

NOTICE
Time Change

The City Council Work Study Session
on Monday, May 4, 2026
has been rescheduled
to
5:45 p.m.

Council Chambers – City Hall
21 South Elm
Zeeland, Michigan



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
May 4, 2026, 5:45 p.m.

DISCUSSION ITEMS:

1. Snowmelt Operations Special Assessment Resolution #5
2. Endorsement of 303 E. Main RFQ
3. Endorsement of Updated Parking Study Recommendations
4. National Day of Prayer – Authorization of City Hall Signs
5. FY 2026/2027 Budget Resolution
6. FY 2026/2027 Rates and Fees Resolution
7. Water Utility Fees Schedule Revisions
8. Electric Utility Fees Schedule Revisions
9. FY 2026/2027 Wage Scale and Implementation Plan Adoption
10. Staff Annual Appointments
11. Board of Construction Appeals Re-Appointment – Paul DeBoer
12. Board of Zoning Appeals Re-Appointment – Paul DeBoer
13. Closed Session – pending litigation

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
May 4, 2026, 7:00 p.m.

CALL TO ORDER:

- Invocation – Pastor Jon Bosma – Bethel Christian Reformed Church
- 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
 - Zeeland Fire Rescue 2025 Annual Report
- City Manager's Report

FIRE/RESCUE DEPARTMENT OATH OF OFFICE:

- Fire/Rescue Chief – Brad Deppe

PUBLIC HEARING:

- 7:15 P.M. – FY 2026/2027 Budget Hearing

ACTION ITEMS:

1. Snowmelt Operations Special Assessment Resolution #5
2. National Day of Prayer – Proclamation and Authorization for City Hall Signs
3. Endorsement of 303 E. Main RFQ
4. Endorsement of Updated Parking Study Recommendations
5. FY 2026/2027 Budget Resolution
6. FY 2026/2027 Rates and Fees Resolution
7. Water Utility Fees Schedule Revisions
8. Electric Utility Fees Schedule Revisions
9. FY 2026/2027 Wage Scale and Implementation Plan Adoption
10. Staff Annual Appointments
11. Board of Construction Appeals Re-Appointment – Paul DeBoer
12. Board of Zoning Appeals Re-Appointment – Paul DeBoer

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 20, 2026.
2. Approve minutes of the Regular City Council meeting of April 20, 2026.
3. Receive for information draft minutes of April 16, 2026, Planning Commission meeting.
4. Receive for information draft minutes of April 24, 2026, Clean Water Plant Tech Committee meeting.

Council Meeting
Common Council
April 20, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, April 20, 2026. Mayor Rick VanDorp called the meeting to order at 7:00 P.M.

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

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, and City Clerk Kristi DeVerney

The Invocation was offered by Councilmember Bult.
The Pledge of Allegiance to the Flag

Motion by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to excuse Councilmember Lam and Perkins absences.

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 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..

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

Public Comment

Matt Neyens (13735 Oasis Ave), representing the West Michigan Regional Airport, gave a brief presentation. He noted that they service Park Township, the City of Holland, and the City of Zeeland. They also support area businesses such as Gentex, etc. Matt informed the Council that West Michigan Regional Airport will have a millage request in 2027 worth \$160 million.

City Managers Report

Assistant City Manager Plockmeyer reported:

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.

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.

Taft Street – Staff 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, staff 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.

National Guard Tour - The Zeeland CWP hosted a tour of its wastewater treatment facilities on Sunday, April 19, 2026, for a group of about 30 Michigan National Guard Civil Affairs soldiers. The group is preparing for a potential overseas deployment to help protect water and wastewater infrastructure and wanted 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.

This tour is viewed as a worthwhile way to support their mission and preparation. Staff was 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, staff 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 with 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, staff were encouraged by the process and the opportunity to be heard.

Mead Johnson Site Plan – This past week, staff 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, staff 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 – Last 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. Staff 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, staff appreciate the neighborhood's understanding as they work through this project. Staff expects the bypass 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, staff kicked off their 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. Staff appreciate these members of our community who want to make an impact and support the work they do.

Public Hearing – Snowmelt Special Assessment

Mayor VanDorp called the public hearing to order at 7:18 P.M. Assistant City Manager/Finance Director Plockmeyer gave input regarding the proposed Snowmelt Special Assessment for the operation, maintenance, and future replacement of the downtown snowmelt system.

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. Staff are not seeking approval of the Special Assessment Roll at this time. Instead, they are verifying that City Council is still in favor of the proposed areas for snowmelt moving forward. The public hearing was closed at 7:22 P.M.

Public Hearing – Providence Life Services (Royal Park Place/Royal Atrium Inn) Bonding

Mayor VanDorp called the public hearing to order at 7:23 P.M. Jeff Zylstra, (40 Sanford) Executive Director of Royal Atrium, stated they are at 100% occupancy and that they will use it

for refinancing. The money will be used to improve their projects such as elevator modification, parking lot, roofing, and air conditioning upgrades.

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.

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. The public hearing was closed at 7:27 P.M.

Public Hearing – Highpoint Finishing Solutions IFT Certificate

Mayor VanDorp called the public hearing to order at 7:28 P.M. 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).

JT Wyrick, CFO of Highpoint Finishing Solutions stated that twenty (20) new jobs will be added, and they are now all under one roof with manufacturing having already moved to the new facility. Completion of parking and landscaping will be in the near future.

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 recommends adopting 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. The public hearing was closed at 7:31 P.M.

Action Items

26.055 Providence Life Services (Royal Park Place/Royal Atrium Inn) Bonding Resolution

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to 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.

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

26.056 IFT Certificate Approval – Highpoint Finishing Solutions

Motion was made by Councilmember Timmer and Supported by Councilmember Langeland to 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.

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

26.057 Public Safety HVAC Upgrades Contract Award

Motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to authorize the 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.

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

26.058 100th Street Decertification

Motion was made by Councilmember Bult and Supported by Councilmember Timmer to approve a resolution to decertify a portion of 100th Street north of Alice Avenue.

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

Absent: Lam and Perkins

26.059 Lawrence Avenue Decertification

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to approve a resolution to decertify a portion of Lawrence Avenue west of Jefferson Street.

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

No Vote: None

Absent: Lam and Perkins

26.060 Budget Hearing Resolution

Motion by Councilmember Timmer and Supported by Councilmember Bult to 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.

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

No Vote: None

Absent: Lam and Perkins

Motion was made by Councilmember Bult and Supported by Councilmember Langeland for Councilmember Timmer to abstain from the next vote as her husband is being re-appointed. Motion carried. All voting aye.

26.061 Board of Construction Appeals Re-Appointment – David Timmer

Motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to re-appoint David Timmer to a 3-year term on the Board of Construction Appeals with said term expiring May 1, 2029.

Ayes: Mayor Pro-Tem Gruppen, Langeland, Bult, Mayor VanDorp

No Vote: None

Absent: Lam and Perkins

Abstain: Timmer

Councilmember Timmer returned.

26.062 Board of Zoning Appeals Re-Appointment – Rebecca Perkins

Motion was made by Councilmember Bult and Supported by Councilmember Langeland to re-appoint Rebecca Perkins to a 3-year term on the Board of Zoning Appeals with said term expiring May 4, 2029.

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

No Vote: None

Absent: Lam and Perkins

26.063 Cemetery/Parks Commission Re-Appointment – Lynette Lam

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to re-appoint Lynette Lam to a 5-year term on the Cemetery/Parks Commission with said term expiring

May 3, 2031.

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

No Vote: None

Absent: Lam and Perkins

26.064 Library Advisory Board Re-Appointment – Mary Wilkos

Motion was made by Councilmember Timmer and Supported by Councilmember Langeland to re-appoint Mary Wilkos to a 5-year term on the Library Advisory Board with said term expiring May 3, 2031.

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

No Vote: None

Absent: Lam and Perkins

26.065 Board of Public Works Re-Appointment – Jonathan Walters

Motion was made by Councilmember Langeland and Supported by Councilmember Timmer to re-appoint Jonathan Walters to a 5-year term on the Board of Public Works with said term expiring June 30, 2031.

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

No Vote: None

Absent: Lam and Perkins

26.066 Airport Authority Board Appointment – Mark Eardley

Motion was made by Councilmember Bult and Supported by Mayor Pro-Tem Gruppen to appoint Mark Eardley to the Airport Authority Board with a term expiring January 31, 2029.

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

No Vote: None

Absent: Lam and Perkins

Reports from City Council Members

Mayor VanDorp stated that Franks had a fire over the weekend. Mayor VanDorp, Mayor Pro-Tem Gruppen, and Councilmember Lam talked with Frank's owners and wanted to thank our Fire Department along with the Holland Township Fire Department for containing the fire, so it didn't spread to neighboring businesses or apartments.

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting at 7:45 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 20, 2026
6:00 P.M.

Mayor VanDorp called the Study Session to order at 6:03 P.M.

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

ABSENT: Lam and Perkins

Staff Present: City Attorney Jim Donkersloot, City Manager Tim Klunder, Asst City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, and City Clerk Kristi DeVerney

Public Safety HVAC Equipment Upgrades

ACM Plockmeyer noted sealed bids were publicly solicited for the replacement of mechanical equipment at the Public Safety Building. 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.

Six Bids were received and publicly opened on April 14, 2026, with the low bidder from Peerbolt's Inc. in the amount of \$47,683, where \$50,000 was allocated for this project, so it came in under budget.

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.

Staff recommended authorizing the 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.

Snowmelt System Strategic Action Plan Update

ACM Plockmeyer noted that Snowmelt is something that has been a commitment 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

Staff provided an update on these items and obtained direction from City Council to guide next steps.

Church Street Project

Snowmelt was included as part of the Church Street Reconstruction project from Central to Washington. Staff are planning to proceed with installation as part of the project and have included the affected properties in the Snowmelt Special Assessment.

The 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

Staff have been working on the design of the boiler plant at 17 East Main and recently received a budget-level construction estimates 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.

Staff 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.

Staff feel comfortable proceeding with this project even though there are items to finalize, including the General Contractor contract and certain cost-sharing elements related to venting. Staff is 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, staff 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 continue 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 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 are 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

Staff stated that direction from City Council would allow them to proceed with confidence and maintain the proposed project schedule.

Staff continue 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 made at this stage are foundational to the long-term system and will influence future costs, capacity, and expansion opportunities. City Council expressed support for the direction staff had presented moving forward.

FY 26-27 Salary Range/ Wage Updates

City Manager Klunder stated, 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.

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 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.

This plan was approved by the Personnel Committee at its April 16 meeting. Staff did not seek approval of the plan at Monday's meeting. Instead, they sought feedback on the proposed wage scales and implementation plan. Staff will seek approval of the individual wage scales as part of the budget approval process at their May 4 meeting and would also seek approval of the implementation plan at that meeting.

100th Street Decertification

ACM Plockmeyer requested City Council's approval of the resolution to decertify a portion of 100th Street located north of Alice Avenue.

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.

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

The resolution reflects that approximately 100 feet of roadway right of way will be decertified.

Recommendation was to approve a resolution to decertify a portion of 100th Street north of Alice Avenue.

Lawrence Avenue Decertification

ACM Plockmeyer requested City Council's approval of the resolution to decertify a portion of Lawrence Avenue located west of Jefferson Street.

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 resolution reflects that approximately 75 feet of roadway right of way will be decertified.

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

Recommendation was to approve a resolution to decertify a portion of Lawrence Avenue west of Jefferson Street.

Providence Life Services Bonding Resolution

ACM Plockmeyer stated a public hearing will be held in connection with the proposed issuance of bonds to benefit Royal Park Place and affiliated entities as are included in the 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.

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.

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.

Recommendation was to 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.

541 E Roosevelt Ave – Highpoint Finishing Solutions, Inc. – Act 198 – Industrial Facilities Tax Exemption Certificate Application – Public Hearing and Resolution for Approval

Assessor Maday noted that 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 resolution approving the abatement certificate application came before Council for action.

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.

Public Hearing – Snowmelt Special Assessment

ACM Plockmeyer stated that 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 staff anticipate adoption at the May 4 meeting.

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.

Staff was not 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.

Budget Hearing Resolution

ACM Plockmeyer noted that each year, City Council holds a budget hearing in early May to set its course for the next Fiscal Year. 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.

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.

Staff recommendation was to 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.

Re-Appointment to Board of Construction Appeals

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

Staff recommended re-appointment of Dave Timmer to a 3-year term on the Board of Construction Appeals with said term expiring May 1, 2029.

Re-Appointment to Board of Zoning Appeals

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

Staff recommended re-appointment of Rebecca Perkins to a 3-year term on the Board of Zoning Appeals with said term expiring May 4, 2029.

Re-Appointment to Cemetery/Parks Commission

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

Staff recommended re-appointment of Lynette Lam to a 5-year term on the Cemetery/Parks Commission with said term expiring May 3, 2031.

Re-Appointment to Library Advisory Board

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

Staff recommended re-appointment of Mary Wilkos to a 5-year term on the Library Advisory Board with said term expiring May 3, 2031.

Re-Appointment to Board of Public Works

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

Staff recommended re-appointment of Jonathan Walters to a 5-year term on the Board of Public Works with said term expiring June 30, 2031.

Appointment to Airport Authority Board

Due to a vacancy with the Airport Authority Board, Mark Eardley was recommended to this Board. His term will expire on January 31, 2029.

Staff recommended appointment of Mark Eardley to the Airport Authority Board with a term expiring January 31, 2029.

There being no further items to discuss, Work Study was adjourned at 6:48 P.M.

Kristi DeVerney, City Clerk



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
HOWARD MILLER COMMUNITY CENTER
NORTH ACITIVITY ROOM
APRIL 16TH, 2026
5:45 PM**

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

Present: Commissioners CJ Otteman, Rebecca Perkins, Sheri Holstege, Daniel Klompmaker, Rick VanDorp, and Chairman Bill Elhart.

Absent: Commissioners Amanda Cooper, Bob Blanton, and Tim Klunder.

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

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

Maday confirmed that there are no additional agenda items.

5:45 PM - Chairman Elhart opened the Public Hearing for the requested vacation of North Division - Mead Johnson & Company, LLC

Maday reviewed the street vacation request, noting that Mead Johnson has submitted an application to vacate a portion of North Division Street.

Maday explained that in 2025, Mead Johnson, located at 725 East Main Avenue, presented concepts to the City for the modernization of their manufacturing facility. Throughout the year, Mead Johnson acquired and rezoned additional parcels contiguous to their existing site to support the project, including two parcels adjacent to North Division Street, in addition to a third parcel they already owned.

To unify the site and facilitate redevelopment, Mead Johnson submitted a formal request, dated February 6, 2026, to vacate a portion of North Division Street. Maday noted that the segment is a dead-end street, with Mead Johnson owning property on all three sides.

On February 16, 2026, City Council referred the request to the Planning Commission for review and recommendation, in accordance with the City's established street vacation procedures as outlined in a July 13, 2011 City Attorney memorandum. The Planning Commission reviewed the request on March 5, 2026, and scheduled this public hearing for April 16, 2026.

Regarding traffic, Maday noted that Mead Johnson indicated they felt a study was not necessary, as the street is not a through street and is bordered entirely by their property. The Planning Commission did not require a traffic study to be conducted prior to the public hearing on the request.

Maday stated that the purpose of tonight's public hearing is to receive public input. Following the hearing, and if sufficient information is available, the Commission may consider directing the City Attorney to prepare a resolution recommending approval or denial, to be considered at the May 7, 2026 meeting and, if approved, forwarded to City Council.

Maday also noted that this request is part of a broader facility modernization project. Staff is currently reviewing a site plan application submitted on April 6, 2026, which is anticipated to be scheduled for Planning Commission consideration at a special meeting on May 11, 2026.

Commissioner Perkins excused herself from the meeting for a personal matter. A quorum remained present.

Maday added that staff consulted with the City's Traffic Engineer, who indicated that a traffic study was not warranted, given that the street is a dead end and not part of the City's traffic network, and noted no objections to the proposed vacation.

Chairman Elhart confirmed with staff that, if the proposed vacation of North Division Street is approved, the curb cut would be removed and the property would no longer be accessible from that access point.

Maday confirmed this understanding.

Allan Barron, representing Mead Johnson, presented the application for the North Division Street vacation. He noted that the street is centrally located within their combined properties and that the intent is to eliminate all curb cuts and access points along Main Avenue, as new access points are proposed in the recently submitted site plan for the facility modernization.

Barron added that, following the removal of the existing curb cuts, they plan to install a continuous sidewalk along Main Avenue, consistent with the proposed landscaping improvements.

Glen Kass, of 210 W McKinley, expressed support for the proposed vacation of North Division Avenue, noting that Mead Johnson owns the adjacent properties and that the street no longer serves a public purpose.

Maday added that staff recommends the Commission direct the City Attorney to prepare a resolution recommending either approval or denial of the proposed street vacation to City Council. This resolution would be brought before the Commission at its May 7, 2026 meeting and, if approved, forwarded to City Council for consideration based on tonight's action.

Maday noted that this is not the final action, as that would occur at the May 7, 2026 meeting. He also added that any findings the Commission may have regarding the appropriateness of the street vacation would be helpful for the City Attorney to incorporate into the resolution.

5:53 PM - Moved by Commissioner Klomp maker to close public hearing. Supported by Commissioner Holstege. Motion carried unanimously by voice vote.

Motion 2026.05

Moved by Klompmaker to request that the City Attorney prepare a draft resolution recommending the vacation of North Division Street, North of Main Ave, as displayed in the drawing submitted as part of the application package, based on the finding that Mead Johnson owns the surrounding properties, noting that the City Consulting Traffic Engineer believes the vacation would have no impact to the city's traffic flow, and that there has been no public comment in opposition to the proposal.

Supported by Holstege

Roll Call Vote on Motion 2026.05

Ayes: Otteman, Holstege, Klompmaker, VanDorp, and Chairman Bill Elhart.

