

Council Meeting
Common Council
March 16, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, March 16, 2026. Mayor Rick VanDorp called the meeting to order at 7:02 P.M.

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

ABSENT: None

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Police Chief Tim Jungel, and City Clerk Kristi DeVerney

The Invocation was offered by Pastor TJ South from Faith Reformed Church.
The Pledge of Allegiance to the Flag

Consent Agenda

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

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

Ayes: Mayor Pro-Tem Gruppen, Timmer, Lam, Langeland, Perkins, Bult, Mayor VanDorp

No Vote: None

Absent: None

City Managers Report

City Manager Klunder reported:

Church Street Project – The intersection of Lincoln/Church will be closed effective Monday, March 16 for approximately 6-8 weeks. Additionally, with numerous tree removal along Church, the overhead utility lines will go underground as part of the Church reconstruction project. We will also replace trees that were removed on a one-for-one basis.

Cemetery/Parks Commission – They met this past Wednesday for a regular meeting with several items on their agenda.

135/137 E. Main – Tim Maday shared that the 8 apartments, that were developed as part of the 135/137 E. Main project (passageway), are full.

17 E. Main – Similar to 135/137 E. Main, 18 of the 22 apartments are occupied.

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

FY 26/27 Budget Review – City Council budget reviews will take place on Monday, March 30 and Tuesday, March 31. The budget proposal will be able to address department operational requests, capital projects, City Council goad initiatives, etc.

"Mead Johnson" Playground – The relocation of the Bethel Christian Reformed Church existing playground equipment efforts is continuing to progress. The next step, in the process, is to identify the location of the potential playground and plans for a playground.

Twenty-Five Year Anniversaries – Mike Volkers, Lead Operator at the Clean Water Plant, and Leann Parker, Library Technology and Business Office Lead, will be celebrating 25 years of service for the City of Zeeland in March.

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

Action Items

26.034 CWP Final Clarifier #2 Improvements

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to award a contract to Franklin Holwerda Co. for the rebuilding of Final Clarifier #2 in the amount of \$416,934.00. Also, recommend establishing a total project budget of \$538,000.00, with funding to come from the Zeeland Clean Water Repair and Replace Fund.

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

26.035 Police Department Service Pistol Purchase

Motion was made by Councilmember Timmer and Supported by Councilmember Langeland replace the current duty weapon with the Glock 17 Gen. 6 9mm pistol and accessories, and that we award the contract to Kieslers Policy Supply in the amount of \$12,170.40 along with \$3,984.28 for ammunition.

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

26.036 Clean Water Plant SCADA Server Refresh

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

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

26.037 Clean Water Plan SCADA Software Upgrade

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

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

26.038 Snowmelt Special Assessment Roll and Resolution No. 4

Motion by Councilmember Perkins and Supported by Councilmember Lam to adopt Snowmelt Special Assessment District Resolution No. 4, which sets a public hearing on April 20, 2026, for Council to obtain feedback on the Special Assessment Roll.

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

26.039 Parks 5-Year Master Plan Update Contract Award and Budget Amendment

Motion by Councilmember Bult and Supported by Mayor Pro-Tem Gruppen to approve the proposal in the amount of \$22,000 from the MCSA Group to update the City's 5-Year Parks Master Plan.

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

26.040 Budget Amendment – Parks & Recreation Plan

Motion by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to approve a budget amendment in the amount of \$22,000 to fund the completion of the 5-Year Parks Master Plan.

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

26.041 Fiscal Year 2026 Milling and Resurfacing Contract Award

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

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

26.042 2026-2029 Downtown Maintenance, Lawn Maintenance, and Annuals/Tulips/Christmas Greenery Contract Bid Awards.

Motion by Councilmember Lam and Supported by Councilmember Bult to award the Downtown and Roundabout Maintenance Contract to DJ's Landscape Management in the amount of \$206,157 for the three-year contract term beginning April 1, 2026.

