ducts, lights, conduits, wires, floor coverings, and all other mechanical equipment serving the Premises.

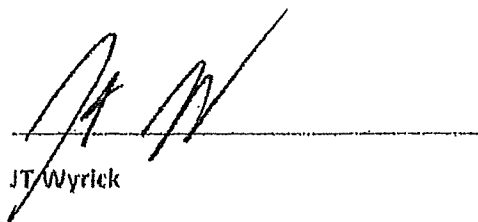
IN WITNESS WHEREOF, the parties have executed this instrument consisting of three typed pages, in duplicate (one copy for each party) on the date first above written.

Lessor: Highpoint Leasing, LLC.

A handwritten signature in black ink, appearing to be "James Davis", written over a horizontal line.

James Davis

Lessee: Highpoint Finishing Solutions, Inc.

A handwritten signature in black ink, appearing to be "JT Wyrick", written over a horizontal line.

JT Wyrick

City of Zeeland

FEB 12 2026

Dear City of Zeeland,

This new addition will allow us to continue operations within the city. We had received two facilities in the city, and the facility on Washington Ave. was sold. The new addition is also laid out much better for our company, allowing for additional employees and workstation to be filled as we continually strive to grow. Both of our facilities run a wide variety of parts across multiple industries. This move to be all under one roof will increase efficiency and allow us to be versatile on employment depending on what sku of parts are in the shop at any given time. This will result in more hours for our employees and less days off if workflow gets slow in any given department. Metal finishing is a skilled trade. We have very talented operators who must abide by tight standards. It is a blue-collar position that offers a competitive wage, with some employees averaging significantly more than industry averages. We also have competitively paid office positions and technician positions that we will continue to add with growth. As we quote new work, we adjust prices with the current labor market rates to stay competitive and take care of our employees. The new addition was designed with a water retention pond and green space to abide by the city's land use policies and environmental obligations. Lakewood construction did a great job making sure we implemented everything the city required in the permitting phase of the project. Highpoint Finishing Solutions has been in good standing financial obligations to the city since it began operations in 2011 and will continue to do so. We perform work for multiple customers within the city limits. Retaining our operations in Zeeland will keep this work being sourced locally without our current and future customers having to outsource elsewhere. A few local customers we support for reference are Herman Miller, Lakeshore Cutting Solutions, and Zeeland Architectural. We also support multiple local businesses for some of our consumable goods and miscellaneous. Ace Hardware, Advanced Auto, and West Side Service are a few for example. Current employees that do serve on boards or nonprofits do not currently require time off during the workday to fulfill those duties. We have never had any legal disputes with the city and have been a great business to help support employment in the community and its needs.

Sincerely,

JT Wyrick

CFO/Owner

CITY OF ZEELAND
ACT 198 CONTRACT

NOW COMES, the City of Zeeland, a Michigan municipal corporation, whose address is 21 South Elm Street, Zeeland, Michigan 49464, and Highpoint Finishing Solutions, Inc., a Michigan corporation, hereinafter referred to as the "Applicant", whose address is 541 E. Roosevelt Avenue, Zeeland, Michigan 49464, and state:

Recitals

WHEREAS, the City of Zeeland is willing to approve the granting of an Act 198 Exemption Certificate pursuant to Michigan Public Act 198 of 1974, as amended;

AND WHEREAS, state law requires that an Applicant and a local unit of government enter into a contract as a condition to the approval of an Exemption Certificate;

AND WHEREAS, the City of Zeeland has established certain terms and conditions in order for an Exemption Certificate to be approved;

AND WHEREAS, the Applicant is willing to accept and be bound by such terms and conditions in order to receive an Exemption Certificate which will grant tax relief to the Applicant.

NOW, THEREFORE, the City of Zeeland and the Applicant agree as follows:

1. Exemption Certificate. The City of Zeeland hereby approves the granting of an Exemption Certificate by the State of Michigan in accordance with its resolution approving an application dated January 12, 2026 with a total project cost of \$1,955,835.

2. Terms and Conditions. The Applicant hereby agrees that in exchange for receiving such tax benefits as are permitted to holders of an Exemption Certificate that it shall be bound by the following terms and conditions during the time period the Exemption Certificate is in effect:

A. That all utility bills to the City of Zeeland are paid within thirty (30) days of billing;

B. That all property tax bills are paid prior to such dates after which interest would accrue;

- C. That all assessments, fees, and/or charges which may be incurred or levied in the development of the property are paid without protest or challenge and that the Applicant not file a tax appeal with the Michigan Tax Tribunal or with any other court of law, or with any other administrative agency, board, or commission other than with the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period;
 - D. That the Applicant provide information periodically as requested by the City of Zeeland and permit the City of Zeeland and its agents to inspect the property and records of the Applicant during the term of the Exemption Certificate so as to verify property values, employment levels, and employee wages;
 - E. That the Applicant maintains employment levels in the City of Zeeland as proposed in its application unless otherwise excused by the City of Zeeland;
 - F. That the Applicant will provide not less than thirty (30) days written notice if it will transfer ten (10%) percent or more of its employees or any production equipment for which it has received an Exemption Certificate to a facility outside of the City of Zeeland, or if it will close its facilities within the City of Zeeland. Such notice shall be sent both to the Mayor and to the City Clerk of the City of Zeeland at 21 S. Elm Street, Zeeland, Michigan 49464; and,
 - G. That the Applicant complies with all ordinances and regulations of the City of Zeeland, including but not limited to, not using the public right-of-way for storage or the unloading of vehicles, all setback requirements, site plan review restrictions, and other Zoning Ordinance requirements, subject, however, to such exceptions as may be granted by the Board of Zoning Appeals or by a public body of the City of Zeeland which is empowered to grant a legal exception to an ordinance or regulation of the City of Zeeland.
3. Revocation Reservation, Right and Waiver. The City of Zeeland hereby reserves and shall have the unilateral right in its sole discretion to revoke its approval of the said Act 198 Exemption Certificate approval upon

the filing of any property tax appeal by the applicant with the Michigan Tax Tribunal, with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period. The fulfillment of the conditions of this agreement is a purpose for which the Certificate of Exemption was approved by the City of Zeeland, in addition to the purposes established by law. Failure to uphold these conditions will be considered to be operating the facility in bad faith in a manner not consistent with the purposes of Act 198 of the Public Acts of Michigan, 1974 as amended, and will be considered to be circumstances within the control of the holder of the Exemption Certificate justifying the revocation of the Exemption Certificate.