Nays: None.

Absent: Cooper, Perkins, Blanton, and Klunder.

Motion Passes.

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the March 5th, 2026 meeting. Supported by Commissioner Holstege. Motion carried unanimously by voice vote.

Maday noted that Staff was not able to assemble a comparative review of how other communities regulate roadside food stands in time for this meeting. That information is expected to be provided in a future meeting packet

Maday informed the Commission that the Mead Johnson site plan review application was being processed. He highlighted that the Planning Commission has a special meeting scheduled for May 11, 2026, at which the application will be considered. He added that staff is also working to provide a digital option for viewing the application through the City's website to ensure public accessibility.

Maday also stated that at the Commission's next regular meeting on May 7, 2026, members will be asked to review and consider the previously discussed resolution regarding the street vacation request. He further noted that the meeting will include the kickoff of the Master Plan rewrite.

Maday additionally referenced an upcoming application scheduled for review by the Zeeland Board of Appeals on Tuesday, April 21, 2026. He explained that the ZBA will consider a dimensional variance request for a residential property at 113 S Centennial, where the applicant is proposing to construct an attached garage with reduced setbacks.

5:57 PM – Moved by Klompmaker, supported by Holstege, to adjourn. Motion carried unanimously by voice vote.

Nadine Garza
Recording Secretary

Technical Review Committee Meeting
Friday, April 24, 2026, 10:00 a.m.

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

OTHERS PRESENT: Kevin Plockmeyer, Zeeland City Asst. City Manager/Finance Director
Ken Bosma, PE, Prein&Newhof Sr. Project Manager
Jonathan Nelson, PE, Prein&Newhof
Brian Hannon, Moore & Bruggink
Aaron Nyboer, Holland Charter Township

ABSENT: None

Welcome and Announce Quorum

Zeeland City Manager Klunder called the meeting to order at 10:00 a.m. A roll call was taken and noted that a quorum was present.

Approve Minutes

Motion was made by Engelsman and seconded by Bulthuis to approve the minutes of the February 16, 2026 meeting. Motion carried. All voting aye.

Approve Fiscal Year 2025 NSA District True-up Calculation

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

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

The variable rate was also less than we had budgeted. At the beginning of FY25 we estimated this rate to be \$1,272 per MG treated and the actual rate was actually \$1,189 per MG treated. Even though the variable treatment expenses were more than expected, the actual rate ended up being less due to the amount of flow to the plant being more than we expected and the percentage of flow from the NSA district was less than expected. Additionally, we capitalized fewer assets than expected resulting in the 4.5% contribution to the repair and replacement fund (a variable expense) being less than expected.

Regarding the refund due to the NSA district, we would recommend that this becomes an additional contribution to the repair and replacement fund as we do with FY24 true-up. This additional contribution will assist us in providing funding for future capital projects. This \$73,448.92 contribution by the NSA district equates to an additional contribution of \$163,481.03 by the City of Zeeland.

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

Motion was made by Bulthuis and seconded by Eggleston to approve the Fiscal Year 2025 True-Up Calculation for the NSA District resulting in a refund of \$73,448.92 due to Holland Charter Township. All voting aye.

Motion was made by Engelsman and seconded by Bulthuis to approve an additional contribution of \$236,929.95 to the repair and replacement fund. \$73,448.92 or 31% is a contribution from the NSA district and \$163,481.03 or 69% is a contribution from the City of Zeeland. All voting aye.

Motion was made by Eggleston and seconded by Engelsman to approve the Fiscal Year 2025 True-Up Calculation for the 425 district resulting in a refund of \$30,404 due to Zeeland Charter Township. All voting aye.

Approve Fiscal Year 2026-2027 Operating Budget

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

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

Personnel - There are no proposed staffing changes for the Clean Water Plant. Staffing remains the Clean Water Plant Superintendent, a Lead Operator, an Electrician, and two

Clean Water Plant Operators. We are planning for a 3% wage scale adjustment as part of this operating budget.

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

Motion was made by Bulthuis and seconded by Eggleston to approve the Clean Water Plant's proposed Fiscal Year 2026-2027 Operating Budget. All voting aye.

Approve Fiscal year 2026-2027 Repair and Replacement Fund

Plockmeyer included a copy of the proposed 6-year Capital Improvement Plan and its impacts on the repair and replacement fund. Per the plan, staff is planning on remodeling their laboratory and locker room in the amount of \$500,000 during FY2027. The UV disinfection project will be completed in 2026. The rebuilding of final clarifier number two will likely conclude in RY27.

Motion was made by Engelsman and seconded by Bulthuis to approve the Clean Water Plant's proposed Fiscal year 2026-2027 repair and replacement fund usage.

Other Clean Water Plant Matters

Clean Water Plant Superintendent Engelsman updated the Committee on the status of the Plant Modeling project to determine whether the Clean Water Plant can handle the proposed flows from Mead Johnson. Engelsman indicated that, when considering static flows, the Plant appears to be able to handle the flows; however, considerations need to be made for variable flows. Staff hopes to meet with the consultant in the coming weeks to review the model while considering variable flows.

Superintendent Engelsman indicated that, overall, the Plant is running very well. Engelsman discussed the state of the Plant and noted that we have continued to invest in it and that the final clarifiers are in very good shape. He noted that staff will continue to monitor the equipment and make investments as necessary.

Plockmeyer provided the Committee with an update on the Mead Johnson project and noted that the Planning Commission will review the proposed site plan at a May 11 special meeting. Plockmeyer also noted that any improvements necessary for the Clean Water Plant will be addressed as part of a development agreement.

Plockmeyer also provided the Committee with an update on the Church Street reconstruction project, noting that no sanitary sewer work has been completed to date, which is why Zeeland Township has not received a bill.

- Plockmeyer thanked Holland Township for the addition of a carbon filter system on the sanitary sewer vent pipe in the vicinity of Hoogland Park.

The Committee noted that this will be Steve Bulthuis's last meeting as he is retiring. Bulthuis expressed that he learned a lot from this group and is very appreciative. The committee members thanked him for being on the committee for many years and wished him well in his retirement.

The next meeting is scheduled for July 20, 2026, at 2:00 p.m.

The meeting was adjourned at 10:37 a.m.

Kristi DeVerney, Zeeland City Clerk

DRAFT

Zeeland Fire Rescue

2025 ANNUAL REPORT



MESSAGE FROM THE CHIEF

On behalf of the dedicated members of Zeeland Fire Rescue (ZFR), I am honored to present the 2025 Annual Report. The following pages are made up of data collected throughout the year to give a snapshot of various fire department activities. The content of this report is designed to provide insight into how our efforts are focused on providing the highest level of customer-centered service delivery, while also maintaining accountability and fiscal responsibility.

ZFR is an all-hazards emergency response agency that consists of 26 dedicated members. Our priority is to provide emergency response and fire prevention to the citizens, visitors, and businesses in the City of Zeeland. We respond to various types of emergencies including, but not limited to: emergency medical services, structure fires, vehicle fires, vehicle accidents, entrapments, gas leaks, carbon monoxide detection, hazardous material leaks, rapid intervention, as well as assisting our neighboring departments with needed services.

In 2025, ZFR continued to provide a high level of service to the citizens, visitors, and businesses of the City of Zeeland. This was achieved in part by the dedicated members of our department. We are consistently staffing a three-person engine Monday – Friday 7am to 4pm with our two fulltime members and with one parttime member. As well as continued dedication and participation from our paid on-call staff covering duty shifts and responding to calls.

Finally, it is impossible to fully capture everything in an annual report, the many ways our department has positively impacted others. The fire service is an ever-changing profession. We will continue to explore new methods of training and technologies to deploy resources and better serve our community. We will strive to look for ways to positively impact others on a daily basis. The success of 2025 would not have been possible without the support and assistance from the Mayor, City Council, City Manager, City staff along with that of the fire officers and firefighters.

Respectively Submitted,



EST. 1877

Mitch Harsevoort, Interim Fire Chief

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PERSONNEL

INTERIM FIRE CHIEF

Mitch Harsevoort

Station # 1
29 W Main Ave

FIRE/EMS CAPTAIN

Ryan Ysseldyke

FIRE/EMS LIEUTENANT

Jeff VanderPoppen

Luke Bruinsma
Josh Jekel
Robin Jones
Michael Sheneman
Rob Velderman
Jayden Diekema
Kira Klomprens
Thomas Woltjer

EMS CAPTAIN

Larry Redder

EMS LIEUTENANT

Don Redder

DAYTIME STAFF

(M-F, 7a-4p)

Lt. Hugo Gomez

FF Damon Jones

FIRE RESCUE PERSONNEL

TRAINEES

Ryan Bloomquist
Isaac Vander Zwaag

Station # 2
133 E Roosevelt

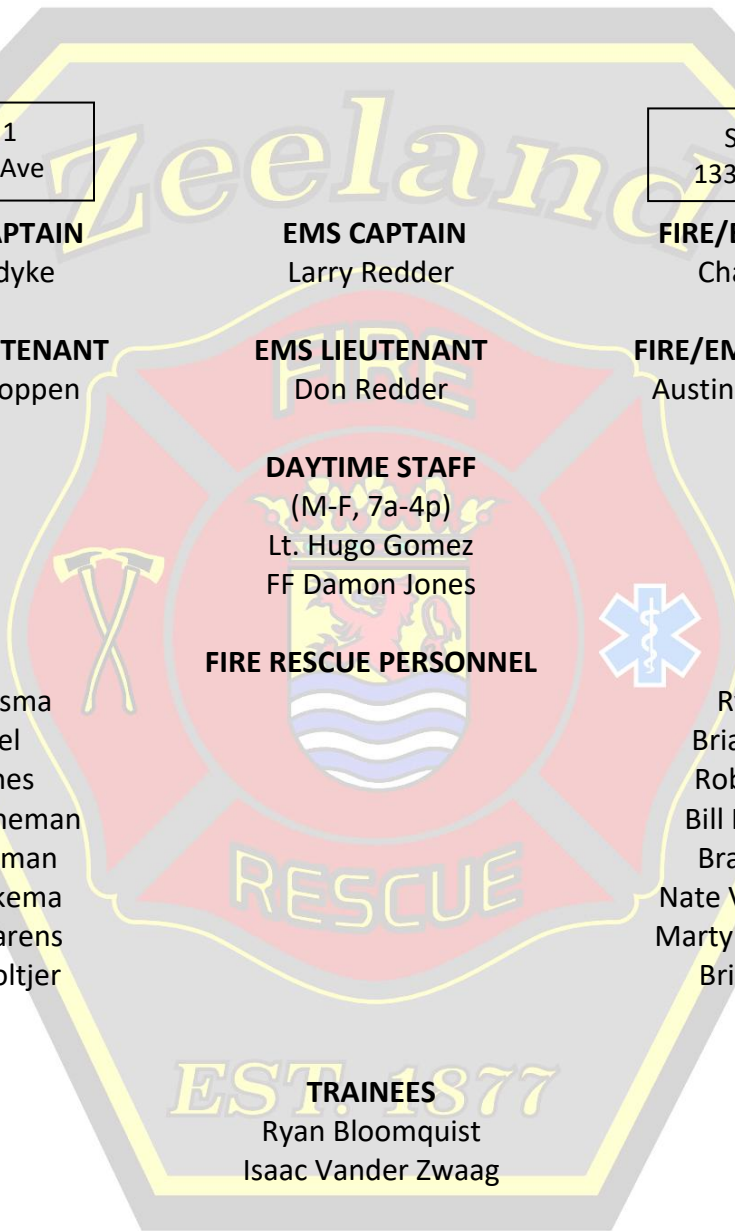
FIRE/EMS CAPTAIN

Chad Lynema

FIRE/EMS LIEUTENANT

Austin Schrotenboer

Ryan Allen
Brian Brouwer
Rob DeWeerd
Bill Klomprens
Brad Rachoza
Nate Vande Guchte
Marty Vander Velde
Brian Hopper



DEPARTMENT INFORMATION

Department Address: 29 W. Main Ave
Zeeland, MI 49464

County: Ottawa

Population: Residents: 5719 (2020 Census)
Served: 12,000

Area Served: 4 Square Miles

Building Code: International Building Code, 2015 edition

Fire Code: International Fire Code, 2015 edition

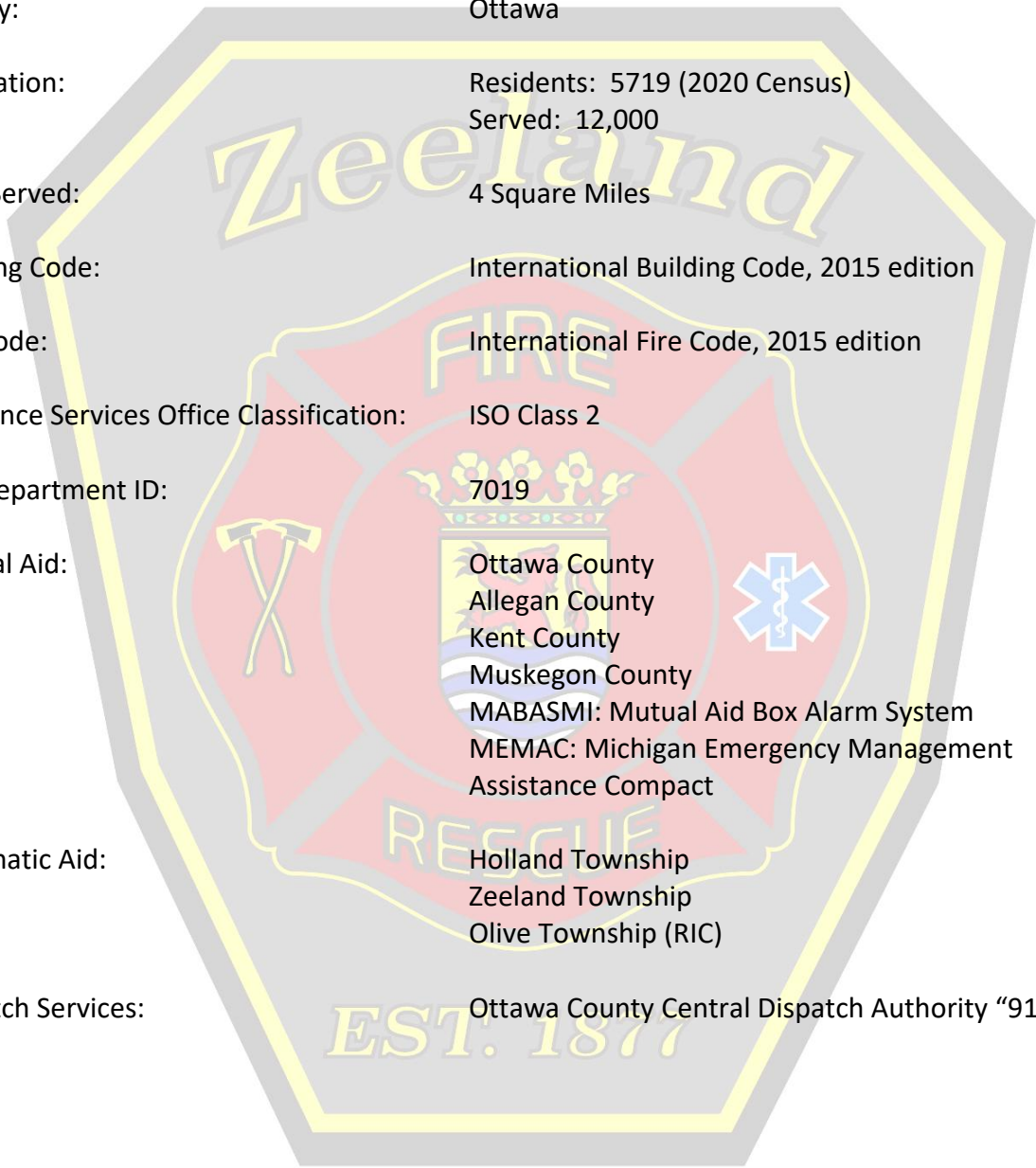
Insurance Services Office Classification: ISO Class 2

Fire Department ID: 7019

Mutual Aid: Ottawa County
Allegan County
Kent County
Muskegon County
MABASMI: Mutual Aid Box Alarm System
MEMAC: Michigan Emergency Management Assistance Compact

Automatic Aid: Holland Township
Zeeland Township
Olive Township (RIC)

Dispatch Services: Ottawa County Central Dispatch Authority "911"



MISSION STATEMENT

Zeeland Fire Rescue is a team committed to protect against loss of life and property from the effects of fires, medical emergencies, and other hazards.