Motion by Councilmember Langeland and Supported by Councilmember Bult to award the Downtown Annuals, Tulips, and Christmas Greenery Contract to Don's Flowers in the amount of \$250,400 for the three-year contract term beginning April 1, 2026.

Motion by Councilmember Perkins and Supported by Councilmember Lam to award the Lawn Maintenance Contract for the Clean Water Plant, Street Maintenance Facility, and Roosevelt Fire Station to DJ's Landscape Management in the amount of \$88,232 for the three-year contract term beginning April 1, 2026.

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

26.043 Zero Turn Lawnmower Purchase

Motion by Councilmember Bult and Supported by Councilmember Lam to waive the formal bidding requirements and utilize the MiDeal state contract for the purchase of a John Deere Z960M ZTrak lawnmower from GreenMark Equipment in the amount of \$13,063.69.

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

26.044 Facilities Maintenance Technician Position Establishment

Motion by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to establish a Facilities Maintenance Technician position with a salary range of \$49,456.85 to \$74,185.28 with a midpoint of \$61,821.07.

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

26.045 Alcohol License Review Report and Recommendation to Not Object to Liquor License Renewals

Motion by Councilmember Timmer and Supported by Councilmember Bult to accept the City Manager's Alcohol License Review Report and to not object to the renewal of any of the existing alcohol licenses within the city.

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

26.046 Adopt 2026 Strategic Action Plan and Points Assignment

Motion by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to approve the 2026 Strategic Action Plan and to approve the goals/supports point values for purposes of measuring staff's performance per the City's Organizational Performance Incentive Plan at the conclusion of 2026.

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

Report from Council Members

Councilmember Lam noted there is an Easter Egg Hunt Event on Saturday, March 28.

Mayor Pro-Tem Gruppen thanked the excellent Management Team for setting aside monies to be able to approve all the action items.

Mayor VanDorp and Mayor Pro-Tem Gruppen handed out a manager performance review form for the City Council to complete regarding City Manager Tim Klunder.

There being no further business, motion was made by Councilmember Perkins and Supported by Councilmember Langeland to adjourn the meeting at 7:34 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, March 16, 2026
6:00 P.M.

Mayor VanDorp called the Study Session to order at 6:00 P.M.

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

ABSENT: None

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Clean Water Plant Supervisor Doug Engelsman, IT Manager Tim Maloney, Police Chief Tim Jungel, and City Clerk Kristi DeVerney

Clean Water Plant Final Clarifier #2 Improvements

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

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

The Clean Water Plant staff recommend awarding a contract to Franklin Holwerda Co. for the rebuilding of Final Clarifier #2 in the amount of \$416,934.00. Staff also recommend establishing a total project budget of \$538,000.00, with funding to come from the Zeeland Clean Water Repair and Replace Fund.

Police Department Service Pistol Purchase

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

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

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

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

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

Police Chief Jungel recommends replacing the current 15 duty weapons with the Glock 17 Gen. 6 9mm pistol and accessories and award the contract to Kiesler's Police Supply in the amount of \$12,170.40 with an additional \$3,984.28 for ammunition.

Clean Water Plant SCADA Server Refresh

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

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

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

Clean Water Plant SCADA Software Upgrade

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

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

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

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

Facilities Maintenance Technician Position Establishment

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

It's important to note that this proposal does not represent the creation of a new position or an increase in overall staffing levels. Rather, this is part of the normal evaluation process the City undertakes whenever there's a staffing change. With Rob Wilson's retirement, the City has an

opportunity to better align the position with the operational needs of our facilities and provide additional capacity and support to the Facilities Maintenance Supervisor.

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

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

The transition of this position was anticipated and included in the FY26 budget and the FY27 budget so there are no anticipated budgetary impacts associated with this change.