The Applicant therefore agrees that it shall not file a tax appeal with the Michigan Tax Tribunal and hereby acknowledges that it has waived its right to file a tax appeal with the Michigan Tax Tribunal in consideration for the granting of a tax exemption. It is hereby also agreed that the revocation of a Certificate of Exemption shall be liquidated damages for the taxes which were abated and for the costs which the City will incur for the revocation of the Exemption Certificate.

4. Effect. This agreement shall be binding upon the City and the Applicant, and upon their successors and assigns. This agreement shall be interpreted in accordance with the laws of the state of Michigan. Upon default, the other party shall be liable to the nondefaulting party for the reasonable attorney fees and court costs which may be incurred in enforcing a term or condition of this contract. This agreement represents the entire agreement of the parties, and replaces any prior oral, written, or implied agreement of the parties. This agreement may only be amended upon the mutual written agreement of the parties.

In witness thereof on the dates hereafter indicated:

Applicant:

Highpoint Finishing Solutions, Inc.,


Dated: April 3, 2026

By: 

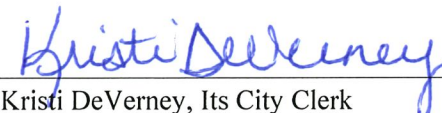
JT Wyrick, Its CFO

City of Zeeland

Dated: April 6, 2026

By: 

Richard J. Van Dorp III, Its Mayor

By: 

Kristi DeVerney, Its City Clerk

AFFIDAVIT REGARDING FEES

We, the undersigned, hereby being first duly sworn, hereby state as follows:

- 1. JT Wyrick is an authorized representative for the applicant seeking Act 198 benefits from the City of Zeeland.
- 2. Kristi DeVerney is an official of the City of Zeeland inasmuch as she is the Clerk for the City of Zeeland.
- 3. It is hereby acknowledged that no payment of any kind has been made or promised in exchange for the favorable consideration of an Exemption Certificate Application in excess of that permitted by Public Act 323 of 2006. [MCL 207.555(3)]. It is hereby acknowledged that MCL 207.555(3) provides as follows:

“(3) The local governmental unit may charge the applicant an application fee to process an application for an industrial facilities exemption certificate. The application fee shall not exceed the actual cost incurred by the local governmental unit in processing the application or 2% of the total property taxes abated under this act for the term that the industrial facilities exemption certificate is in effect, whichever is less. A local governmental unit shall not charge an applicant any other fee under this act.”

- 4. This affidavit is made in regard to the following application to the City of Zeeland:

Applicant Name: Highpoint Finishing Solutions, Inc.

Application Date: January 12, 2026

Total Project Cost: \$1,955,835.00

In Witness thereof, on this day April, 2026.

[Signature]
JT Wyrick, Its CFO

State of Michigan)
) ss
County of Ottawa)

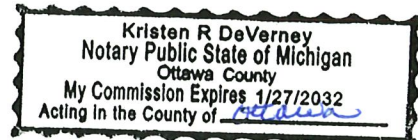
Subscribed and sworn to before me on this 3 day of April , 2026 by JT Wyrick as a representative of the Applicant.

[Signature]
Kristen R DeVerney
Notary Public, Ottawa County, MI
Acting in Ottawa County
My Commission Expires: 1/27/32

In Witness thereof, on this 3rd day of April, 2026.

[Signature]
Kristi DeVerney, City Clerk

State of Michigan)
) ss
County of Ottawa)



Subscribed and sworn to before me on this 3rd day of April, 2026, by Kristi DeVerney, as City Clerk and as an official of the City of Zeeland, the local governmental unit.

[Signature]
James A. Donkersloot
Notary Public, Ottawa County, MI
Acting in Ottawa County
My Commission Expires: December 4, 2026

RESOLUTION

(For Exemption Certificate for Highpoint Finishing Solutions, Inc.)

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on Monday, April 20, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City Council previously established an Industrial Development District under the provisions of Act 198 of the Public Acts of Michigan, 1974, as amended, for Highpoint Finishing Solutions, Inc. in connection with its facility at 541 E. Roosevelt Avenue, Zeeland, Michigan, by resolution of the City Council at its meeting of July 6, 1993;

AND WHEREAS, Highpoint Finishing Solutions, Inc. has submitted an additional application for an exemption certificate for this previously approved district;

AND WHEREAS, notice of hearing on said application, together with a copy of said application, was served on the Zeeland City Assessor and on each legislative body of each taxing unit which levies ad valorem property taxes in the City of Zeeland which are the Ottawa Area Intermediate School District, the Zeeland School District No. 46, the Ottawa County Treasurer, and the Michigan State Treasurer;

AND WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Zeeland, after granting this certificate, will exceed 5% of an amount equal to the sum of the SEV of the City of Zeeland, plus the SEV of personal and real property thus exempted;

AND WHEREAS, notice of said hearing for an exemption certificate was also published in the Zeeland Record on April 2, 2026;

AND WHEREAS, the said hearing on said application for an Industrial Facilities Exemption Certificate was held before the Zeeland City Council on Monday, April 20, 2026.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said application is approved for the period of twelve (12) years after the approval of the exemption certificate by the City Council, with such exemption certificate therefore expiring on December 30, 2038, for a project with a total project cost of \$1,955,835. The City Council, in accordance with Sections 9(1) and 9(2) of said Act 198 of the Public Acts of Michigan of 1974, as amended, makes the following findings of fact and determinations:

a. That the granting of the Industrial Facilities Exemption Certificate, considered together with the aggregate amount of Industrial Facilities Exemption Certificates previously granted by the Zeeland City Council and currently in force in the City of Zeeland, does not have the effect of substantially impeding the operation of the City of Zeeland nor impairing the financial soundness of the taxing units which levy an ad valorem property tax in the City of Zeeland even though the state equalized valuation of the property proposed to be exempt pursuant to the application under consideration, considered together with the aggregate state equalized valuation of property exempt under Certificates previously granted by the Zeeland City Council and currently in force, exceeds 5% of the state equalized valuation of the City of Zeeland.