“Everyone Goes Home”

LOCAL/STATE/FEDERAL LAWS AND REGULATIONS

- Fair Labor Standards Act
- Communicable Disease/Blood Borne Pathogens
- Community Right to Know
- Hazardous Materials
- Firefighter Academy Training
- Officer Training
- MIOSHA Requirements
- National Fire Protection Association
- Michigan Department of Health and Human Services, EMS Unit Licensing
- Ottawa County Medical Control
- City Handbook
- Department Policies and Procedures

- 
- Ottawa County Fire Chiefs
 - West Michigan Fire Chiefs
 - Michigan Fire Inspectors Society
 - International Association of Arson Investigators
 - Michigan State Fireman's Association
 - West Michigan Fire Prevention Council
 - National Fire Protection Association
 - Michigan Emergency Management Association (MEMA)
 - Michigan Mutual Aid Box Alarm System (Mi-MABAS)

STATION 1 APPARATUS



1921
2010 Pierce
1500 GPM Pump
Foam Capabilities
Rescue/Extrication Equipment
State Licensed MFR Vehicle



1923
1998 Pierce
1500 GPM Pump
Foam Capabilities
RIC Equipment
Rescue/Extrication Equipment
State Licensed MFR Vehicle

1971
2018 Chevrolet
State Licensed MFR Vehicle



STATION 2 APPARATUS



1922
2025 Spartan
1500 GPM Pump
Foam Capabilities
Rescue/Extrication Equipment
State Licensed MFR Vehicle

1942
2004 Pierce
100' Platform
1500 GPM Pump
Rescue Equipment



1972
2018 Chevrolet
State Licensed MFR Vehicle



ADDITIONAL FACILITIES & APPARATUS



1990 (Chief)
2022 Chevrolet Tahoe
Rear Command Center
State Licensed MFR Vehicle

1931
1997 Spartan/Salsbury
Ice Rescue Equipment
Large Quantity of Foam
Rescue/Extrication Equipment
Cascade Air Fill Station
Firefighter ReHab



1974
2018 EMS Cart
State Licensed MFR Vehicle

ZFR Training Tower
Smoke Machine
Forcible Entry Prop
Window Bailout Prop
Roof Ventilation Prop



2025 MEMBER SERVICE AWARDS

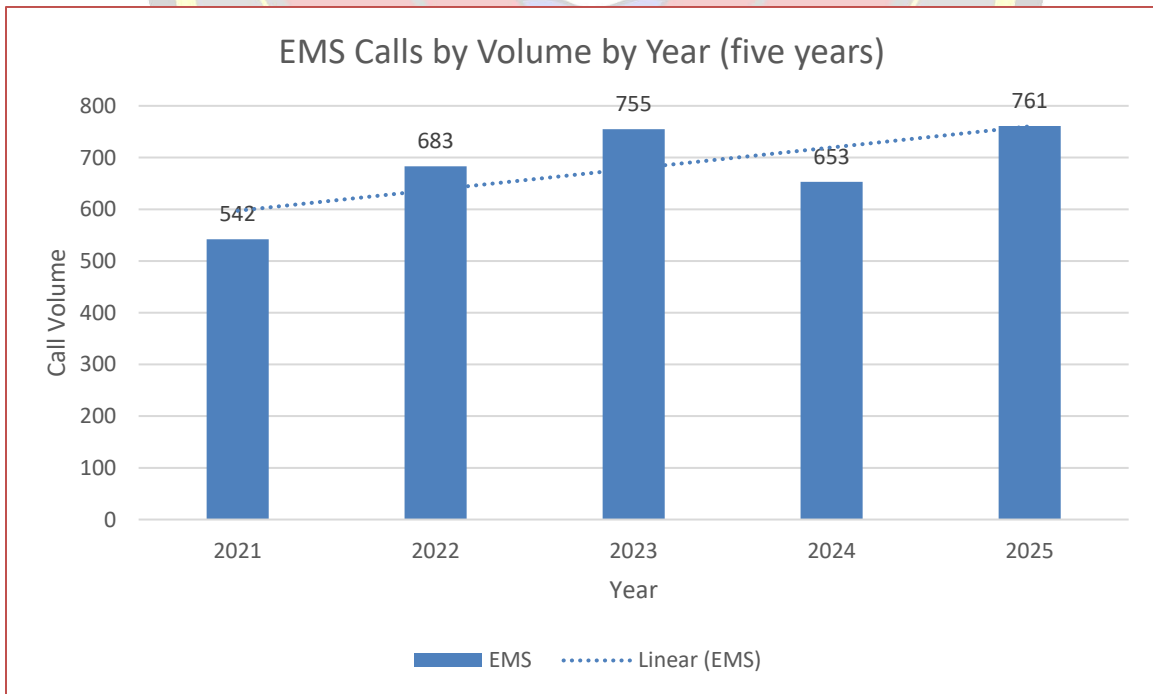
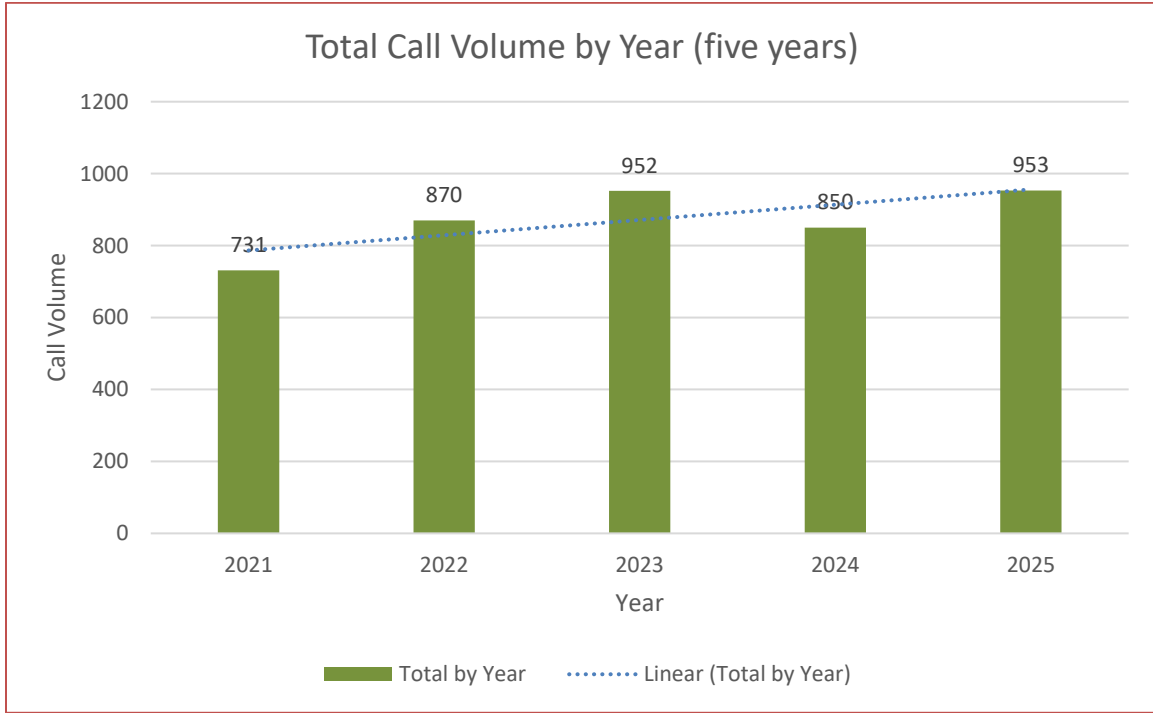
Each year the department recognizes members for their years of service to the City of Zeeland and Zeeland Fire Rescue. The years of service recognition are awarded in five-year increments. Congratulations to our members that received an award for years of service in 2025.



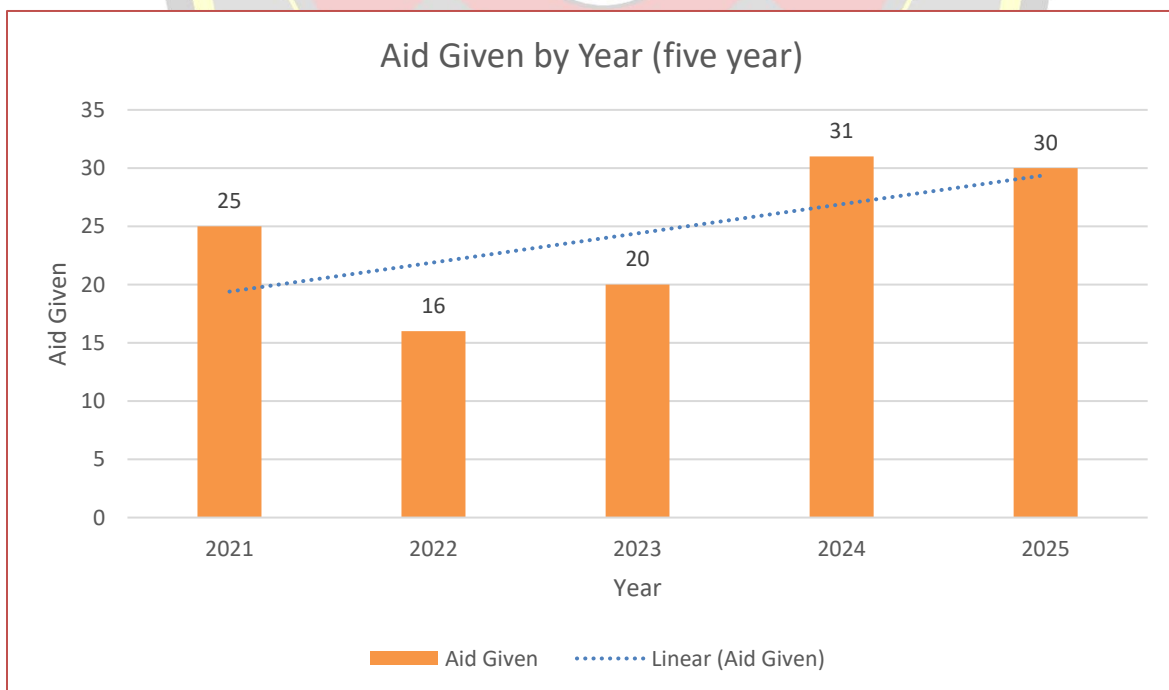
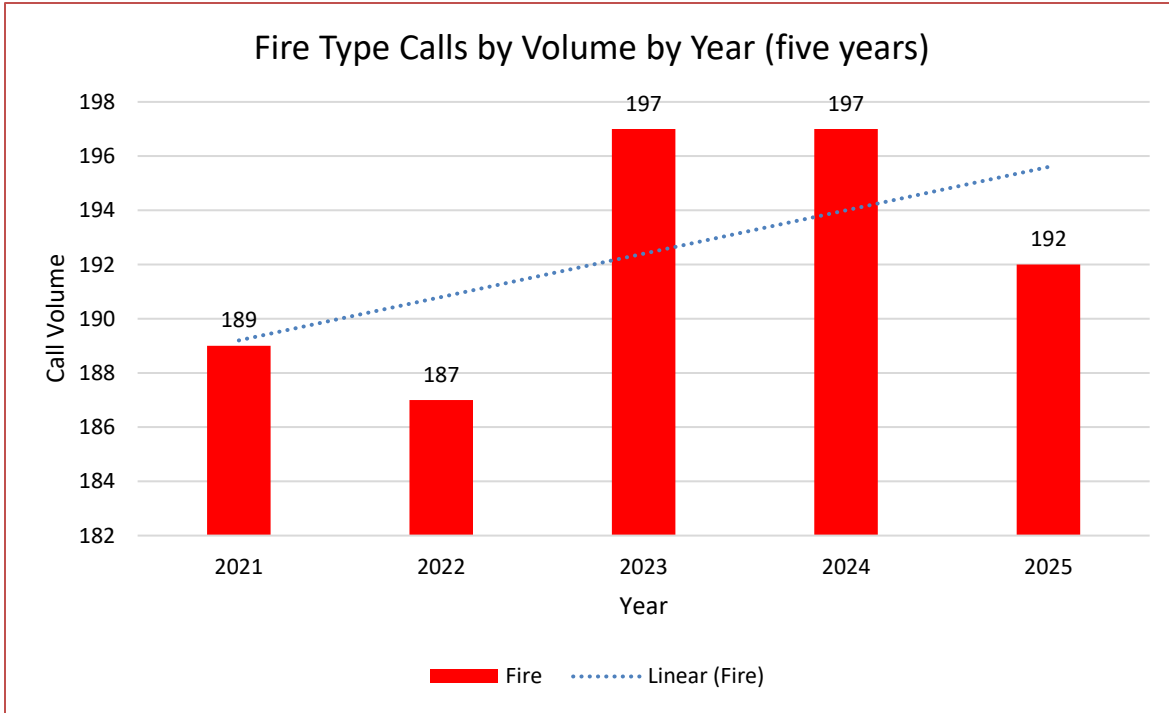
EST. 1877

**(Left to Right)
Larry Redder 50 years, Bill Klomparens 25 years,
Ross Tibbets 5 years, Josh Jekel 5 years, and
Damon Jones 5 years of service**

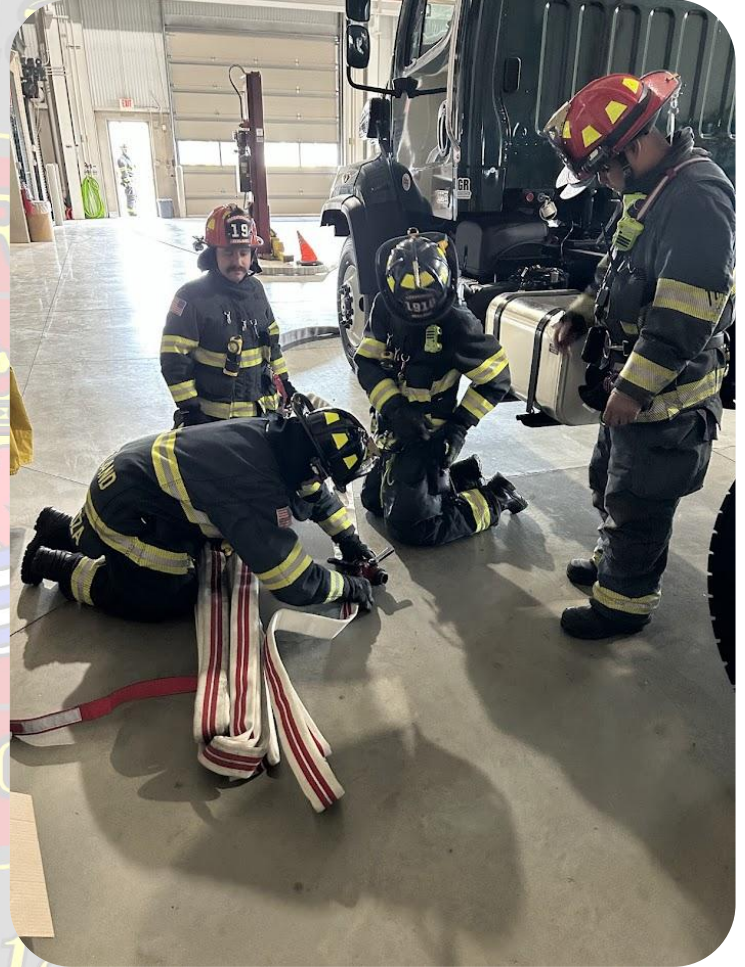
ZEELAND FIRE RESCUE RESPONSE STATISTICS



ZEELAND FIRE RESCUE RESPONSE STATISTICS (continued)



Zeeland Fire Rescue



2025 Training Report

TRAINING REPORT

Training the Fire Departments personnel to be prepared for the wide variety of emergencies that we may be called to is an important function of the Department. The City of Zeeland Fire Rescue Department is an all-hazards department, meaning we not only respond to fires, but also to hazardous materials incidents, traffic crashes, and as first responders to emergency medical incidents. This requires our members to be proficient in a wide range of skills.

The Department holds two regular meetings every month, on the second and last Monday evenings, except for December when we only hold a single meeting due to the busyness of the holidays. We typically start these meetings with a short business meeting where the members are updated on the day-to-day activities of the department and upcoming events within the city. After the business meeting, we typically move into the training topic(s) for the evening. Some of the various subjects covered in our 2025 training courses included:

- Lock out Tag out
- Forcible Entry
- Vehicle Extrication
- Traffic Control
- Search and Rescue
- Fire Behavior
- Ground Ladders
- Incident Command System
- Primary Search and Victim Removal
- SCBA Inspection, maintenance and use
- Ice Rescue –Practical Training
- Ropes and Knots
- Power and Hand Tools
- Emergency Driving
- Aerial Operations
- Hose Line Deployment and Advancement
- Hydrant Operations, Pumping, and Water Supply
- Fire Ground Communications
- RIC (Rapid Intervention Crew) Deployment
- Firefighter Accountability
- Ventilation
- High Voltage Awareness Training
- Respiratory Protection
- SOP/SOG Review
- Railcar hazmat operation
- Hazard Communication
- Employee Right to Know
- Review of MIOSHA Part 74



Also, our members hold Emergency Medical Services (EMS) Licenses through the State of Michigan. To maintain an EMS license, a member must participate in EMS Continuing Education to obtain continuing education credits each year. Therefore, we often incorporate those continuing education opportunities within our regular department trainings. Some of the Topics covered this year included:

- Blood-Borne Pathogens
- CPR, AED Use, and Choking
- Trauma
- Med legal
- Pediatrics
- Airway Management
- Basic Airways
- Anaphylactic Shock
- Overdose
- Stroke Assessment
- Patient Assessment

As you can see, we had a very busy year! Not including the hours that our new members put in attending the Ottawa County Fire Academy and the Ottawa County Medical First Responder Class.



ZEELAND FIRE RESCUE AUXILLIARY

The Zeeland Fire Rescue Auxiliary is a dedicated team that cannot go unrecognized. Most of our Auxiliary team is made up of spouses of Zeeland Fire Rescue members. The team is typically requested to provide rehab support at a larger or longer duration incident. The team also assists at many events that the department is involved with. The organized response effort of the auxiliary team is led by Liz Harsevoort.



EST. 1877

FIRE PREVENTION/PUBLIC RELATIONS

Fire Prevention is one of the most important duties that the fire service is tasked with. In 2022, the City Council adopted the International Fire Code (IFC 2015 ed.). We have started using the Fire Code while conducting plan reviews and for various projects in the city. It is our goal to implement an annual fire inspection program.

Public Education and Public Relations are always a focus for our department. Throughout the year we conduct many hours of fire prevention and fire station tours. We constantly look for new ways to be involved in the community and spread our safety messages.

The large event that we host annually is the Zeeland Fire Rescue "Pig-Out" event. This event is always hosted on the third Thursday in July. In 2025, the event was again a huge success. Thank you to all that come and make this event the success that it is.

The 2025 Fire Prevention Week theme, running October 5th –11th, was "Charge into Fire Safety: Lithium-Ion Batteries in Your Home". Sponsored by the National Fire Protection Association (NFPA), this campaign focused on educating the public on safely buying, charging, and disposing of lithium-ion batteries used in electronics like phones, laptops, e-bikes, and toys. Zeeland Fire Rescue hosted several schools and groups this year to teach children about fire safety.