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

Snowmelt Special Assessment Roll and Resolution No. 4

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

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

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

Parks 5-Year Master Plan Update Contract Award and Budget Amendment

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

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

Public engagement will remain an important component of the planning process. However, rather than hosting multiple public input meetings, like the last time we adopted the plan, we will focus primarily on distributing an online public input survey. This approach allows residents to participate more conveniently and helps gather feedback from a broader cross section of the community regarding park use, recreation priorities, and desired improvements. As part of the planning process, we will also review the City's individual park master plans to ensure that they still meet the vision of City Council, the Cemetery and Parks Commission, and that of the greater community.

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

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

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

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

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

Fiscal Year 2026 Milling and Resurfacing Contract Award

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

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

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

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

The project was bid on March 12, 2026, and we received two bids. The low bid was submitted by

Rieth-Riley Construction in the amount of \$397,616.30, which was well below the engineer's estimate. We have worked with Reith-Riley on various other projects and have been pleased with their work.

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

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

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

2026-2029 Downtown Maintenance, Lawn Maintenance, and Annuals/Tulips/Christmas Greenery Contract Bid Awards

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

The contracts bid for the 2026–2029 cycle include:

Downtown and Roundabout Maintenance Contract

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

Downtown Annuals, Tulips, and Christmas Greenery Contract

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

Lawn Maintenance Contract for City Facilities

This contract includes lawn maintenance at the Clean Water Plant, Street Maintenance

Facility, and Roosevelt Fire Station. Services include mowing, trimming, edging, fertilization and weed control applications, mulch installation where required, and fall cleanup.

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

Downtown and Roundabout Maintenance

DJ's Landscape Management (including alternates)

Year 1: \$67,363

Year 2: \$68,710

Year 3: \$70,084

Three-Year Total: \$206,157

Banner repair hourly rate: \$65

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

Downtown Annuals, Tulips, and Christmas Greenery

Don's Flowers

Year 1: \$79,500

Year 2: \$83,400

Year 3: \$87,500

Three-Year Total: \$250,400

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

Lawn Maintenance at City Facilities

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

DJ's Landscape Management

Year 1: \$28,831

Year 2: \$29,407

Year 3: \$29,994

Three-Year Total: \$88,232

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

Staff is pleased that splitting the lawn mowing portion of the work into a separate

contract resulted in multiple competitive bids for that work. However, we remain somewhat disappointed that we again only received a single bid for both the downtown maintenance and seasonal plantings contracts.

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

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

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

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

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

Zero Turn Lawnmower Purchase

As part of the Fiscal Year 2026 budget, we budgeted funds for the replacement of one of our zero turn lawn mowers. Due to the use that we put on our lawn mowers, we attempt to replace them on approximately a three-year cycle to maintain reliability and control maintenance costs. Since the purchase of our previous lawn mowers, all units have been John Deere models and, for consistency within the department and ease of maintenance, we would recommend continuing to utilize John Deere equipment.

We solicited MiDeal pricing from GreenMark Equipment for this replacement purchase. They provided us with a state contract quote for a new 2025 John Deere Z960M ZTrak mower with a selling price of \$13,063.69 through the MiDeal state purchasing contract.

Because this purchase utilizes the State of Michigan MiDeal cooperative purchasing contract, the equipment can be purchased without formal competitive bidding. This allows the City to receive a discounted price through the statewide purchasing program while maintaining compliance with our purchasing policy.

Staff recommend City Council to waive the formal bidding requirements and utilize the MiDeal state contract for the purchase of a John Deere Z960M ZTrak lawnmower from GreenMark Equipment in the amount of \$13,063.69.

Alcohol License Review Report and Recommendation to Not Object to Liquor License Renewals

In 2022, City Council amended our Alcohol License Review process such that a public hearing, before the Alcohol License Review Committee, is no longer required. Instead, the city manager may conduct the review with the assistance of city staff. After a review by staff, the city manager shall file a report with City Council no later than March 14 which outlines recommendations for further action, if any, by the City Council with respect to objecting to the renewal of an entity's license. The updated review process (Section 4-29) in the Alcoholic Beverages Ordinance, and the criteria to be utilized for the review (Section 4-30) are attached. After the city manager submits the report, City Council shall then review the report no later than March 21 and if it is so desired, direct the city manager to file a letter with the Michigan Liquor Control Commission (MLCC) objecting to the renewal of a license by March 24.