- b. The approved facility is located within an Industrial Development District which was duly requested before the commencement of the restoration, replacement, or construction of the facility.
- c. The commencement of the restoration, replacement, or construction of the facility occurred not earlier than six months before the filing of the application for the Industrial Facilities Exemption Certificate.
- d. The application relates to the installation of property which when installed constitutes a new facility within the meaning of said Act and which is situated within an Industrial Development District duly established previously by the City Council.
- e. Completion of the facility is calculated to, and will at the time of issuance of the Certificate, have the reasonable likelihood of retaining and/or increasing employment in the City of Zeeland.

And in general, the City Council of the City of Zeeland finds that the said application meets all of the requirements of said Section 9 of said Act 198 of the Public Acts of Michigan of 1974, and any other applicable provisions of said Act relating to the granting of an application for an Industrial Facilities Exemption Certificate for such new facility.

2. The said application is approved upon the conditions (1) that all utility bills to the City of Zeeland are paid within thirty (30) days of billing, (2) that all property tax bills are paid prior to such dates after which interest would accrue, (3) that all assessments, fees, and/or charges which may be incurred or levied in the development of the property are paid without protest or challenge and that the applicant not file a tax appeal with the Michigan Tax Tribunal or with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period, (4) that the applicant provides information periodically as requested by the City of Zeeland and permits the City of Zeeland and its agents to inspect the property and

records of the applicant during the term of the Exemption Certificate so as to verify property values, employment levels, and employee wages, (5) that the applicant maintains employment levels in the City of Zeeland as proposed in its application unless otherwise excused by the City of Zeeland, (6) that the applicant provides not less than thirty (30) days written notice if it will transfer ten (10%) percent or more of its employees or any production equipment for which it has received an Exemption Certificate to a facility outside of the City of Zeeland, or if it will close its facilities within the City of Zeeland, and (7) that the applicant complies with all ordinances and regulations of the City of Zeeland, including but not limited to, not using the public right-of-way for storage or the unloading of vehicles, all setback requirements, site plan review restrictions, and other Zoning Ordinance requirements, subject, however, to such exceptions as may be granted by the Board of Zoning Appeals or by a public body empowered to grant a legal exception to an ordinance or regulation of the City of Zeeland. The City of Zeeland further reserves the right and shall have the unilateral right in its sole discretion to revoke its approval of the said Act 198 Exemption Certificate approval upon the filing of any property tax appeal by the applicant with the Michigan Tax Tribunal, with any other court of law, or with any other administrative agency, board, or commission other than the Zeeland Board of Review during the said period of exemption, or for any period within the said exemption period. The fulfillment of these conditions is a purpose for which the certificate of exemption was approved by the City of Zeeland, in addition to the purposes established by law. Failure to uphold these conditions will be considered to be operating the facility in bad faith in a manner not consistent with the purposes of Act 198 of the Public Acts of Michigan, 1974 as amended, and will be considered to be circumstances within the control of the holder of the Exemption Certificate justifying the revocation of the Exemption Certificate.

3. The Mayor and the Clerk are hereby authorized to sign a contract in a form approved by the Zeeland City Attorney and which incorporates the provisions of Paragraph 2 of this Resolution. The terms

and conditions of such contract shall remain binding upon the Highpoint Finishing Solutions, Inc. for such period of time as the said Act 198 Exemption Certificate which has been approved herein remains enforceable and in effect.

4. Said approved application, together with appropriate supporting documents, shall be filed with the State Tax Commission in accordance with the provisions of Act 198 of the Public Acts of Michigan of 1974, as amended.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on April 20, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Snowmelt Special Assessment Public Hearing
DATE: April 17, 2026
CC: City Council Work Study Items April 20, 2026

At the Monday, April 20 meeting, City Council will host a public hearing to receive input regarding the proposed Snowmelt Special Assessment for the operation, maintenance, and future replacement of the downtown snowmelt system. This is the last step in the process prior to the adoption of the Special Assessment Roll, which we anticipate adopting at your May 4 meeting.

Throughout the process, we have not made any changes to the Special Assessment formula or assessment amount from the previous special assessment that was put in place for the 2023–2024 heating season. The only change with this Special Assessment is the addition of the properties along Church Street that will be serviced after completion of the Church Street Reconstruction Project.

We will not be seeking approval of the Special Assessment Roll at this meeting, but for City Council's reference, we have included a copy of the presentation for Monday's meeting and Special Assessment Resolutions No. 1–4.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

Snowmelt Operation and Maintenance Special Assessment

Special Assessment Roll Public Hearing – April 20, 2026

How did we get here?

- In conjunction with the Main Avenue project, we authorized an operation and maintenance special assessment for the 2023-2024 and 2024-2025 heating seasons.
- This special assessment has now expired, and we are seeking to renew the special assessment for the 2025-2026 and 2026-2027 heating seasons.

Who Will Be Charged?