ZFR participated in community events including Church events, block parties, National Night Out, Zeelmania, Zeeland Zoom, Show and Shine Car Cruise, Labor Day Truck Parade, Trick or Treat, Memorial Day Parade, Pumpkinfest, and Christmas Parade.

Zeeland Fire Rescue and Zeeland Police Department hosted the third annual Trick or Treat event at the Public Safety Building. People could stop by the Public Safety Building to get cider and doughnuts.



DAYTIME CREW

In 2025 Zeeland Fire Rescue continued the daytime staffing model, staffing 9-hour shifts, Monday through Friday, 7:00am-4:00pm with two fulltime members on one part-time member. This time frame covers when many of the other members are at their place of employment. This daytime shift staffing, along with the full-time Fire Chief, ensures a dedicated level of service for fire response. Members working the daytime shift staff one of our state EMS licensed engines, this allows for a reduction in response time, as well as flexibility to respond to fire or EMS call types. Daytime shift members are conducting various tasks throughout the day that include:

- Apparatus checks
- Self-Contained Breathing Apparatus (SCBA)
- Day time training
- Equipment checks
- Cleaning stations bays
- Public relations
- Fire prevention
- School visits
- Assist with inspections
- Business walkthroughs
- Smoke and CO Detector Installs
- Various other activities

To ensure the fire/EMS apparatus are in a state for readiness, apparatus are checked to a set standard utilizing a check list. The checklist is also used to ensure vehicles are checked with consistency and with accuracy. Our apparatus contains various tools and life-saving equipment on them. It is very important to maintain these. Daytime members check these to verify they are in the proper location and in working order. We are able to address preventive maintenance issues with equipment and apparatus prior to the becoming larger issues that might affect our on-scene operations.

Public relations and fire prevention are important aspect of the fire service. Having members working during the day allows us to conduct public education and fire prevention during normal business hours and when schools are in session. Zeeland Fire Rescue conducts several hundred hours of public relations and fire prevention throughout the year.

EST. 1877

EQUIPMENT

In 2025, Zeeland Fire Rescue (ZFR) purchased several small pieces of equipment, tools, and Personal Protective Equipment (PPE). We strive to keep up with new and emerging technology in the fire service. The equipment listed below is not an all-inclusive list but highlights some of the more notable purchases.

- Turnout gear
- Fire boots
- Helmets
- Fire gloves
- Fire hose
- Elkhart fire hose nozzles
- Milwaukee portable lights
- Genesis combination extrication tool



Zeeland Fire Rescue



2025
Oath of Office

OATH OF OFFICE & RETIREMENTS

Zeeland Fire Rescue trainees go through many rigorous hours of training. Trainees are expected to successfully complete the State of Michigan Firefighter Training Council Firefighter I & II program. We require members to become a minimum of a state EMS licensed EMR/MFR. Lastly, a trainee must successfully complete all phases of the ZFR mentor program. When all of these are complete, a trainee will go before City Council to take the Oath of Office. After taking the Oath of Office, a trainee is moved to full active status. Congratulations to Jayden Diekema who was moved to full active status in 2025.

Also in 2025, Austin Schrotenboer was sworn in to the the rank of Lieutenant, Ryan Ysseldyke in to the rank of Captain, Hugo Gomes in to the rank of Fulltime Lieutenant, and Damon Jones to the rank of fulltime Firefighter. Lastly, Duane Baker retired from Zeeland Fire Rescue after 14 years with the department, working his way to the rank of Captain, we thank Duane for his service.





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

CITY COUNCIL MEMORANDUM

TO: Mayor Richard Van Dorp III and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: City Manager's Report

DATE: May 1, 2026

CC: May 4th Council Agenda

Citizen's Academy – The Citizen's Academy will participate in week 4 of this year's academy on Wednesday, May 6 @ 5:45 p.m. The week 4 session will focus on our Public Safety Teams. They will meet at the Public Safety Building – 29 W. Main.

Planning Commission – The Planning Commission will hold their regular monthly meeting on Thursday, May 7 @ 5:45 p.m. Items on the agenda include a recommendation to vacate a portion of N. Division, north of E. Main. The Commission will also “kick-off” the Master Plan update.

Mead Johnson Site Plan – The Planning Commission will hold a special meeting on Monday, May 11 @ 6 p.m. at the Howard Miller Library/Community Center to review the site plan submittal from Mead Johnson. For those that are interested, the documents submitted by Mead Johnson can be found at the following link: <https://www.cityofzeeland.com/city-projects/proposed-mead-johnson-project-at-e-main-avenue/>

Creekside Apartments – Several weeks ago when City Council considered an amendment to the Brownfield Plan for 17 E. Main, it was questioned if Creekside Apartments seek to rebuild the building that was damaged by a fire, would it be eligible for brownfield incentives? The short answer is yes. They would need to meet the eligibility criteria of having some of the units meet the income guidelines, but housing is now an eligible activity for brownfield incentives.

FEEL THE ZEEL



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

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

Timothy R. Klunder, City Manager



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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

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

SUBJECT: Snowmelt Special Assessment Roll and Resolution No. 5

DATE: May 1, 2026

CC: City Council Work Study and Action Items May 4, 2026

At City Council's April 20 meeting, City Council held a public hearing to allow property owners to comment on the proposed operation and maintenance special assessment for the snowmelt system. We did not receive any public comment either at the meeting or by other means. As such, staff would recommend approval of the special assessment per the attached resolution.

Recommendation: City Council adopt Snowmelt Special Assessment District Resolution No. 5 which adopts Special Assessment Roll No. 2026-1-SM for the operation and maintenance of a snowmelt system.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

RESOLUTION NO. 5
(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 _____, 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 has met after a due and legal notice was published and mailed to all interested parties and after a public hearing was held on a proposed special assessment roll for a snowmelt system;

AND WHEREAS, the City Council has reviewed the special assessment roll prepared for the purpose of defraying the special assessment district's share of certain public improvements;

AND WHEREAS, after hearing all persons interested therein and after carefully reviewing said special assessment roll, the City Council deems the said special assessment roll to be fair, just and equitable, and that each of the assessments contained therein results in the special assessment being levied in accordance with the benefits to be derived by the parcel of land assessed.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$43,160.90 per year, for the fiscal years ending on June 30, 2027 and June 30, 2028, is hereby confirmed and shall be known as Special Assessment Roll No. 2026-1-SM. See the attachment to this resolution for a copy of the approved special assessment roll, Special Assessment Roll No. 2026-1-SM.

2. Said special assessments shall be billed once a year on or about July 1 of each year, beginning on July 1, 2026. Assessments will be due by the due date of a tax bill. 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.

3. Interest shall be charged on the unpaid balance of a special assessment at the rate of 6% percent per annum beginning on the first day after the due date of a tax bill.

4. The City Clerk is hereby directed to attach her warrant to a certified copy of this resolution within ten (10) days of its adoption commanding the Assessor to spread and the Treasurer to collect the sums and amounts as directed by the City Council.

5. The City Clerk be and is hereby directed to endorse the date of confirmation on the roll.

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 _____, 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

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	\$	235.52
70-17-19-102-043	126 E Main Ave, Zeeland, MI 49464	EQUITABLE LEARNING INVESTMENTS LLC	\$	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	\$	263.12
70-17-19-102-036	134 E Main Ave, Zeeland, MI 49464	ZWAAG TIMOTHY-TERESA	\$	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



MEMORANDUM

TO: Mayor VanDorp and City Council Members

CC: Tim Klunder, City Manager

FROM: Abby deRoo, City Marketing Director

SUBJECT: 303 E. Main Ave RFP

DATE: April 30, 2026

City staff has prepared a Request for Proposals (RFP) for the redevelopment of the City-owned property located at 303 E. Main Avenue. The site occupies a prominent corner at Main Avenue and Centennial Street and represents a key gateway opportunity for continued investment and redevelopment within Zeeland's downtown district. Surrounded by the recent development of the Sligh Building to the east, the CitySide Middle School Property to the south and the development of the Generational Wealth Management corner to the southwest, the 303 E. Main property demands a high-profile, high-design development to tie these sites together and bridge the third and fourth blocks of downtown.

The intent of the RFP is to solicit development proposals for a high-quality, multi-story, mixed-use building that will contribute to downtown vitality, expand commercial opportunities, and introduce new residential and/or office space.

Our team hopes that the RFP process will identify a qualified development partner to redevelop the property in alignment with the Downtown Vision Plan and the City's broader economic development goals.

The RFP outlines a clear vision for redevelopment of the site, including:

- Development of a 2–3 story (up to 45') mixed-use building with active ground-floor commercial space and upper-floor residential or office uses.
- High-quality architectural design using durable materials and strong pedestrian orientation along Main Avenue.
- Integration with the surrounding downtown context and support for continued downtown growth and walkability.
- Inclusion of a 600 sq. ft. space to accommodate the City's downtown snowmelt boiler system.
- Consideration of potential assemblage with adjacent properties, as available, to support a more impactful redevelopment opportunity.

The proposed process is as follows:

1. City Council Endorsement – Staff is seeking City Council's endorsement to release the RFP.
2. RFP Distribution – Upon endorsement, the RFP will be distributed to targeted developers, posted on the City's website, and shared with interested parties.

3. Proposal Review – Staff will review submitted proposals based on development experience, financial capacity, and alignment with City goals.
4. Board and Commission Review – The strongest proposal(s) will be forwarded to the Shopping Area Redevelopment Board (SARB) and Planning Commission for review and recommendation.
5. City Council Approval – Final developer selection and any associated agreements will be brought before City Council for consideration and approval.

The timeline for the RFP process is as follows:

- RFP Release (anticipated): May 2026
- Proposal Deadline: June 30, 2026
- Evaluation Period: July 2026

Staff will provide updates to City Council throughout the process and hope to return with a recommended development partner, following review. If a suitable proposal is not received, this opportunity can be tabled until more favorable economic conditions surface or until a shift in vision is identified.

Recommendation:

Staff requests that City Council endorse the release of the 303 E. Main Request for Proposals (RFP) and the proposed review process as outlined above.



Abigail deRoo, City Marketing Director



Tim Klunder, City Manager



Developer Request for Proposals (RFP)



**Zeeland Michigan:
Multi-Story Downtown Infill Building at
303 East Main Avenue**

INTRODUCTION



The City of Zeeland is seeking a qualified development partner to redevelop the City-owned property at 303 E. Main Avenue in downtown Zeeland, Michigan. The site occupies a prominent corner at Main Avenue and Centennial Street and represents a key opportunity for new investment in Zeeland’s historic downtown.

The City intends for the existing structure to be demolished and replaced with a high-quality, multi-story, mixed-use building. The project is expected to contribute to downtown vitality, expand commercial opportunities, and provide new residential or office space in the central business district.

The City encourages proposals that thoughtfully integrate with the surrounding neighborhood and contribute to the continued growth of downtown Zeeland.

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01 DEVELOPMENT OPPORTUNITY



The **City of Zeeland** is seeking qualifications and development proposals from experienced development teams interested in purchasing and redeveloping the City-owned property located at 303 E. Main Avenue in downtown Zeeland. The site occupies a prominent corner at the intersection of Main Avenue and Centennial Street within the City's Central Business District.

The City is seeking proposals for a new development that may include retail, restaurant, service, office, and/or residential uses.

Site Summary

Address:	303 E. Main Avenue
Parcel Size:	Approximately 0.17 acres (approx. 75' x 100')
Current Use:	Former auto repair facility
Zoning:	C-2 Central Business District
Ownership:	City of Zeeland (through its Brownfield Redevelopment Authority)

Preferred Development Concept and Site Goals

The redevelopment of 303 E. Main Avenue represents a significant opportunity to enhance a highly visible and strategically important corner. The site serves as a key gateway within the City's central business district and offers the opportunity to reinforce the vitality, walkability, and character of downtown.

The City encourages development proposals that reflect the goals and vision established in the [City of Zeeland Downtown Vision Plan \(2018\)](#), which serves as the guiding framework for continued investment and revitalization in the downtown district. Interested development teams are strongly encouraged to become familiar with this plan and its recommendations for future development within downtown Zeeland.

Consistent with the Downtown Vision Plan, the City seeks development projects that represent True Zeel:

- Build on the City's FEEL THE ZEEL campaign and "fit" Downtown Zeeland with unique and dynamic solutions for particular building and marketing opportunities.
- Celebrate and build upon the community's authentic innovative and entrepreneurial roots.
- Have synergistic qualities that strengthen and complement the Downtown as a whole.
- Build upon and encourage an overall healthy mix of businesses and activities.
- Reflect the rich heritage and current personality of Downtown Zeeland.

To support these goals, the City encourages proposals that incorporate the following development characteristics:

- A multi-story building (2–3 stories preferred; up to 45 feet in height)
- Active ground-floor commercial space oriented toward Main Avenue
- Upper floors containing residential or office uses
- High-quality architectural design and durable materials, such as brick, stone, and glass
- Strong pedestrian orientation with active storefronts and street-facing entrances
- Integration with surrounding downtown buildings and streetscape
- To accommodate the expansion of the downtown snowmelt system, a development at 303 E. Main must include a 600 sq ft room to house the City's boiler system.



Developers are also encouraged to explore opportunities to incorporate adjacent parcels into a larger redevelopment, where feasible. The City recognizes that expanded redevelopment concepts that incorporate adjacent parcels may allow for a more impactful development. Development teams are encouraged to explore voluntary assemblage opportunities where property owners express interest.

RFP Response Deadline

Interested development teams are invited to submit their proposals by June 20, 2026; please refer to page 16 for submittal details.

02 SITE CONTEXT: ZEELAND, MICHIGAN



The City of Zeeland was founded in 1847 by Jannes Vande Luyster and named after the Province of Zeeland in the Netherlands. Today we still benefit from the rich heritage created by our early settlers.

Currently, the City of Zeeland has a resident population that hovers around 5,500. Zeeland citizens cherish their strong, safe neighborhoods, access to top rated public and private schools, unmatched City services, and every day good living. Zeeland continues to be recognized as a premier community in which to live, work and raise a family.

This small community swells each day as more than 12,000 employees commute to Zeeland to enter our local workforce. Zeeland has built an industrial reputation for innovation, quality manufacturing, and world-renowned products.

Zeeland's downtown district, the heart of the community, has witnessed tremendous growth in recent years. Significant public infrastructure improvements, alcohol ordinance changes and a surge in private investment has transformed a central business district that is current, competitive and eager to grow!

Zeeland's industrial and employment base continues to expand, with both long-standing employers and new advanced manufacturing firms making significant investments in facilities within the City. These projects are expected to bring additional high-quality jobs and workforce growth to the community, further supporting demand for housing, retail, dining, and services in downtown Zeeland.

FEEL THE ZEEL

The City defines ZEEL as:

1. Abundant enthusiasm that is unique to those in the City of Zeeland.
2. A passionate and spirited pursuit to be part of a big small town of everyday good living and unmatched enterprise.

If you want to FEEL THE ZEEL, then take a stroll down Main Street and visit any shop or diner where stories are made and shared. Visit any neighborhood where front porches are memory catchers and sidewalks are popular. Take a look at flourishing innovation, from home-grown flower shops to cutting edge industry. Find your favorite curb and settle in for any one of our annual parades. And join the stands full of fans, friends and family that support our local schools like each student is one of their own. The ZEEL is contagious and celebrated. And it's one-of-a-kind here in Zeeland. FEEL THE ZEEL!





Site Context Photographs

The following photographs depict the site's current condition and overall context.



303 E. Main aerial image.



303 E. Main aerial image with surrounding properties.



303 E. Main property from E. Main Avenue.



303 E. Main property looking east along the north side of E. Main Avenue.



303 E. Main property looking west along the north side of E. Main Avenue.



303 E. Main property looking east along the south side of E. Main Avenue.



303 E. Main property looking west along the south side of E. Main Avenue.

03 SITE VISION



The redevelopment of the 303 E. Main Avenue parcel may occur as a stand-alone project; however, the City recognizes that the most impactful redevelopment concept for this location will involve the incorporation of adjacent parcels. Several neighboring properties are currently occupied with residential uses and remain privately owned. While the City does not control these parcels, the City's Master Plan identifies these properties as appropriate for future Central Business District / commercial-oriented redevelopment due to their proximity to Main Avenue and the downtown core.

Development teams are encouraged to explore the potential for voluntary acquisition and assemblage of adjacent parcels as part of a larger redevelopment concept, should property owners express interest.



Any proposed development combining some or all of the identified properties above with the 303 E. Main property will be considered.

04 DEVELOPMENT PROCESS



Preferred Site Concepts

The City of Zeeland is initiating the property re-development process with this formal Request for Proposals (RFP). The entire re-development process will be guided by City Management and Planning staff members and the following current City documents, as approved by City Council.

Master Plan and Zoning

As outlined in the City's Master Plan, the City prioritizes mixed-use development at the 303 E. Main Avenue site, consisting of commercial and residential uses within a pedestrian-oriented environment that supports both downtown Zeeland and the surrounding residential neighborhoods.

Development at this location should be compatible with the scale and character of the surrounding area and incorporate architectural design elements that reflect Zeeland's traditional downtown character. Buildings should be oriented toward the street and create a strong visual presence at this prominent downtown corner.

Downtown Vision Plan:

[The City's Downtown Vision Plan \(2018\)](#) serves as the primary planning framework for the continued revitalization and development of downtown Zeeland. The plan outlines the community's goals for land use, building design, public spaces, and economic development within the downtown district.

The Downtown Vision Plan has been incorporated into the City's Master Plan and provides guidance for future development and redevelopment projects within downtown Zeeland. Development teams are encouraged to review the plan to better understand the City's vision and priorities for downtown.