The contents of this memo shall constitute the city manager's report for the 2025 operations of the licenses and staff's recommendation to not object to the renewal of the liquor licenses for 2026 for Saheel LLC (dba AJ's Grocery and Liquor) off-premise (SDD and SDM) liquor licenses; Dolgencorp LLC (dba Dollar General) off-premise (SDM) liquor license; for The Gritzmaker, LLC (dba Gritzmaker Social House) on-premise liquor license; for TNTVZ, LLC (dba as Franks Restaurant) on-premise liquor license; for Mandu Escapes, LLC (dba La Crème Café) on-premise liquor license and catering permit liquor license; 1983 Restaurants LLC (dba as Public) on-premise liquor license; StrEATs LLC on-premise liquor license and off-premise (SDM) liquor license; Tripelroot LLC on-premise liquor license and Brew Pub license; and Vitale's Pizza on-premise liquor license and off-premise (SDM) liquor license.

As part of our review process, our on-premises license holders submit their food and alcohol sales percentages as part of their overall sales for the previous year (2025). The required food and non-alcoholic gross revenue are 25% of sales for brewpub and 50% of sales for Class C license holders. In each instance, our on-premises license holders met the required food percentages (Tripelroot – brewpub; The Gritzmaker, Frank's, Public, StrEATS, La Crème and Vitale's – Class C). Staff did confirm that our off-premises license holders met the maximum alcohol display area for their respective locations.

In addition to the food percentage of sales and the alcohol display area percentages, our Police Department, Community Development Department and Finance Department, conducted their annual reviews of the license holders for compliance with their respective sections of the ordinance, rules and regulations.

Our license holders are meeting the various regulations of our ordinances with only one business having not paid their personal property taxes for 2025. Staff will continue to work with them and recommend City Council provides some time to resolve this matter and not object to their license. In all other regards, they are following our ordinance provisions.

Staff recommend to accept the City Manager's Alcohol License Review Report and to not object to the renewal of any of the existing alcohol licenses within the City.

Adopt 2026 Strategic Action Plan and Points Assignment

The development of the 2026 Strategic Action Plan has been in the works since the City Council goal setting retreat in January of this year.

In addition to the 2026 Strategic Action Plan, the proposed point values we suggest assigning to each goal and support is also included. The performance on the Strategic Action Plan is the benchmark for the City's Performance Incentive Program – assuming City Council approves a budget for that program in FY 26/27. It is thus important to set the points prior to evaluating staff at the end of the year.

For the supports (operational goals), we once again suggest offering a point value of 1 for each support. With there being 38 supports in the proposed plan that equates to a subtotal of 38 points for supports (department operational goals).

For the goals, there are 62 total points available. We attempted to assign points to each goal based on our evaluation on the number of resources (staff time and financial) it will take to pursue the goal and the time sensitivity of the goal. Goals we would like to complete this year and/or have significant financial/staff time impacts tend to have higher points than goals that might take several years to complete. In recent years, goals have been assigned point values anywhere from 2 – 5. While we are suggesting similar point values for 2026, the majority will have values of 2 or 3. We are suggesting a couple of goals with 5 points assigned (Mead Johnson and Master Plan Re-Write) and we are suggesting three goals with 4 points assigned (JR Automation, Facility Improvement Plan, Snowmelt Expansion Phase III).

Our leadership team recommend City Council to approve the 2026 Strategic Action Plan and to approve the goals/supports point values for purposes of measuring staff's performance per the City's Organizational Performance Incentive Plan at the conclusion of 2026.

There being no further items to discuss, Work study was adjourned at 6:58 P.M.

Kristi DeVerney, City Clerk