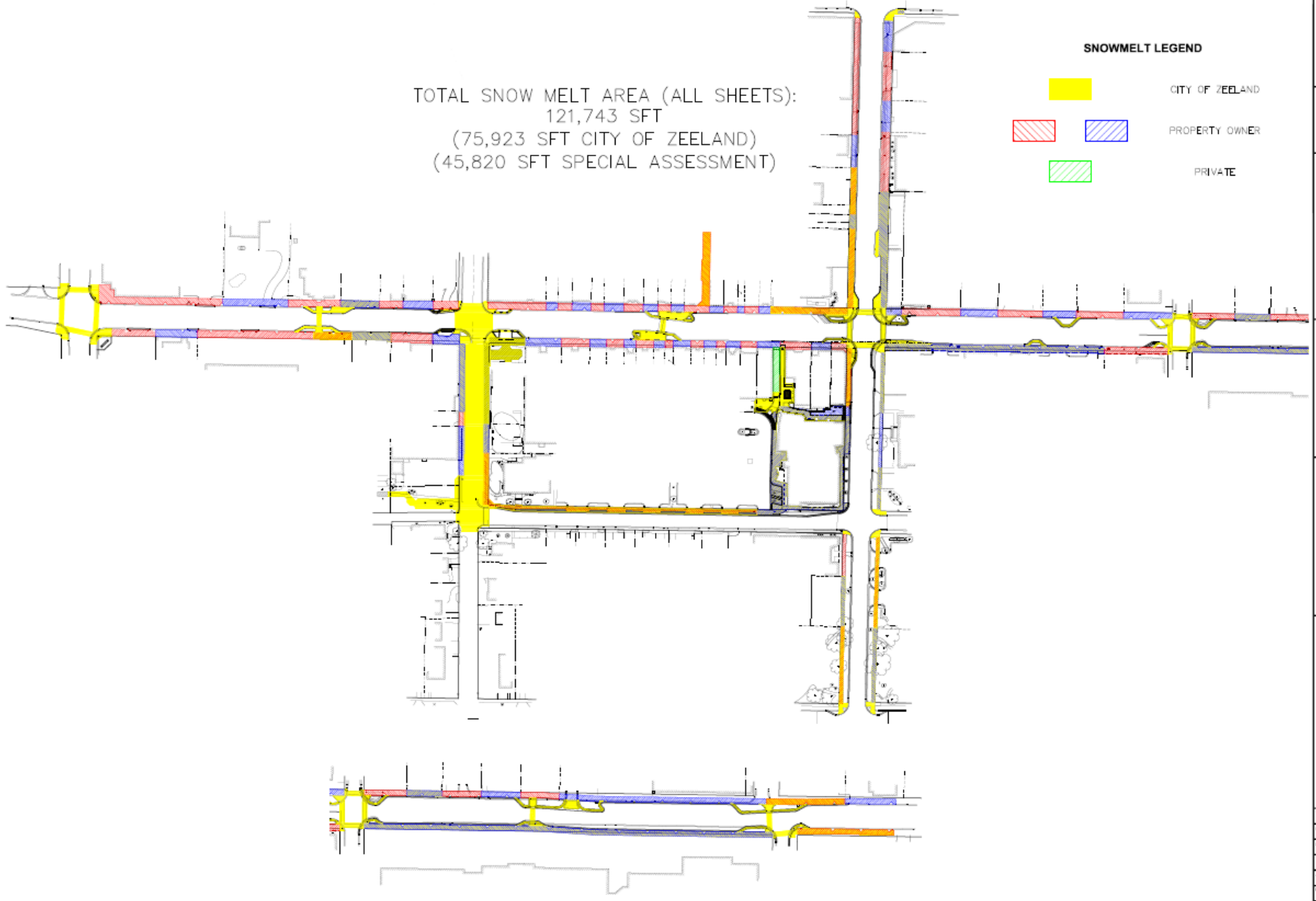
- Property owners that benefit from the snowmelt system except:
 - Owner-occupied single-family homes
 - Parcels that are exempt
 - Zeeland Public Schools
 - United States Postal Service
- City-owned parcels that benefit will be charged

What Area Will Be Charged?

- 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 Elm Street is calculated based on a sidewalk width of 9'
- Public passageways are the responsibility of the City.
- North Street, First CRC, and 2nd Ref. – staff is recommending that the snowmelt sidewalk that abuts a leased parking lot be paid for by the City at large.

F:\2023\St Zeeland - Main Ave Snowmelt\CAD\DWG\231217_SNOWMELT AREAS.dwg, 1/14/2024 12:36:47 PM, JAMES VANIERKEN

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



SNOWMELT LEGEND

- CITY OF ZEELAND
- PROPERTY OWNER
- PRIVATE



PLAN SCOPE



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

FIELD SURVEY DATE	1/14/24
PROJECT NO.	23021-01
DESIGN DRAWING NO.	51
DESIGNED BY	AV
CHECKED BY	AV
PLAN DATE	1/13/2023
SHEET NUMBER	1 OF 7

What is the Charge?

- (1) A commodity or heating charge
- (2) A readiness-to-serve or capital charge

Commodity or Heating Charge – \$.92 per square foot

- Consistent with previous special assessment
- Since the construction of the snowmelt system, this has ranged from \$.33 to \$1.31 per square foot
- Looking for two more years of data to establish a better cost estimate

Readiness-to-Serve or Capital Charge – \$1.10 per square foot

- \$.09 less than previous special assessment
- **Special Assessment considers waiving the Capital Charge during this Special Assessment cycle due to funds set aside by a previous City Council for this purpose.***

In Summary

- Total operation and maintenance charge would be:
 - \$.92 sq. ft. operation
 - \$1.10 sq. ft. RTS – Waived for this Special Assessment Cycle
 - **Total: \$2.02 sq. ft. – Only \$.92 sq. ft. paid by property owner***

*Private systems will be responsible for both components of the special assessment

When fully built-out

\$207,759.96 city charges (82% of operating costs)

\$ 43,160.90 property owners

\$245,920.86 total annually

RESOLUTION NO. 1

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

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on January 5, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City Council of the City of Zeeland tentatively deems it in the public interest, health and welfare to operate, maintain and replace, if necessary, certain public improvements and a snowmelt system in the City as described in the attached Exhibit A;

AND WHEREAS, pursuant to Section 14.6 of the City Charter of the City of Zeeland, the City Superintendent of the City of Zeeland must make a report of these improvements before the City Council may consider proceedings for the making, maintaining, replacing and operation of local public improvements within the City;

AND WHEREAS, the special assessment responsibilities of the City Superintendent have been assigned to the City Manager, and the title "City Manager" shall therefore be used in this resolution and in future special assessment resolutions for this project;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Manager is hereby directed to cause to be prepared a report which shall include necessary plans, profiles, specifications and detailed estimates of the costs, an estimate of the life of the improvements, a description of the assessment district, recommendations as to what portion of the cost of the project must be borne by the Special Assessment District and the portion, if any, to be borne by the City at-large, and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the proposed improvements.