Zoning

The property is located within the C-2 Central Business District. The C-2 district is intended to support a vibrant, pedestrian-oriented downtown environment by accommodating retail, service, and commercial uses that serve both residents and visitors. The district also encourages mixed-use development, with active commercial uses on the ground floor and office or residential uses located on upper floors.

Utilities

- | | |
|--|---|
| • Water/Sewer: | City of Zeeland, Jason Postma, (616)-772-6212 |
| • Electric: | City of Zeeland, Brian Coots, (616)-772-6212 |
| • Gas: | SEMCO Energy Gas Company, 1-800-624-2019 |
| • Streets, Storm Sewer and Right-of-Way: | City of Zeeland, Mike Schreur, (616)-772-6400 |
| • Sanitary Sewer: | City of Zeeland, Doug Engelsman, (616)-772-0873 |

Redevelopment Ready Community

The City of Zeeland is certified by the Michigan Economic Development Corporation (MEDC) as a Redevelopment Ready Essentials Community. The MEDC has recognized that the City's development regulations and processes are up-to-date, clear, and predictable, as determined by the MEDC's external assessment.

05 ENVIRONMENTAL CONDITIONS



The City of Zeeland has completed Phase I and Phase II Environmental Site Assessments (ESA) for the 303 E. Main Avenue property. Copies of these reports are available for review by interested development teams upon request.

Developers should conduct their own due diligence as part of the development process and may choose to perform additional environmental investigations as needed.

The City anticipates that the existing structure on the site will be demolished prior to redevelopment. The City is willing to work collaboratively with the selected developer to explore available incentive programs and funding opportunities that may assist with demolition, site preparation, and any necessary environmental remediation activities.

06 MARKET CONDITIONS



Retail/Commercial Market Potential

Downtown Zeeland has experienced significant reinvestment and growth over the past decade, supported by both public infrastructure improvements and private development activity.

The City has invested more than \$9.4 million in public infrastructure projects that have improved connectivity, public spaces, and the overall downtown experience. Notable improvements include the downtown splash pad park, public restroom facilities, an outdoor fireplace, Elm Street Park, and the snowmelt system incorporated into the Elm Street Woonerf. The City has also completed the Library Alley project and Cherry Street sidewalk and landscaping improvements, which better connect the south downtown parking lot and library to businesses along Main Avenue.

In 2023–2024, the City expanded its downtown snowmelt system, installing four blocks of heated sidewalks and crosswalks along Main Avenue between State Street and the Community Restaurant. The 303 E. Main Avenue site is located within this expanded snowmelt district. The City has also recently completed a Snowmelt Master Plan that envisions expanding the snowmelt system to additional areas of downtown.

Private investment has accompanied these public improvements. Over the past decade, downtown Zeeland has seen more than \$25.6 million in private investment, including building rehabilitations, upper-floor residential conversions, and several new infill developments.

Recent redevelopment projects include the rehabilitation of the 81,000 square-foot Sligh Furniture building into 48 market-rate apartments, which has helped establish the Main Avenue and Maple Street intersection as a prominent eastern gateway to downtown. Additional recent projects include a new mixed-use building at the corner of Main Avenue and State Street, which includes commercial space and 22 residential units, as well as another mixed-use development in the center of the primary downtown block featuring new commercial space, eight residential units, and a partially open-air, snowmelted pedestrian passage connecting downtown parking to Main Street.

As new and improved commercial spaces have entered the market, downtown Zeeland has seen increasing rental rates and strong tenant demand. Newly revitalized residential units are being absorbed by the area's growing population, indicating continued demand for additional housing opportunities within downtown.

Downtown Zeeland continues to serve as a central gathering place for residents and visitors, supported by a year-round calendar of community events such as PumpkinFest, concerts, markets, parades, and holiday celebrations. The establishment of Zeeland's Social District in 2021 has further strengthened the downtown hospitality environment by allowing patrons to enjoy outdoor seating and flexible dining experiences across multiple establishments.

Additional information about downtown Zeeland events and activities can be found at feelthezeel.com.

07 AVAILABLE INCENTIVES



The City of Zeeland is committed to partnering with the selected development team to facilitate a successful redevelopment of the 303 E. Main Avenue property. A variety of local and state incentive programs may be available to support eligible redevelopment activities. Potential programs include:

- **Public Act 210 – Commercial Rehabilitation Exemption** (if reactivated)
- **Public Act 255 – Commercial Facilities Exemption** (if reactivated)
- **Brownfield Redevelopment Plan**, including potential use of Housing Tax Increment Financing (TIF) where applicable

These programs may be used to help reduce the tax burden associated with new investment and, in certain cases, may also help leverage additional grant funding opportunities through the Michigan Economic Development Corporation (MEDC) and other state programs.

The City has previously partnered with developers and the MEDC to successfully obtain and administer grant funding for redevelopment projects within the downtown district and is open to working collaboratively with the selected developer to explore similar opportunities where appropriate.

Development Liquor License

The 303 E. Main Avenue property is located within the City’s alcohol overlay district and may be eligible to pursue a Redevelopment Liquor License through the Michigan Liquor Control Commission (MLCC), subject to City approval. Given the site’s location and surrounding uses, any request for a liquor license would be evaluated on a case-by-case basis in coordination with the City and MLCC.

The property is not currently located within Downtown Zeeland’s Social District; however, if desired by the selected developer, the City may consider supporting the extension of the Social District to include this property, subject to the applicable review and approval processes.

The City is open to discussing additional partnership opportunities or development tools that may help facilitate a high-quality redevelopment project at this location.

08 SELECTION PROCESS AND CRITERIA



The City of Zeeland will review and evaluate all complete proposals submitted in response to this RFP to identify qualified development teams for the redevelopment of the property located at 303 E. Main Avenue. Development teams responding to this RFP must include the following information in their submission:

- **Letter of Interest** – Provide a letter (up to three pages) identifying the development team and summarizing the team’s vision and overall approach for the redevelopment of the site.
- **Proposed Purchase Price** – Provide a proposed purchase price for the property in its “as-is” condition, subject to typical contingencies such as inspections, environmental assessments, and planning approvals.
- **Development Experience / Portfolio** – Provide a description of past projects completed by the development team that demonstrate experience with projects of a similar nature. Examples may include urban infill development, redevelopment of former commercial or service sites, or projects located in emerging redevelopment areas. Include project descriptions, development costs, completion dates, and references.
- **Experience with Development Incentives** – If the proposal anticipates the use of public incentive programs, describe the development team’s experience working with local, state, or federal redevelopment incentives on comparable projects.
- **Financial Capacity** – Provide evidence demonstrating the development team’s financial capacity to undertake and complete the proposed project.
- **Development Team Information** – Provide resumes or background information for the firm and key team members who will be involved in the project.
- **Marketing and Leasing Strategy** – Describe the proposed strategy for marketing the completed development, including plans for attracting and securing appropriate commercial tenants.
- **Development Concept and Site Plan** – Provide a conceptual development proposal for the site, including building concepts, architectural influences, and preliminary renderings or site plans illustrating the proposed project. Proposals should address the development considerations outlined in the following section.
- **Prospective Tenant Information** – Provide real or conceptual plans for commercial tenants and how those tenants will compliment downtown Zeeland.

The City of Zeeland reserves the right to request additional information from proposers during the evaluation process.



Highly Recommended Elements and Considerations

- Ability to secure adjacent parcels and fold them into the project
- Multi-story building – (up to 45' in height + exceptions)
- Elevator
- Private project funding and completion within 2 years
- Mixed-use – Retail, residential, service, restaurant, office
- Selected tenants that complement the existing fabric of the downtown business community
- Quality building design complementing the adjacent urban context
- Quality building materials including brick, stone and transparent glass
- Oriented towards Main Avenue
- Zero lot line setbacks
- On-site parking to meet expected market needs or secured off-site parking
- Maximize commercial space density with varying sized units
- 600 sq ft room to accommodate City's boiler system

Additional Potential Elements and Considerations

- 2 Story building
- Experience navigating public grant financing to supplement private financing
- 2-3 Year project completion
- List of committed and potential commercial tenants
- On-site parking to meet partial needs, or participation in shared downtown parking solutions, including potential contribution toward additional public parking capacity.
- 600 sq ft room to accommodate City's boiler system

The City will NOT consider Proposals that include the following elements

- Single story building
- Low quality building materials
- Projects that do not have Main Ave facing orientation
- Projects that do not include any parking or participation in shared/public parking solutions
- Projects that do not include 600 sq ft boiler room for downtown snowmelt system



RFP Evaluation Process

This Request for Proposals (RFP), and any responses submitted by developers, shall not be considered a legally binding agreement.

Following review of the submitted proposals, the City may contact and meet with one or more qualified development teams to further discuss their proposals and negotiate potential development terms. The City may subsequently enter into a pre-development agreement or other development-related agreement with a selected team, which may address items such as purchase price, due diligence period, development schedule, and other mutually agreed-upon terms and conditions.

Proposal Format

Six (6) printed proposals and a PDF version shall be submitted by **June 30, 2026, by 5:00pm**, to:

Abby deRoo, City Marketing Director
Zeeland City Hall
21 S. Elm Street
Zeeland, MI 49464
aderoo@cityofzeeland.com

Schedule for Review and Selection

The schedule for receipt and evaluation of proposals is anticipated to be as follows:

RFP posted:	May 5, 2026
Deadline for proposals:	June 30, 2026
Evaluation and negotiation period:	July 1 – July 30, 2026
Next Steps:	TBD

Contacts / Questions

Questions may be directed to:

Abby deRoo, City Marketing Director
(616)-748-5906
aderoo@cityofzeeland.com

Tim Maday, Community Development Director
(616)-772-0872
tmaday@cityofzeeland.com



MEMORANDUM

TO: Mayor VanDorp and City Council Members
CC: Tim Klunder, City Manager
FROM: Abby deRoo, City Marketing Director
SUBJECT: Downtown Parking Report 2026
DATE: April 30, 2026

As downtown Zeeland continues to experience reinvestment and growth, maintaining an effective and sustainable parking system is essential. In partnership with an informal Parking Working Group—comprised of members of the Shopping Area Redevelopment Board (SARB) and Planning Commission—City staff engaged parking consultant Rob Bacigalupi, AICP (Mission North, LLC), to evaluate current conditions and provide recommendations for future parking strategies following several recent City-initiated parking changes.

The intent was to validate current approaches and identify any overlooked opportunities. The report affirms that Zeeland provides a high level of parking service while also highlighting increasing demand driven by new development and downtown activity. Rather than identifying a single solution, the study emphasizes that long-term success will depend on continued proactive management and incremental improvements aligned with the Downtown Vision Plan and broader community goals.

The attached report, dated March 16, 2026, has been reviewed by SARB and the Planning Commission and outlines the following recommended actions:

- Quick Actions, including improved signage and enforcement in municipal lots, targeted supply enhancements for unrestricted parking, and on-street striping to improve efficiency and encourage appropriate use.
- Midterm Strategies, such as exploring a residential permit program, assessing long-term management and fiscal capacity, and considering tools to charge for parking, like special assessments or payment-in-lieu-of-parking for new developments.
- Longer-Term Planning, including consolidation of parking assets and conducting a parking deck feasibility study to proactively plan for future growth.

From a downtown vitality and economic development standpoint, the Parking Working Group, SARB, Planning Commission, and staff believe these recommendations align with broader community goals and will continue to strengthen downtown. The report reinforces that long-term success will come through thoughtful management, education, enforcement, and strategic investment—not a single dramatic change.

Recommendation:

Staff requests that City Council accept the Downtown Zeeland Parking Assistance Report (2026) and direct staff to proceed with implementation planning.

Abigail deRoo, City Marketing Director

Tim Klunder, City Manager



March 16, 2026

Abby deRoo
City Marketing Director
City of Zeeland
21 S. Elm Street
Zeeland, MI 49464
via email: aderoo@cityofzeeland.com

Tim Maday
Community Development Director
City of Zeeland
21 S. Elm Street
Zeeland, MI 49464
via email: tmaday@cityofzeeland.com

RE: Parking Report and Recommendations

Dear Ms. deRoo and Mr. Maday:

Thank you for the opportunity to learn about Zeeland's parking challenges and advise on possible strategies. This report summarizes my understanding of the questions facing Zeeland's downtown parking and offers recommended actions and next steps.

Steering Committee Discussion

The Parking Steering Committee meeting on January 12, 2026, provided an opportunity to discuss what has worked and how to address new concerns. The Parking Steering Committee members Eric Barnes, Shopping Area Redevelopment Board; Mandy Cooper, Planning Commission; Laura Gentry, Shopping Area Redevelopment Board; Dan Klomp maker, Planning Commission; Brian VanHoven, Shopping Area Redevelopment Board participated in the meeting. These community members joined us along with Tim Klunder, City Manager and Kevin Plockmeyer, Assistant City Manager/Finance Director in the discussion.

Observations

In addition to the feedback the City has received, I offer the following observations:

- Zeeland provides a high level of service to parking customers, businesses, and developers in fulfilling its role as a downtown parking provider. Continuing to

proactively add supply as needed gives the private sector confidence that parking will be available for their projects or businesses.

- Staff find it increasingly difficult to maintain this high level of service amid new developments that are swelling demand and putting greater pressure on parking offerings. Higher pressure raises the question of whether the private sector must play a more active role in managing its private lots.
- The City provides customer parking in four-hour lots on the north and south side of Main Avenue. This provides ample parking in easily accessible locations for downtown shoppers and diners.
- Zeeland is in the enviable position of being able to fund parking facility acquisitions, maintenance, and management without any dedicated funding source. The long-term sustainability of this is not known.
- Off-street parking is provided in a combination of 27 public and private lots (six of which offer public parking); a large number for a relatively small area. This makes communicating about off-street parking more complicated. The number of surface parking lots also creates more parking frontage on blocks, impacting the walking experience.
- Parking space additions are understandably driven, in part, by development opportunities. There is, however, a risk of parking dictating downtown character and urban design. Parking policy should be driven by broader community goals related to quality of life, economic development, and other priorities.
- Many lots are available through shared-use agreements with varying terms. As the demand for parking increases, the City's ability to continue to reliably provide parking is at risk.
- Zeeland is seeking a way to track and enforce time limits on private lots.
- The loading zones in the North and South Municipal lots are inappropriately being used for parking.

Recommendations for Quick Action

- Prioritize Management & Education
 - Improve signage along loading areas on the business sides of the North and South Municipal Lots. Increase enforcement to the extent needed to get compliance.

- Explore ways to enhance the Police Department's effectiveness in parking enforcement, such as providing ticket-writing software and hardware to track time in lots.
- Targeted Supply Enhancements
 - Pursue adding an under-utilized parking lot on the perimeter of downtown, as a free and less restricted option.
 - Add supply as needed to address imminent development, such as for the mixed-use project at the corner of West Main and North State.
 - Stripe individual parking spaces on-street, including west of State Street on West Main Avenue, on sections of Elm and Cherry Streets. This will encourage proper and efficient parking and, in the case of West Main, encourage new demand from the incoming Mexican restaurant to park there.

Recommendations for Midterm Action

- Explore a residential permit program to determine effectiveness and management capacity. Consider a two-tiered system: closer-in spaces for a fee, and further-out parking free. Offer residential permit spaces in the far ends of the North and South lots.
- Assess the City's capacity to continue managing parking in the long term. The capacity for both personnel and fiscal impacts should be addressed and proactively put in place for future success. The City may consider treating downtown parking as a utility, with supply proactively adjusted based on current and future needs, and with parking provision and management funded through parking fees, much like an electricity or water utility.
- In the context of the previous item, review options for cost-sharing that would include:
 - Charging for some parking, such as the previously-mentioned residential permits, employee permits, parking for construction, etc. Besides providing a revenue stream, pricing is a good tool for managing where people park.
 - A parking special assessment.
 - Tax increment financing to support parking infrastructure, potentially from the Brownfield Authority.
 - Enact payment in lieu of parking where developments pay into a City fund dedicated to parking operations and/or infrastructure based on the development's parking demand.

Longer-Term Recommendations

- To the extent possible, consolidate parking into larger City-owned lots or a parking garage to simplify off-street parking options and improve the City’s long-term ability to provide parking.
- Conduct a parking deck feasibility study with the following goals:
 - Consolidate parking to more clearly answer the question from both developers and the public: “Where are people going to park?”
 - Identify a location that will reasonably accommodate a properly sized facility.
 - Include an order-of-magnitude cost estimate for the facility’s construction.
 - Provide sample operational costs from other similar facilities.
 - Offer recommendations on revenue streams, if needed, to help sustain the garage.
- Consider offering to write violations on private property, as they do in Grosse Pointe Park, for example (see insert).

Excerpt from 2022 Grosse Point Park Parking Study

Ticketing vehicles on private property. The City has set up a process by which private parking lot owners can register with the City to allow ticketing vehicles on their property. Once registered and when lots are properly signed, lot owners can request ticketing in their lot by the Department of Public Safety. Towing vehicles from private property is the property owner’s responsibility unless the vehicle is considered abandoned, in which case the Department of Public Safety can tow the vehicle.

Summary

Immediate steps can be taken to address some of the concerns that have bubbled up since the City began implementing parking study recommendations. In the longer-term, there are tactics that can improve Zeeland’s parking sustainability.

I look forward to discussing this with you. If you would like to discuss anything in this report, feel free to reach out.

Sincerely,



Rob Bacigalupi, AICP
Mission North, LLC



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

MEMORANDUM

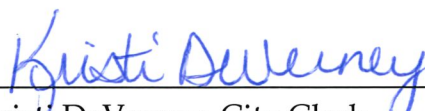
To: Zeeland City Council
From: Kristi DeVerney, City Clerk
Date: April 30, 2026
Re: National Day of Prayer
CC May 4, 2026 Council Agenda

BACKGROUND:

The National Day of Prayer was created in 1952 by a joint Resolution of Congress and signed into law by President Harry S. Truman and in 1988, the law was unanimously amended by both the House and Senate and signed into law by President Ronald Reagan on Thursday, May 5, 1988, designating the first Thursday of May as a day of national prayer.