2. When the aforesaid report is completed, such report is to be filed with the City Clerk for presentation to the City Council.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on January 5, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

EXHIBIT A

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

2026 SPECIAL ASSESSMENTS TO OPERATE, MAINTAIN AND REPLACE, IF NECESSARY, A SNOWMELT SYSTEM

Project Description:

The work of the project is described as follows:

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

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

The costs to be assessed for the above referenced items shall be for a period of up to ten years. The special assessments for this project do not include the initial costs for the installation and purchase of boilers, piping, valves and other necessary ancillary components of the initial snowmelt system.

As a part of the report of the City Manager, a map shall be provided of the snowmelt system and such report shall indicate the phases for the installation of a snowmelt system and the time periods as to when it is expected that parcels will benefit from the installation of a snowmelt system.

RESOLUTION NO. 4
(Snowmelt Special Assessment District, 2026-1-SM)

City of Zeeland
County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on March 16, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, The Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described in Exhibit A attached hereto and made a part hereof to the properties specially benefited by said public improvement, and the same has been presented to the City Council by the City Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

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

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

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

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

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

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

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

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

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

DESCRIPTION OF PROJECT

Project Description:

The work of the project is described as follows:

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

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

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

ADVISE OF RIGHTS:

- A. Owners or parties in interest or his or her agent may appear and protest a special assessment. An appearance to protest an assessment may be made by (1) appearing in person at the special assessment hearing and by stating on the record one's opposition to an assessment, or (2) by filing a written statement (protest letter) that one is objecting to an assessment. A property owner, a party in interest, or a representative of such persons may appear to file a protest. If one files a protest by letter, a personal appearance shall not be required. An appearance or protest by letter must be filed at the hearing, or on or before the date and time of the public hearing. If a protest letter is filed, a personal appearance at the public hearing shall not be required.

- B. An owner or person having an interest in the real property to be assessed may file a written appeal of any special assessment with the State Tax Tribunal, which is also known as the Michigan Tax Tribunal, within thirty (30) days after the confirmation of the special assessment roll. In order to file an appeal with the State Tax Tribunal (the Michigan Tax Tribunal), a protest must be filed at this hearing, or by filing one's written objection to a special assessment after the receipt of this notice, but prior to the holding of the hearing described in this notice.

- C. The failure to object to a special assessment as provided in this notice will bar any owner or party in interest from appealing a special assessment with the State Tax Tribunal, or any other court of law.

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

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

Kristi DeVerney, City Clerk

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on March 16, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

EXHIBIT A

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

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

For the Fiscal Years Ending in 2027 – 2028

Project Description:

The work of the project is described as follows:

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

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

EXHIBIT B

SPECIAL ASSESSMENT ROLL

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

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

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

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

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

SOUTH SIDE OF MAIN AVE

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

CHURCH ST

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

Total Assessed Area	45,820
Total Annual Amount Collected	\$ 43,160.90

RESOLUTION NO. 3

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

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

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on February 16, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City Council, after due and legal notice, has met and heard all interested persons to be affected by the proposed public improvements described in Exhibit A, attached hereto and made a part hereof;

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

NOW, THEREFORE, BE IT RESOLVED THAT:

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

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

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

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

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

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

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on February 16, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

EXHIBIT A

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

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

For the Fiscal Years Ending in 2027 – 2028

Project Description:

The work of the project is described as follows:

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

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

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

EXHIBIT B

Snowmelt Special Assessment District, 2026-1-SM:

City of Zeeland County of Ottawa, Michigan

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

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

RESOLUTION NO. 4
(Snowmelt Special Assessment District, 2026-1-SM)

City of Zeeland
County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on March 16, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, The Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described in Exhibit A attached hereto and made a part hereof to the properties specially benefited by said public improvement, and the same has been presented to the City Council by the City Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination. For a copy of said special assessment roll, see Exhibit B.
2. The City Council shall meet at the City Hall at 7:10 o'clock p.m., Local Time, on April 20, 2026, for the purpose of hearing all persons interested in said special assessment roll and reviewing the same, and at said meeting all interested persons shall be afforded an opportunity to be heard.

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

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

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

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

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

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

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

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

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

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

DESCRIPTION OF PROJECT

Project Description:

The work of the project is described as follows:

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

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

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

ADVISE OF RIGHTS:

- A. Owners or parties in interest or his or her agent may appear and protest a special assessment. An appearance to protest an assessment may be made by (1) appearing in person at the special assessment hearing and by stating on the record one's opposition to an assessment, or (2) by filing a written statement (protest letter) that one is objecting to an assessment. A property owner, a party in interest, or a representative of such persons may appear to file a protest. If one files a protest by letter, a personal appearance shall not be required. An appearance or protest by letter must be filed at the hearing, or on or before the date and time of the public hearing. If a protest letter is filed, a personal appearance at the public hearing shall not be required.

- B. An owner or person having an interest in the real property to be assessed may file a written appeal of any special assessment with the State Tax Tribunal, which is also known as the Michigan Tax Tribunal, within thirty (30) days after the confirmation of the special assessment roll. In order to file an appeal with the State Tax Tribunal (the Michigan Tax Tribunal), a protest must be filed at this hearing, or by filing one's written objection to a special assessment after the receipt of this notice, but prior to the holding of the hearing described in this notice.

- C. The failure to object to a special assessment as provided in this notice will bar any owner or party in interest from appealing a special assessment with the State Tax Tribunal, or any other court of law.

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

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

Kristi DeVerney, City Clerk

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on March 16, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

EXHIBIT A

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

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

For the Fiscal Years Ending in 2027 – 2028

Project Description:

The work of the project is described as follows:

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

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

EXHIBIT B

SPECIAL ASSESSMENT ROLL

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

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

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

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

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

SOUTH SIDE OF MAIN AVE

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

CHURCH ST

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

Total Assessed Area	45,820
Total Annual Amount Collected	\$ 43,160.90



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Budget Hearing Resolution
DATE: April 17, 2026
CC: City Council Work Study and Action Items April 20, 2026

Each year, City Council holds a budget hearing in early May to set its course for the next Fiscal Year. This year is no different. The first step in the process will happen at Monday's meeting with the passing of a resolution to establish the public hearing date of May 4, 2026. Attached to this memo is a copy of the authorizing resolution and public hearing notice for City Council's review.

The Resolution and Public Hearing notice reflects a budget that is seeking 11.1354 mills for general operating purposes and .0993 Mills for the West Michigan Airport Authority.

Recommendations:

Approve the resolution to set May 4, 2026 as the date for the Public Hearing to consider the City of Zeeland's Fiscal Year 2026-2027 Budget.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

RESOLUTION
(Budget Hearing Resolution)

City of Zeeland
County of Ottawa, Michigan

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of Ottawa, Michigan, held in the City Hall in said City on April 20, 2026, at 7:00 o'clock p.m., Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

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

WHEREAS, the City Manager and the Finance Officer for the City of Zeeland have prepared a proposed budget in conjunction with the City of Zeeland's various department heads, and in accordance with the requirements of the Zeeland City Charter;

AND WHEREAS, the Zeeland City Council has held a budget review session and has provided direction as to the terms of the proposed budget for the City of Zeeland and for the Zeeland Board of Public Works;

AND WHEREAS, the City of Zeeland is required by state law and by the Zeeland City Charter to have a public hearing prior to the final adoption of its budget;

AND WHEREAS, the Zeeland City Council may amend the proposed budget following the receipt of input from the public, and following its final deliberations on the proposed budget;

AND WHEREAS, the Zeeland City Council the proposed budget will have:

- A. An operating millage of 11.1354 mills for the next fiscal year which is the same operating millage rate as was levied in the current fiscal year; and,
- C A voted .0993 mills levy for the next fiscal year which is the same voted millage rate as was levied in the current fiscal year for the West Michigan Airport Authority.

It is therefore proposed that the total millage levy be 11.2347 mills for the fiscal year of July 1, 2026 through June 30, 2027 which is the same millage levy that was levied for the fiscal year of July 1, 2025 through June 30, 2026 for the City of Zeeland and the West Michigan Airport Authority.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The proposed Fiscal Budget for the year of July 1, 2026 through June 30, 2027 for the City of Zeeland which provides for a total millage of 11.2347 mills, and for various capital and operational expenditures is hereby tentatively approved.
2. A public hearing before the Zeeland City Council is hereby scheduled for Monday, May 4, 2026, at 7:15 p.m. regarding the adoption of the proposed budget for the fiscal year of July 1, 2026 through June 30, 2027. The public and all interested persons are invited to make oral or written comments on the proposed budget, and to ask questions on the proposed budget.
3. It is hereby directed that a copy of the proposed budget be filed and be made available in the City Clerk's office during normal business hours and also on the City's website for review by the public and by any interested person on or prior to May 5, 2025.
4. A notice of the public hearing shall be published in accordance with state and local laws in a form as may be approved by the Zeeland City Attorney. A copy of the proposed notice for the public hearing is attached to this resolution.

5. The Zeeland City Council hereby commends the City Manager, the Finance Officer, the department heads, and other employees who prepared and who assisted in the preparation of the proposed budget.

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

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

RESOLUTION DECLARED ADOPTED.

Kristi DeVerney, City Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on April 20, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Kristi DeVerney, City Clerk

**NOTICE OF PUBLIC HEARING
ON
THE PROPOSED
2026-2027 ZEELAND CITY BUDGET**

The City Council of the City of Zeeland, whose chambers are in the Zeeland City Hall at 21 South Elm Street, Zeeland, Michigan, and whose telephone number is (616) 772-6400, will hold a public hearing on the general operating fund tax millage rate to be levied in 2026. This public hearing is also to receive public comments on the proposed 2026-2027 fiscal budget. The public hearing will be held on:

**Monday, May 4, 2026
at 7:15 P.M.
In the Council Chambers
Zeeland City Hall**

If possible, please email your comments or questions to the City of Zeeland by sending an email to: clerk@cityofzeeland.com prior to 5:00 p.m. on Monday, May 4, 2026. Information regarding the public hearing will be in the City Council agenda and packet for its meeting of May 4, 2026. The agenda for the City Council may be found at: https://www.cityofzeeland.com/agendas-meetings_trashed/. The proposed budget for the City of Zeeland may be found at <https://www.cityofzeeland.com/wp-content/uploads/2026/03/2026-2027-Requested-Budget-3-17-26.pdf>.

The public is invited to make oral or written comments on the budget and to ask questions. A copy of the budget is also available for public inspection during regular office hours from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. in the Clerk's Office in the Zeeland City Hall.

The proposed tax rate will levy a total of 11.2347 mills as follows:

General Operating Fund	11.1354 mills
West Michigan Airport Authority - Voted	<u>.0993 mills</u>
Total Tax Rate	<u>11.2347 mills</u>

The date and location of the meeting to take action on the proposed millage and budget will be announced at this public meeting, or action will be taken immediately after the public hearing on the above date and time.