RECOMMENDATION:

To proclaim Thursday, May 7, 2026 as National Day of Prayer in the City of Zeeland, and to also allow signs for the event on City property.



Kristi DeVerney, City Clerk

**PROCLAMATION
National Day of Prayer
May 7, 2026**

WHEREAS, The National Day of Prayer was created in 1952 by a joint resolution of Congress, and signed into law by President Harry S. Truman; and,

WHEREAS, in 1988, the law was unanimously amended by both the House and the Senate and signed into law by President Ronald Reagan on Thursday, May 5, 1988, designating the first Thursday of May as a day of national prayer; and,

WHEREAS, every president since 1952 has signed a National Day of Prayer Proclamation; and

WHEREAS, prayer brings people together and builds strong bridges between opposing persons and even political parties--prayer brings Unity; and

WHEREAS, in 2025 the theme will be "Tell of His glory among the nations, His wonderful deeds among all the peoples." (1 Chronicles 16:24)

NOW, THEREFORE, LET IT BE RESOLVED, that I, Richard VanDorp III, Mayor of the City of Zeeland, Michigan, along with the Zeeland City Council do hereby proclaim May 7, 2026 as National Day of Prayer in the City of Zeeland and urge all citizens to come together in unified public prayer for America!

Signed this 4th day of May, 2026

Richard VanDorp III, Mayor



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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance
SUBJECT: Budget and Rates/Fees Adoption Resolution
DATE: May 1, 2026
CC: City Council Work Study and Action Items May 4, 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. At Monday's meeting, we will hold a public hearing for the Fiscal Year 2027 Budget and City Council will have the opportunity to approve it and the Fiscal Year 2027 Rates and Fees Schedule. Attached to this memo are the budget presentation and proposed resolutions for City Council approval to adopt the Fiscal Year 2027 Budget and Rates and Fees Schedule.

Recommendations:

Approve the resolution to adopt the Fiscal Year 2027 Budget as presented.

Approve the resolution to adopt the Fiscal Year 2027 Rates and Fees Schedule as presented.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance



City of Zeeland Fiscal Year 2027 Budget Presentation

Combined FY 26-27 Budget Revenues and Expenditures

REVENUES:	
General Operating Fund	8,541,344
Special Revenue Funds	3,470,126
Debt Service Fund	0
Capital Projects Fund	1,391,162
Utility Enterprise Funds	54,089,377
Internal Service Funds	6,239,858
Trust Funds	843,850
Bond Proceeds	3,006,000
Contributed Capital	3,070,766
TOTAL REVENUES	80,652,483

EXPENDITURES:	
General Operating Fund	8,945,656
Special Revenue Funds	3,496,827
Debt Service Funds	0
Capital Projects Funds	7,309,543
Utility Enterprise Funds	54,429,421
Internal Service Funds	6,075,257
Trust Funds	903,450
TOTAL EXPENDITURES	81,160,154

FY 26-27 and FY 25-26 Revenue Comparison

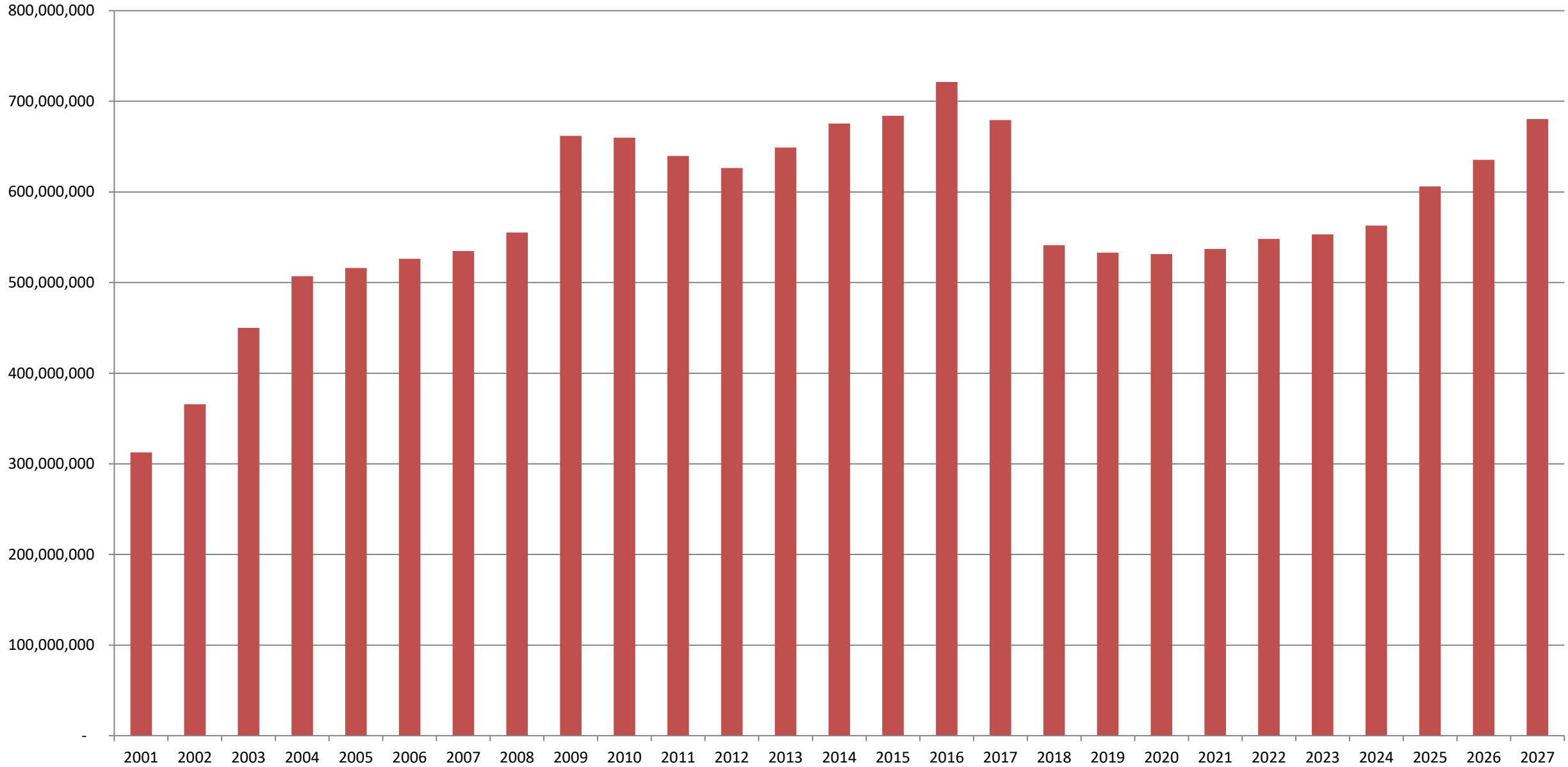
FY 25-26 Revenues

- Utility Revenues (\$49,984,907)
- Property Taxes (\$8,416,785)
- State Shared Revenues (\$1,661,988)
- Interest Earnings (\$1,182,269)
- Building Rental Charges (\$970,000)
- Information Technology Charges (\$1,736,979)
- Motor Pool Equipment Rentals (\$1,352,500)
- Health Insurance Charges (\$1,817,520)
- Contributions (\$91,800)
- Licenses, Fines, Forfeits, Charges for Service (\$476,800)
- Intergovernmental (Library) (\$539,913)
- Other (\$117,500)
- Special Assessments (\$90,007)
- Grants (\$0)

FY 26-27 Revenues

- Utility Revenues (\$57,160,143)
- Property Taxes (\$8,942,531)
- State Shared Revenues (\$1,942,489)
- Interest Earnings (\$1,213,550)
- Building Rental Charges (\$1,045,000)
- Information Technology Charges (\$1,780,109)
- Motor Pool Equipment Rentals (\$1,418,125)
- Health Insurance Charges (\$1,874,124)
- Contributions (\$99,300)
- Licenses, Fines, Forfeits, Charges for Service (\$516,048)
- Intergovernmental (Library) (\$547,700)
- Other (\$102,500)
- Special Assessments (\$99,205)
- Grants (\$905,662)

Taxable Value by Fiscal Year



Increase in Tax Revenue

- Taxable Values are increasing by 7.06%
 - Total Taxable Value for FY26/27 will be \$680,425,871 an increase from \$635,554,647 in FY25/26
 - Real Property Taxable Values increasing \$23,399,670
 - Personal Property Taxable Values increasing \$17,720,300
 - IFT/CFT Taxable Values increasing \$2,751,254
- General Fund Tax Revenue Increase – 6.88% or \$466,993

Maintain Existing Millage Rate

- Budget is based on a millage rate of 11.1354 Mills – COVID years aside, we have maintained this millage rate since 2010
- Each Mill will generate \$651,626 of taxes in Fiscal Year 2027, last year the figure was \$609,688.

Personal Property Tax Reimbursement

- FY 26/27 Budget includes an anticipated \$1,180,906 of Personal Property Tax Reimbursement. This our expected reimbursement based on our current millage rate and the reimbursement trend over the past couple of years.
- FY 25/26 Budgeted reimbursement was \$1,205,317 and we Received \$1,202,185
- We will budget for a \$1,500,000 transfer to the General Fund regardless of the actual reimbursement. Increased amount due to larger balances than necessary in PPT Stabilization Fund per our policy.

Special Assessments

- FY 26/27 Budget includes levying the Downtown Special Assessment. The amount collected is expected to be \$56,044.
- FY 26/27 Budget includes \$43,161 of Special Assessments for the Operation and Maintenance of the Snowmelt System.

Fees and Charges

- Sewer Utility – Budgeting for a 3.5% total revenue increase
 - Average residential increase – 2.5% to 3.0% Depending on water usage
 - Average commercial/industrial increase – 3.6% to 4.2% depending on water usage
- Water Utility – Implemented a 4.9% revenue increase rate adjustment in January of 2026 and subsequently budgeted in January of 2027
 - Average residential increase – 5.75% to 7.5% depending on water usage
 - Average commercial/industrial increase – 4.2% to 6% depending on water usage
- Electric Utility – Implemented a 1.5% revenue increase rate adjustment in January of 2026 and subsequently budgeted in January of 2027
 - Average residential increase – 2.25%
 - Average commercial/industrial increase – 1.4% to 1.5%

FY25/26 and FY26/27 Expenditures Comparison

FY25/26 Expenditures

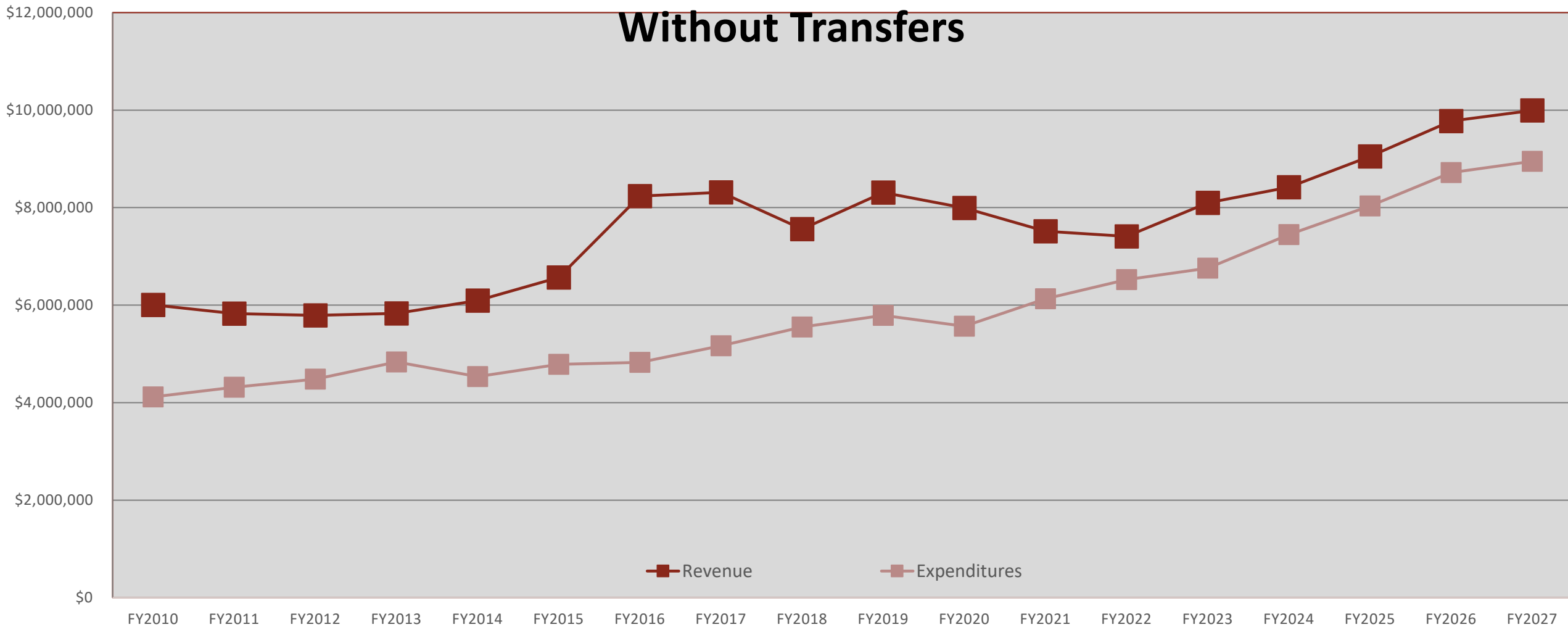
- Utilities (including debt service) (\$49,431,174)
- Public Works (\$5,647,322)
- Public Safety (\$3,897,789)
- General Government (\$2,013,164)
- Internal Services (\$5,495,138)
- Culture and Recreation (\$3,220,273)
- Debt Service - Governmental (\$141,750)
- Community & Economic Development (\$383,636)
- Other/Contingencies (\$983,450)

FY26/27 Expenditures

- Utilities (including debt service) (\$54,429,421)
- Public Works (\$10,458,274)
- Public Safety (\$4,095,163)
- General Government (\$2,169,865)
- Internal Services (\$6,075,257)
- Culture and Recreation (\$2,650,534)
- Debt Service - Governmental (\$0)
- Community & Economic Development (\$388,190)
- Other/Contingencies (\$893,450)

General Fund Revenues vs. Expenditures

Without Transfers



FY26/27 Total General Fund Revenues \$9,992,707 an increase of \$216,383 or 2.21% from FY25/26 Budget
FY26/27 Total General Fund Expenditures \$8,949,711 an increase of \$231,952 or 2.66% from FY25/26 Budget

Transfers Out

FY25/26 Transfers Out (Budgeted):	
Municipal Streets*	1,900,000
Library	600,000
SARB	100,000
*Was originally \$1,500,000	
TOTAL TRANSFERS OUT	2,600,000

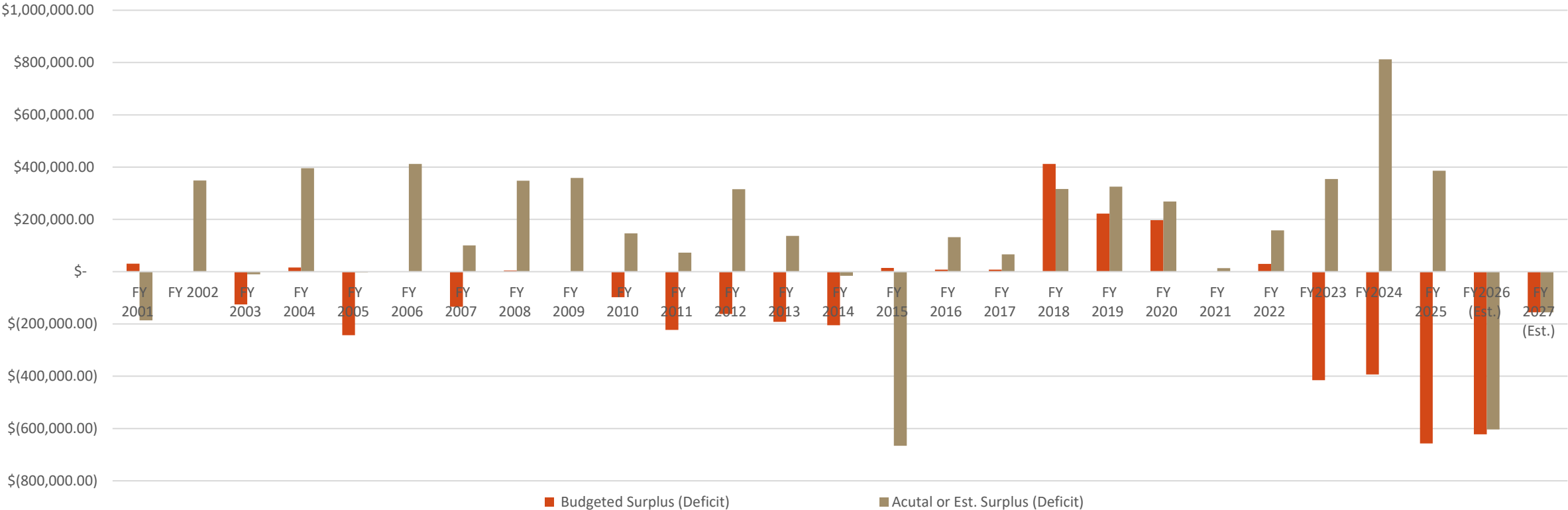
FY26/27 Transfers Out (Budgeted):	
Brownfield Fund	25,000
Library	600,000
SARB	100,000
Municipal Streets	1,500,000
TOTAL TRANSFERS OUT	2,225,000