Of the 11.2347 mills which are proposed to be levied in 2026, the proposed General Operating Fund Millage of 11.1354 mills is the same millage rate that was levied in 2025 for the

City of Zeeland's General Operating Fund Millage. The West Michigan Airport Authority Millage of 0.0993 is the also same millage rate that was levied in 2025 for the West Michigan Airport Authority.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The City of Zeeland will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing with a need for an accommodation being provided upon a notice to the City of Zeeland by the Monday preceding the meeting by 5:00 p.m. With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation. Individuals requiring auxiliary aids or services should contact the City of Zeeland by writing or calling the City Clerk's office (616) 772-6400.

This notice is published by:

City of Zeeland
21 South Elm Street
Zeeland, MI 49464
Telephone: (616) 772-6400



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

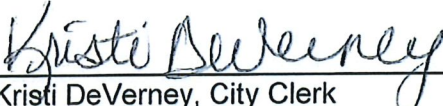
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Board of Construction Appeals
DATE: April 16, 2026
CC: Council Agenda April 20, 2026

BACKGROUND: The term of Dave Timmer on the Board of Construction Appeals expires on May 1, 2026. He is seeking re-appointment for a 3-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Dave Timmer to a 3-year term on the Board of Construction Appeals with said term expiring May 1, 2029.



Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 3/30/26

Name DAVID L. TIMMER

Home Phone _____

Address 620 EAST LINCOLN

Cell Home 616-836-0071

ZEELAND, MI 49464

Business (USE CELL)

E-Mail dtimmer@sos-mi.com

Number of Years as a Resident 34

Appointment Seeking:

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

Employed by SITE WORK SOLUTIONS, INC.

Position held VICE PRESIDENT

Current memberships _____

Offices held BOARD OF CONST. APPEALS

Past memberships _____

Offices held _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience _____

CIVIL ENGINEER, CERTIFIED PROFESSIONAL ENGINEER - STATE OF MICHIGAN

Personal References:

Name and Occupation	Address	Phone No.
1. Karen Baar (retired)	<u>207 Sanford Ct Zeeland</u>	<u>616-510-1357</u>
2. Thomas Baar Retired	<u>207 Sanford Ct Zeeland</u>	<u>616-994-2534</u>
3. Amy Baar (Paralegal)	<u>207 Sanford Ct Zeeland</u>	<u>616-994-2581</u>

Signature David L. Timmer

Internal Use Only: Information Verified by: Kristi DeLaney



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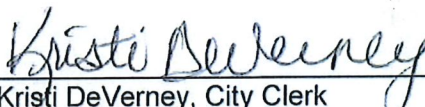
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Board of Zoning Appeals
DATE: April 16, 2026
CC: Council Agenda April 20, 2026

BACKGROUND: The term of Rebecca Perkins on the Board of Zoning Appeals expires on May 4, 2026. She is seeking re-appointment for a 3-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Rebecca Perkins to a 3-year term on the Board of Zoning Appeals with said term expiring May 4, 2029.


Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 3/27/2026

Name Rebecca Perkins Home Phone _____

Address 336 E Central Ave. Cell Home 616-218-6661

Zeeland, MI 49464 Business _____

E-Mail RebeccaPerkins32@gmail.com Number of Years as a Resident 20+

Appointment Seeking:

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

Employed by Home Realty Position held Assoc. Broker / Realtor

Current memberships West MI Lakeshore Assoc. Realtors, 2x Fitness memberships

Offices held City Council, planning commission, zoning board of Appeals.

Past memberships _____

Offices held Board member west MI Lakeshore Assoc. Realtors.

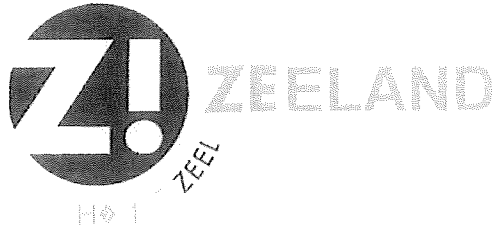
Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience I love our city and feel it's important to show my support for our community + all the wonderful projects we have going. The ~~future~~ foundation is strong + our future is bright. The people + the vision + doing things right + thoughtfully is important to me. I feel my

- Personal References:
- | Name and Occupation | Address | Phone No. |
|---------------------|--|-----------|
| 1. <u>on back</u> | <u>Real Estate Background, serving on planning commission. Board of Review + city council helped give me a strong background to continue serving on zoning board of Appeals.</u> | |
| 2. _____ | _____ | _____ |

Signature [Signature] - Rebecca Perkins

References.

1. Rick VanDora. - Central Ave. 616-218-6572.
- Mayor. city of Zeeland.
2. Abby DeRoo - Central Ave. - 616-848-5099
- City marketing Director.



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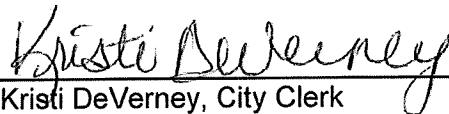
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Cemetery/Parks Commission
DATE: April 16, 2026
CC: Council Agenda April 20, 2026

BACKGROUND: The term of Lynette Lam on the Cemetery/Parks Commission expires on May 3, 2026. She is seeking re-appointment for a 5-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Lynette Lam to a 5-year term on the Cemetery/Parks Commission with said term expiring May 3, 2031.


Kristi DeVerney, City Clerk



CITY OF ZEELAND
CONSIDERATION FOR APPOINTMENT



Date: 3/30/26

Name Lynette Lam

Home Phone (616) 301-5041

Address 148 S. Main

Cell Home (616) 301-5041

E-Mail lynnetlam31@gmail.com

Business Zeeland Festivals

Number of Years as a Resident 22

Appointment Seeking:

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

Employed by Zeeland CommPreschool, Festivals Position held teacher, Director

Current memberships _____

Offices held _____

Past memberships _____

Offices held _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience _____

Personal References:

Name and Occupation	Address	Phone No.
1. <u>Jessica Fullman</u>	<u>10612 Gaystone Dr Zeeland</u>	
2. <u>Mary Beth Timmer</u>	<u>620 Lincoln Ave. Zeeland</u>	

Signature Lynette Lam



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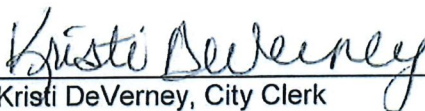
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Library Advisory Board
DATE: April 16, 2026
CC: Council Agenda April 20, 2026

BACKGROUND: The term of Mary Wilkos on the Library Advisory Board expires on May 3, 2026. She is seeking re-appointment for a 5-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Mary Wilkos to a 5-year term on the Library Advisory Board with said term expiring May 3, 2031.


Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: April 17, 2024

Name: Mary Wilkos Home Phone: _____

Address: [Redacted] Cell Home: 616 610 9590

E-Mail: [Redacted] Business: _____

Number of Years as a Resident: 33

Appointment Seeking:

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

Employed by: NOKA Position held: Mentor

Current memberships: _____

Offices held: _____

Past memberships: _____

Offices held: _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as special skills, interests, education, experience

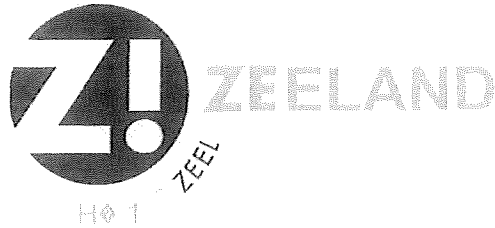
I have happily served on the AMPL board for over (about) 20 years and am the current chairperson.

Personal References:

	Name and Occupation	Address	Phone No.
1.	<u>Mary Beth Timmer</u>	<u>[Redacted]</u>	<u>616 886-1004</u>
2.	<u>Andy Boatright</u>	<u>[Redacted]</u>	<u>614 206-4932</u>
	<u>Amanda Hansen</u>	<u>[Redacted]</u>	<u>616 772 0819</u>

Signature: Mary M Wilkos

Internal Use Only: _____ Information Verified by: Justin Dunning



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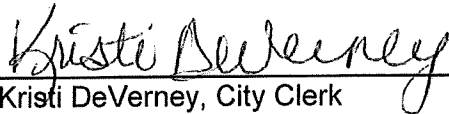
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Board of Public Works
DATE: April 16, 2026
CC: Council Agenda April 20, 2026

BACKGROUND: The term of Jonathan Walters on the Board of Public works expires on June 30, 2026. He is seeking re-appointment for a 5-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Jonathan Walters to a 5-year term on the Board of Public Works with said term expiring June 30, 2031.



Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 4-14-26

Name Jonathan Walters

Home Phone _____

Address 352 Michigan St
Zeeland, MI 49464

Cell Home 616-218-1569

E-Mail jwalters@gmail.com

Business 616-138-4866

Number of Years as a Resident 18

Appointment Seeking:

- | | |
|--|---|
| <input type="checkbox"/> Board of Construction Appeals | <input type="checkbox"/> City Council |
| <input type="checkbox"/> Airport Authority | <input type="checkbox"/> Cemetery/Parks Commission |
| <input type="checkbox"/> Library Board | <input type="checkbox"/> Local Officers Compensation |
| <input checked="" 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 type="checkbox"/> |

Employed by Ottawa County

Position held Telecom Administrator

Current memberships _____

Offices held Commissioner - Zeeland Board of Public Works

Past memberships _____

Offices held _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience I have a long-term interest in where and how we get our power and water. I also have a strong background in IT infrastructure, networking, and cyber-security. I thoroughly enjoy serving on the ZBPW board.

Personal References:

Name and Occupation	Address	Phone No.
1. <u>Michael Morrow, IT Manager</u>	<u>12220 Fillmore St, West Olive</u>	<u>616-738-4837</u>
2. <u>Art Grimes, Retired</u>	<u>348 Michigan St, Zeeland</u>	<u>616-836-804</u>

Signature _____

Internal Use Only : Information Verified by: Kristi Delleney



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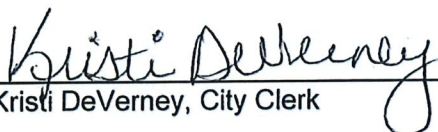
CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Councilmembers
FROM: Kristi DeVerney, Clerk
SUBJECT: Airport Authority Board
DATE: April 16, 2026
CC: April 20, 2026, Council Packet

BACKGROUND: There is a vacancy with the Airport Authority Board, so Mayor VanDorp is recommending the appointment of Mark Eardley to this Board. If appointed, his term would expire on January 31, 2029.

RECOMMENDATION:

Motion and support to approve the appointment of Mark Eardley to the Airport Authority Board with a term expiring January 31, 2029.



Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 4/13/2026 _____

Name Mark Eardley

Home Phone 616-334-6081

Address 15 Wall St

Cell Home 616-334-6081

Zeeland, MI

Business _____

E-Mail mark.eardley883@gmail.com

Number of Years as a Resident 7

Appointment Seeking:

- | | |
|---|---|
| <input type="checkbox"/> Board of Construction Appeals | <input type="checkbox"/> City Council |
| <input checked="" type="checkbox"/> Airport Authority | <input type="checkbox"/> Cemetery/Parks Commission |
| <input checked="" 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 type="checkbox"/> |

Employed by Inontime, LLC _____

Position held Sales Manager _____

Current memberships _____

Offices held _____

Past memberships _____

Offices held _____

Please state any specific qualifications you possess which would be beneficial to the appointment you desire such as: special skills, interests, education, experience _____

Personal References:

- | Name and Occupation | Address | Phone No. |
|---------------------|---------------------|-----------|
| 1. Rick Van Dorp | <u>616-218-6572</u> | _____ |
| 2. Kyle Roede | <u>616-293-9811</u> | _____ |

Signature Mark Eardley

Internal Use Only :

Information Verified by:

Kristi Delaney