Fund Balance – General Fund

Budgeted Deficit \$155,083

Budgeted Fund Balance of \$5,832,448

Budgeted and Actual Budget Surplus



Fund Balance Usage

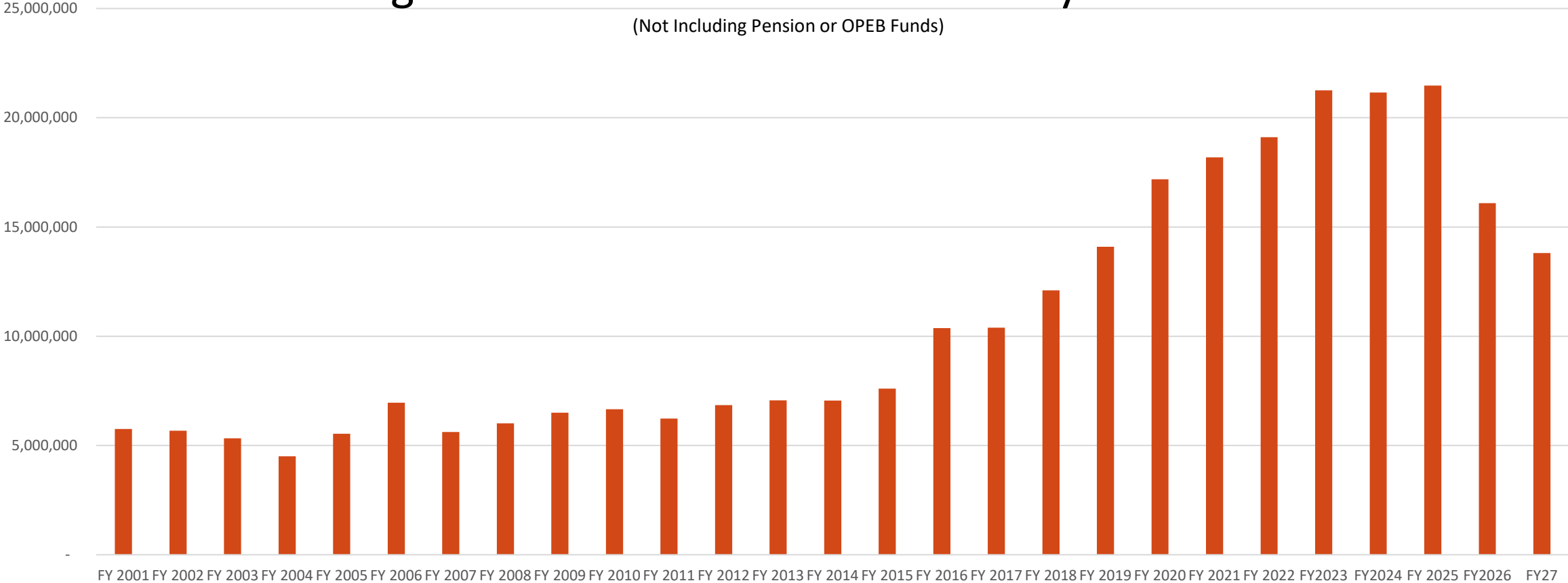
- Fiscal Year 26/27 Budget includes the use of overall Governmental Fund fund balance
- Total of \$2,279,168 of Fund Balance is being used
 - General Fund is using \$155,086 due to transfers out for capital projects
 - Major Streets, Local Streets and Municipal Street Funds are using \$390,328 due to projects slated in this Fiscal Year.
 - Snowmelt Construct Fund is using \$1,275,000 for boilers at 17 East Main.
 - Downtown Vision Fund is using \$42,500 for projects that satisfy our vision for downtown
 - Library is using \$381,186 due to fund balance increases over the past several years, sound mitigation efforts, and check out station upgrades.
 - PPT Stabilization Fund is using \$269,584 to align with fund balance policies and to balance other budgets
 - The remaining funds, Cemetery Perpetual Care (\$90,000), Brownfield (\$15,300), SARB (\$2,100), Snowmelt Operations (\$92,116), City Parks (\$15,000), and BL-196 Crossing (\$20,000) are increasing by a total of \$234,516

Ending Budgeted Governmental Fund Balance (Not Including Pension or OPEB Funds) \$13,809,034

(Budgeted for an ending fund balance of \$12,837,649 for FY26)

Ending Governmental Fund Balance by Fiscal Year

(Not Including Pension or OPEB Funds)



Capital Improvement Projects

FY26/27 Capital Improvements	
Technology Improvements	\$386,500
Streets	\$6,359,543
Parks	\$105,000
Cemeteries	\$0
Downtown	\$1,390,000
Electric Utility	\$5,890,500
Water Utility	\$2,322,500
Clean Water Utility	\$2,500,000
Facilities	\$78,000
Motor Pool	\$1,450,963
TOTAL	\$20,483,006

Personnel Budget

- Wages
 - Implementation of wage study, minimum retention increase of 3%
 - 1% Performance Incentive
 - Overall Budgeted Wage Increase of 7.25% from FY26 Budget
- Fringe Benefits
 - Overall Increase of 2.55%
 - Pension Plan Contributions are \$0 – Plan is 119% Funded
 - OPEB Contributions are \$0 – Plan is 166% Funded
- Overall FTE's increasing by 1.12
 - Full-Time Changes
 - .43 FTE Consideration for the reallocation of wages in the Clerk's Office due to hiring of the HR Specialist
 - .10 FTE Consideration for shared Financial Analyst position with BPW



City of Zeeland Fiscal Year 2027 Budget Presentation

RESOLUTION
[2026-2027 BUDGET RESOLUTION]
(11.2347 Mill Budget)

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 Zeeland City Hall in said City on May 4, 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 has reviewed the budget as recommended by the City Manager and by the Finance Officer of the City of Zeeland;

AND WHEREAS, the public hearing on the Fiscal Year 2026-2027 Budget has been duly advertised in accordance with Section 10.4 of the City Charter;

AND WHEREAS, a public hearing has been held to give citizens an opportunity to be heard, which hearing included an opportunity for comments on the proposed expenditures of the Fiscal Year 2026-2027 Budget, the Capital Improvement Program, and the recommended operating millage levy;

AND WHEREAS, no changes are proposed in the millage rates for this year's city budget;

AND WHEREAS, the total millage for the City of Zeeland's budget will be 11.2347 mills for the 2026-2027 fiscal year;

AND WHEREAS, the approval of the budget will benefit the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This resolution is the Appropriations Act as prescribed in Public Act 621 of 1979, known as the “Uniform Budgeting and Accounting Act”.

2. That the City Council does hereby adopt the budget as recommended for all boards and departments for the period beginning July 1, 2026, and ending June 30, 2027, said budget being the budget of the City Council and the 6-Year Capital Improvement Program placed on file in the office of the City Clerk.

3. That the activity totals are hereby adopted as the operating appropriations of the General Fund, Special Revenue Funds, and Debt Service Funds as follows:

GENERAL FUND:

General Government

Governing Body	\$	78,947
Mayor		20,762
City Manager		260,404
Elections		55,197
Finance & Taxation		270,164
Assessor		228,792
Attorney		23,371
Clerk		219,307
Personnel Administration		96,043
Board of Review		4,152
General Services		182,500
Data Processing		421,126
Public Relations		<u>69,500</u>
Total General Government	\$	1,930,265

Public Safety

Police Administration	\$	761,841
Police Patrol & TEAM		1,353,808
Fire - Rescue Department		1,665,401
Building & Zoning		<u>314,113</u>
Total Public Safety	\$	4,095,163

Public Works

Municipal Parking System	\$	303,999
Municipal Parking Satellite System		43,809
Sidewalks & Bike Paths		262,186
Cemetery		443,776

Storm Water Management	40,052	
Tree Management	16,645	
Highways, Streets and Bridges	88,509	
Street Lighting	50,000	
City Clean-Up	121,614	
MAX Transit Authority	<u>75,000</u>	
Total Public Works	\$ 1,445,590	
Community & Economic Development		
Economic Development	\$ 201,104	
Planning Commission	179,278	
Construction Board of Appeals	1,202	
Zoning Board of Appeals	<u>6,606</u>	
Total Community & Economic Development	\$ 388,190	
Culture & Recreation		
Parks	\$ 675,297	
Community Center	<u>\$ 374,651</u>	
Total Culture & Recreation	\$ 1,049,948	
Insurance, Bonds, Misc.		
Insurance, Bonds, Misc.	\$ 36,500	
Contingencies	<u>0</u>	
Total Insurance, Bonds, Misc.	\$ 36,500	
Debt Service		
Debt Service – Principal	\$ 0	
Debt Service – Interest & Fees	<u>0</u>	
Total Debt Service	\$ 0	
Total Expenditures Prior To Transfers		\$ 8,945,656
Transfers from General Fund		
Transfers to Brownfield Fund	\$ 25,000	
Transfers to Library Fund	600,000	
Transfers to SARB Fund	100,000	
Transfers to Municipal Street Fund	<u>1,500,000</u>	
Total Transfers from General Fund		<u>\$ 2,225,000</u>
TOTAL GENERAL FUND EXPENDITURES		<u>\$ 11,170,656</u>

Street Operating Funds	Major Street	Local Street
Construction	\$ 0	\$ 50,000
Surface Maintenance	147,114	460,300
Off-Surface Maintenance	74,363	61,634
Storm and Drainage Systems	60,911	51,808
Traffic Services	89,047	59,919
Winter Maintenance	182,016	180,727
Administration	5,227	5,227
Recordkeeping	23,825	23,825
Transfers Out	<u>500,000</u>	<u>0</u>
Total Expenditures	\$ 1,082,503	\$ 893,440

Trust Funds	Cemetery	Pension	OPEB
Capital Outlay/Services	\$ 10,000	\$ 0	\$ 0
Pension Distributions	0	756,000	67,750
Consulting/Administrative Fees	<u>0</u>	<u>67,000</u>	<u>2,700</u>
Total Expenditures	\$ 10,000	\$ 823,000	\$ 70,4500

Community Development Block Grants

Construction	<u>\$ 0</u>
Total Expenditures	\$ 0

West Michigan Airport Authority

Airport Authority Tax Collection	<u>\$ 75,198</u>
Total Expenditures	\$ 75,198

Brownfield Development Authority

Contractual Services	<u>\$ 10,000</u>
Total Expenditures	\$ 10,000

Legal Contingency Fund

Legal/Consulting Fees	<u>\$ 10,000</u>
Total Expenditures	\$ 10,000

Personal Property Stabilization Fund

Transfers Out	<u>\$ 1,510,490</u>
Total Expenditures	\$ 1,510,490

Library Fund

Library Services	<u>\$ 1,447,586</u>
Total Expenditures	\$ 1,447,586

Library Endowment Fund

Programs	\$ 3,000
Capital Outlay	<u>150,000</u>
Total Expenditures	\$ 153,000

Shopping Area Redevelopment Board

Economic Development Activity	\$ 158,100
Capital Outlay	<u>35,000</u>
Total Expenditures	\$ 193,100

Snowmelt Operation & Maintenance Fund

Snowmelt Operation	\$ 132,000
Capital Outlay	<u>0</u>
Total Expenditures	\$ 132,000

Capital Projects Funds

Parks Improvement Fund	\$ 0
City Building Fund	0
Snowmelt Construction Fund	1,300,000
Downtown Vision Fund	50,000
Street Construction Fund	6,309,543
BL 196 Crossing Fund	<u>0</u>
Total Expenditures	\$ 7,659,543

TOTAL ALL GOVERNMENTAL FUNDS

\$ 25,240.966

4. That the budget document includes informational data on projected revenues and expenditures and capital construction project costs for the nonbudgetary funds such as the Debt Service Funds, Capital Projects Funds, Enterprise Funds and Internal Service Funds including the Building Maintenance Fund, Motor Pool Fund and the Health Fund.

5. That in accordance with Section 10.5 of the City Charter, the City Clerk is hereby instructed to certify to the City Assessor the amount of \$7,268,917, not including interest and penalties, 11.1354 mills, as the City's General Operating Fund ad valorem and IFT tax levy; the amount of \$64,708, 0.0993 mills, as the West Michigan Airport Authority ad valorem and IFT tax levy, for the period beginning July 1, 2026, and ending June 30, 2027

6. That the revenues for the 2026-2027 fiscal year are estimated as follows:

General Fund Revenues	
Property Taxes	\$ 7,268,917
Licenses and Permits	176,390
State Shared Revenues	722,993
Charges for Services	38,500
Fines	31,500
Special Assessments	56,044
Interest Earnings - Investment	150,000
Rents	44,500
Transfers In	2,474,226
Other Revenues	52,500
Total Revenues	\$ 11,015,570

Special Revenue Funds Revenues	Major Street	Local Street	CDBG	WM Airport Authority	Brownfield Dev. Auth.
Property Tax	\$ 0	\$ 0	\$ 0	\$ 64,708	\$ 0
State Shared Revenues	949,496	245,000	0	0	0
State Grants	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Services	500	500	0	0	0
Fines and Forfeits	0	0	0	0	0
Foundation Income	0	0	0	0	0
Interest Earnings	10,000	10,000	0	0	300
Contributions	0	0	0	0	0
Special Assessments	0	0	0	0	0
Transfers In	0	600,000	0	10,490	25,000
Total Revenues	\$ 959,996	\$ 855,500	\$ 0	\$ 75,198	\$ 25,300

Special Revenue Funds Revenues	Legal Contingency	PPT Stabilization	Library	Library Endowment	SARB	Snowmelt Operation & Maintenance
Property Tax	\$ 0	\$ 1,200,906	\$ 0	\$ 0	\$ 0	\$ 0
State Shared Revenues	0	0	25,000	0	0	0
State Grants	0	0	0	0	0	0
Intergovernmental	0	0	547,700	0	0	0
Charges For Services	0	0	3,000	0	0	170,955
Fines And Forfeits	0	0	200	0	0	0
Foundation Income	0	0	0	25,000	0	0
Interest Earnings	10,000	40,000	10,000	5,000	2,000	10,000
Contributions	0	0	3,500	0	93,200	0
Special Assessments	0	0	0	0	0	43,161
Transfers In	0	0	600,000	0	100,000	0
Total Revenues	\$ 10,000	\$ 1,240,906	\$1,189,400	\$ 30,000	\$ 195,200	\$ 224,116

Capital Projects Funds	City Park Improvement Fund	City Building Fund	Street Construction Fund	Snowmelt Construction Fund	Downtown Vision Fund	BL 196 Crossing Fund
Revenues:						
Taxes (County Millage)	\$ 0	\$ 0	\$ 408,000	\$ 0	\$ 0	\$ 0
Interest Earnings	15,000	0	10,000	25,000	7,500	20,000
Grant Funds	0	0	905,662	0	0	0
Bond Proceeds	0	0	3,006,000	0	0	0
Operating Transfers In	0	0	1,750,000	0	0	0
Total Revenues	\$ 15,000	\$ 0	\$ 6,079,662	\$ 25,000	\$ 7,500	\$ 20,000

Trust Funds	Cemetery	Pension	OPEB
Lot Sales	\$ 50,000	\$ 0	\$ 0
Interest	50,000	616,000	125,250
Employer Contributions	0	0	0
Employee Contributions	0	2,600	0
Total Revenues	\$ 100,000	\$ 618,600	\$ 125,250

TOTAL ALL GOVERNMENT FUNDS: \$22,812,198

7. The City Council also approves the budgets and the proposed activities which are on file with the City Clerk’s Office on May 4, 2026 for the City of Zeeland’s Enterprise Funds, and with such funds being the Electric Fund, the Water Utility Fund and the Clean Water Fund, and also for the Cemetery Perpetual Care Fund.

8. The City Council also approves the budgets and the proposed activities which are on file with the City Clerk’s Office on May 4, 2026 for the City of Zeeland’s Internal Services Funds, and with such funds being the Building Maintenance Fund, the Motor Pool Fund, the Health Fund and the Information Technology Fund.

9. The City Council also approves the Human Resource detail budgets.

10. It is hereby acknowledged that as the result of the above actions, that the City Council has approved the Fiscal Budget Document for the fiscal year of July 1, 2026 through June 30, 2027 as has been presented at its meeting on May 4, 2026.

11. 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 May 4, 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

RESOLUTION

(Fees and Charges Approval)

**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 Zeeland City Hall in said City on May 4, 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 reviewed the fees and charges which are charged for various applications, licenses, services, rentals, supplies, property, rights and/or privileges;

AND WHEREAS, the City Council has approved the said fees and charges;

AND WHEREAS, it has been determined that the said fees and charges are fair and equitable, and are necessary to protect the public welfare of the City of Zeeland;

AND WHEREAS, such fees and charges are not deemed to be taxes, but are deemed to be user fees;

AND WHEREAS, such fees and charges are only incurred if an individual files an application, desires a license, seeks to obtain certain services, rents certain facilities, purchases certain supplies or is requesting certain rights or privileges.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby approves the fees and charges which are listed on the attached Exhibit A.

2. If, however, any fee and charge was originally established by ordinance, then such amended fee and charge shall not take effect until the said ordinance which established such fee or charge has been amended.

3. The fees and charges which have been approved herein are effective as of July 1, 2026.

4. Upon approval by both the City Manager and a Department Head of the City of Zeeland, an established fee and/or charge may be modified if special circumstances exist which would justify the reduction of a fee or charge. In the event that a reduction of a fee or charge is not authorized by the City Manager and also by a Department Head, then no reduction shall be authorized unless approved by the Zeeland City Council.

5. It is hereby acknowledged that fees and charges which are established herein shall not modify any benefit by which employees of the City of Zeeland are eligible to pay reduced charges.

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 May 4, 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

**CITY OF ZEELAND
FEES AND CHARGES**

Dept Description	2026/2027	Additional Conditions
ASSESSING, BUILDING & ZONING		
Building Permits		
Building	50.00	Minimum-Based on Scope of Work
Electrical	95.00	Minimum-Based on Scope of Work
Mechanical	95.00	Minimum-Based on Scope of Work
Plumbing	95.00	Minimum-Based on Scope of Work
Home Occupation Permit	30.00	
On-Site Code Consulting	50.00	
Construction Board of Appeals¹		
Application - Construction Code Appeal	500.00	
Copies		
Photo Copies	0.25	
Property Maintenance Code	30.00	
Zoning Ordinance	75.00	
Zoning/Future Land Use Map	3.00	
Master Plan	50.00	
Zoning Rebuild Letter	50.00	
FUJA*	See Policy	
Special Reports	See Policy	
Land Use Permit		
Fence, Shed, Parking Lot	30.00	
Residential RV 5-Year Parking Permit	60.00	
Planning Commission¹		
Planned Unit Development App	350.00	
Rezoning Application	350.00	
Site Condo Application	350.00	
Site Plan Review	350.00	
Special Land Use	350.00	
Subdivision Plat Application	350.00	
Demolition Application	350.00	
Special Meeting	700.00	
Rental Fees		
Rental Registration	15.00	Per Unit
Initial Rental Inspection	60.00	1st Unit; \$30 for each add'l unit
1st Additional Rental Inspection	100.00	Per Unit
2nd Additional Rental Inspection	200.00	Per Unit
Complaint Inspection (Vios Found)	35.00	
Temporary Storage Unit Permit		
P.O.D.	30.00	
Zoning Board of Appeals¹		
Residential Variance/Exception	250.00	
Non-Residential Variance/Exception	350.00	
Special Meeting Variance/Exception	500.00	
Other Applications	500.00	

Applicant is Responsible for City Costs that Exceed the Application Fees
Per hr. Labor over 1 hr charged in 1/4 hr increments. Actual mailing and packaging cost.

CITY OF ZEELAND
FEES AND CHARGES

Dept	Description	2026/2027		Additional Conditions
CEMETERY		Resident Non-Resident		
	Building Rental	150.00	150.00	
	Burials			
	Adult Burial	550.00	800.00	
	Baby Burial in Adult Plot	200.00	300.00	
	Babyland Grave & Burial	150.00	800.00	
	Burial Cremains	200.00	275.00	
	Burials after 3:30 PM (Additional fee)	300.00	300.00	
	Saturday Burial (Additional fee)	300.00	300.00	
	Disinterment			
	Disinterment	500.00	750.00	
	Disinterment & Reinterment	750.00	1,125.00	
	Disinterment of Cremains	300.00	450.00	
	2nd Opening - Weekday	50.00	50.00	
	2nd Opening - Weekend	100.00	100.00	
	Grave Site			
	Adult Grave	450.00	2,000.00	
	Columbarium Niche	650.00	1,800.00	
	Transfer Fee	25.00	25.00	
CLERK				
	Application Fees			
	Act 198 Application	750.00		
	Alcohol License (on premise)	400.00		
	Alcohol License (SDM or SDD)	250.00		
	Brownfield (w/o TIF)	1,000.00		
	Brownfield (w/TIF) ¹	1,000.00		
	EDC Application	1,250.00		
	Sidewalk Café with Alcohol Service	100.00		Annual Fee
	Special Events Application Fee	35.00		
	Special Events Late Application Fee	50.00		
	Special Events with Alcohol Service	100.00		
	Special Events Security Deposit	500.00		Refundable
	Copies			
	City Charter	10.00		
	City Code of Ordinances	75.00		
	City Code Updates	10.00		
	Photo copies	0.25		
	FOIA ²	See Policy		
	Licenses/Permits			
	Amusement Machines	\$20/yr + \$10/machine		Max of 7
	Arcade License	150.00		
	Auctioneer Permit	\$5/day \$25/mo		
	Cable Franchise	250.00		
	Door-to-Door Solicitor	\$/day \$10/3mos \$15/6mos \$25,		
	Going out of Business Permit	50.00		
	Juke Box - Mechanical Amusement	25.00		
	Moving Permits	\$25 res/com/ind \$10 Misc		
	Outdoor Assembly	100.00		
	Precious Gems Permit (2yr)	25.00		
	Solid Waste Haulers License	25.00		
	Marriages by Mayor	25.00		
	Notary Public Fee	\$0 Resident/\$5 Non-resident		

CITY OF ZEELAND
FEES AND CHARGES

Dept	Description	2026/2027	Additional Conditions
COMMUNITY CENTER			
	Banquet Room	Standard Rate	Ion-Profit Rate
	No-Show Fee	60.00	30.00
	Full Room - Full Day	500.00	250.00
	Full Room - Half Day	250.00	125.00
	Front Half - Full Day	250.00	125.00
	Back Half - Full Day	250.00	125.00
	Front Half - Half Day	125.00	62.50
	Back Half - Half Day	125.00	62.50
	Weekend Full Room Full Day	750.00	375.00 Weekend rate begins at 5 pm Friday
	Weekend Full Room Half Day	375.00	187.50 Weekend rate begins at 5 pm Friday
	Weekend Half Room Full Day	375.00	187.50 Weekend rate begins at 5 pm Friday
	Weekend Half Room Half Day	187.50	93.75 Weekend rate begins at 5 pm Friday
	East, West, & North Activity Rooms		
	Full Day	250.00	125.00
	Half Day	125.00	62.50
	Weekend Full Day	312.50	156.25
	Weekend Half Day	156.25	78.13
	Board Room		
	Cleaning/Damage Fee	150.00	150.00 Per Hour
	Beverages		
	Coffee	0.50	0.50 Per Cup
	Soft Drinks	1.00	1.00
	Bottled Water	1.00	1.00
	Note: Charges for beverages will be based on projected attendance		
FIRE-RESCUE			
	Copy of Fire Report for Insurance	10.00	
	Medical Standby		
	Football Games	30.88	Per Man Hour
	Special Events (Not City Sponsored)	24.47	Per Man Hour
	Spill Cost Recovery ¹	See Policy	
LIBRARY			
	Supplies		
	Library Bags	1.00	
	USB Memory Stick (4GB)	5.00	
	Computer Ear Buds	1.00	
	Book, Beverage & Snack Sales		
	Hardcover books	1.00	
	Paperback books	0.50	
	DVD	1.00	
	CDs	0.50	
	Books on CD	0.50	
	Picture Books	0.50	
	Photo Copies		
	Black & White	0.20	per side (8 1/2" x 11")
	Black & White	0.30	per side (11"x17")
	Color	0.50	per side (8 1/2"x11")
	Damaged Materials	List Price	
	Lost Materials	List Price	
	Library of Things Late Fee	Not to Exceed \$5/day	
	Non-Resident card fee	50.00	

CITY OF ZEELAND
FEES AND CHARGES

Dept	Description	2026/2027	Additional Conditions
PARKS			
	Lawrence Park - Per Day		
	Pavilion Rent	150.00	
	Bowl Rent	150.00	
	Pavilion & Bowl Combined Rent	300.00	
	Security Deposit	Equal to Rental Fee	Refundable
	Vande Luyster Square - Per Day		
	Gazebo Rent	35.00	
	Security Deposit	Equal to Rental Fee	Refundable
	Note: Churches and Non-Profits may rent once per month with no rental fee		
	City Employees charged rent at 50% public fee		
	Security Deposits not waived or discounted		
POLICE			
	Bicycle License Fee	1.00	Valid as Long as Bike is Owned
	Copy of Police Report	7.00	Standard Report (10 Pages or less) additional pages \$.10 per page
	Court Ordered Breath Test	5.00	
	Emergency Response Fee	150.00	Drunk and/or Drug Impaired+
	Fingerprinting Fee	10.00	First card for charitable organization free- standard charge subsequent copies
	Notary Public Fee	\$0 Resident/5.00 Non-resident	
	Parking Violations		
	Paid Within 24 hours	10.00	
	Paid Within 14 days	15.00	
	Paid After 14 Days	20.00	
	Unauthorized Parking	25.00	
	Unauthorized Parking 2nd Offense	50.00	
	Unauthorized Parking 3rd Offense	200.00	
	Handicapped	50.00	
	Special Monthly Parking Fee (Municipal Lots)	2.00	Per Month
SANITARY SEWER			
	Connection		
	Connection Inspection	65.00	
	System Equity Charge	2,000.00	
	Front Footage	40.00	
	Lateral Charge	550.00	
	Readiness to Serve (RTS)		
	5/8" Meter	16.00	Per Month
	3/4" Meter	20.20	
	1" Meter	30.05	
	1 1/4" Meter	48.90	
	1 1/2" Meter	61.05	
	2" Meter	110.00	
	3" Meter	230.00	
	4" Meter	400.00	
	6" Meter	870.00	
	Commodity Charge	3.357	Per 100 cubic feet
	Flat Rate Residential	41.38	
	Industrial Pretreatment Program (IPP) Charge	0.27	Per 100 cubic feet
	Instalment Payment Plan Processing Fee	300.00	
	Surcharge-Industrial Waste		
	BOD	0.82	Per Pound
	COD	0.82	Per Pound
	Suspended Solids	0.66	Per Pound
	Phosphorus	2.98	Per Pound
	Ammonia Nitrogen	1.12	Per Pound
STORM SEWER			
	Connection Inspection	50.00	
	Connection Permit	25.00	
	Frontage Costs	40.00	Per Foot (If applicable)
STREETS			
	Street Cut / ROW Permit	25.00	

RESOLUTION

(Fees and Charges Approval)

**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 Zeeland City Hall in said City on May 4, 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 reviewed the fees and charges which are charged for various applications, licenses, services, rentals, supplies, property, rights and/or privileges;

AND WHEREAS, the City Council has approved the said fees and charges;

AND WHEREAS, it has been determined that the said fees and charges are fair and equitable, and are necessary to protect the public welfare of the City of Zeeland;

AND WHEREAS, such fees and charges are not deemed to be taxes, but are deemed to be user fees;

AND WHEREAS, such fees and charges are only incurred if an individual files an application, desires a license, seeks to obtain certain services, rents certain facilities, purchases certain supplies or is requesting certain rights or privileges.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Council hereby approves the fees and charges which are listed on the attached Exhibit A.

2. If, however, any fee and charge was originally established by ordinance, then such amended fee and charge shall not take effect until the said ordinance which established such fee or charge has been amended.

3. The fees and charges which have been approved herein are effective as of July 1, 2026.

4. Upon approval by both the City Manager and a Department Head of the City of Zeeland, an established fee and/or charge may be modified if special circumstances exist which would justify the reduction of a fee or charge. In the event that a reduction of a fee or charge is not authorized by the City Manager and also by a Department Head, then no reduction shall be authorized unless approved by the Zeeland City Council.

5. It is hereby acknowledged that fees and charges which are established herein shall not modify any benefit by which employees of the City of Zeeland are eligible to pay reduced charges.

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 May 4, 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

TO: Mayor Van Dorp and City Council Members

FROM: Andrew M. Boatright, General Manager

SUBJECT: Water and Electric Fee Schedule Resolutions

DATE: May 1, 2026

CC: May 4, 2026 City Council Meeting

The attached resolutions propose updates to the Zeeland Board of Public Works (ZBPW) Water and Electric Utility Fee Schedules. 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 resolutions, 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 and Electric Utility Fees and Charges into the annual fiscal year budget development process. The Board of Commissioners approved these resolutions for City Council adoption at their April 14, 2026 regular meeting.

Recommendation

Staff requests that City Council adopt the updated Water and Electric Utility Fee Schedule Resolutions, with an effective date of July 1, 2026.

Attachments: Water Utility Fees and Charges Resolution
Electric Utility Fees and Charges Resolution

RESOLUTION

(Adoption of Water Fees and Charges)

**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, May ____, 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 Zeeland Board of Public Works (“ZBPW”) establishes and maintains water utility rates, fees, and charges necessary for the connection to and use of the water distribution system and for the provision of water service to customers within its service territory;

AND WHEREAS, the ZBPW has reviewed and recommends updates to the Water Utility Fee Schedule, including but not limited to fees related to service connections, reconnections, deposits, meter services, hydrant usage, and other administrative and operational charges;

AND WHEREAS, such fees and charges are intended to recover the actual costs of providing water service, including infrastructure investment, maintenance, operations, and customer service activities, and to ensure that costs are allocated in a fair, equitable, and reasonable manner among customers;

AND WHEREAS, the updated fee schedule reflects current operational costs and industry practices, including specific charges for activities such as reconnection, meter tampering, service investigation, hydrant use, and water connection fees;

AND WHEREAS, the establishment and periodic revision of water utility fees and charges are necessary to ensure the continued financial stability, reliability, and safe operation of the water utility system;

AND WHEREAS, the proposed Water Utility Fee Schedule has been reviewed and approved by the Board of Public Works and will be made available to the public in both print and electronic formats;

AND WHEREAS, the adoption of the revised Water Utility Fee Schedule promotes the public health, safety, and welfare by supporting reliable water service and transparent, consistent billing practices;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached water utility fee schedule is hereby adopted and approved in its entirety and will become effective on July 1, 2026.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby 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 May ____, 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

Zeeland Board of Public Works
Water Utility Fees and Charges

Miscellaneous Charges		
Type	Charge	When applied
Non-sufficient funds (NSF) charge	\$30.00	Per occurrence
Service Transfer Fee	\$10.00 (water) \$15.00 (electric)	New account assessed at 1 st billing

Water Utility Fees and Charges			
Type	During (?)	Charge M-F 7:30 a.m. – 3:30 p.m.	Charge After 3:30 p.m.
Reconnection fee	Disconnect Reconnect	\$40.00 \$40.00	Additional \$70.00
Reconnection fee for meter tampering	Disconnect Reconnect	\$75.00 \$75.00	\$75.00 \$75.00
Seasonal sprinkling	Disconnect Reconnect	\$75.00 \$75.00	\$75.00 \$75.00
Customer-requested service investigation or meter reading	Per each occurrence after the first in any calendar year. No charge for any valid metering issue.	\$75.00	\$150.00

Description	When Applied	Charge	Notes
Meter Tampering	When discovered. (Damaged equipment will result in additional charge for the meter plus Meter Tampering Charge.)	\$500.00	
Damaged Meter Replacement	When discovered	Materials and labor costs	

Description	When Applied	Charge	Notes
Relocations, damages, etc.	Requested relocation and/or damages	Materials and labor costs	
Non-transmitting meter provision	Residential service customers have the option to choose non-transmitting meter	\$75.00 up front change and a monthly charge of \$10.00 per month	Waived in circumstances where provision applies to both electric and water meters at the same location.
Hydrant meter/ RPZ permit fee	For each request to use water from a hydrant in the water distribution system	\$100.00 includes 2-day rental and up to 15,000 gallons of water	All water over 15,000 gallons is charged the current commodity rate.
Hydrant meter permit fee	Each occurrence	\$75.00 per month	(1 day to 31 days) 32 days = 2 months fee
Security deposit— Residential	For each rental unit account without landlord affidavit of billing responsibility and lease copy	\$25.00	
	For each rental unit account with a landlord affidavit of billing responsibility and lease copy	\$50.00	
	For each residential customer following each reconnect occurrence for non-payment	\$25.00	
Security deposit— Commercial/Industrial	ZBPW may require a security deposit for commercial and industrial accounts	Two times average monthly billing	
Water connection fee—Individual service	Meter size(inches)	Fee per meter	
	5/8"	\$5,680.00	
	3/4"	\$8,520.00	

Description	When Applied	Charge	Notes
		1"	\$14,200.00
		1½"	\$28,399.00
		2"	\$45,438.00
		3"	\$85,197.00
Water connection fee—Individual service		4"	\$141,995.00
		6"	\$283,990.00
		8"	\$454,385.00
		10"	\$653,178.00
Water connection fee—Subdivision service		Meter size (inches)	Fee per meter
		5/8"	\$3,064.00
		3/4"	\$4,596.00
		1"	\$7,661.00
		1½"	\$15,321.00
		2"	\$24,514.00
		3"	\$45,964.00
		4"	\$76,606.00
		6"	\$153,213.00
		8"	\$245,140.00
		10"	\$352,389.00
Additional meter	For additional meters or replacement of damaged meter(s).	Meter size (inches)	Meter cost
		5/8"	\$495.00
		3/4"	\$540.00
		1"	\$590.00

Description	When Applied	Charge	Notes
		1½"	\$1,195.00
		2"	\$1,420.00
Additional meter	For additional meters or replacement of damaged meter(s).	3"	\$1,825.00
		4"	\$2,195.00
		6"	\$4,220.00
		8"	\$6,335.00
		10"	\$7,470.00
Termination of service at Water Main	Building demolition, partial or full basement installation, foundation replacement or house moving	\$2,500	

RESOLUTION

(Adoption of Electric Fees and Charges)

**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, May ____, 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 Zeeland Board of Public Works ("ZBPW") establishes and maintains electric utility rates, fees, and charges necessary for the connection to and use of the electric distribution system and for the provision of electric service to customers within its service territory;

AND WHEREAS, the ZBPW has reviewed and recommends updates to the Electric Utility Fee Schedule, including but not limited to fees related to service connections, reconnections, deposits, temporary service, construction, and other administrative and operational charges;

AND WHEREAS, such fees and charges are intended to recover the actual costs of providing electric service, including infrastructure investment, maintenance, operations, and customer service activities, and to ensure that costs are allocated in a fair, equitable, and reasonable manner among customers;

AND WHEREAS, the updated fee schedule reflects current operational costs and industry practices, including specific charges for activities such as reconnection for non-payment, meter tampering, service installation, and construction-related services ;

AND WHEREAS, the establishment and periodic revision of electric utility fees and charges are necessary to ensure the continued financial stability, reliability, and safe operation of the electric utility system;

AND WHEREAS, the proposed Electric Utility Fee Schedule has been reviewed and approved by the Board of Public Works and will be made available to the public in both print and electronic formats;

AND WHEREAS, the adoption of the revised Electric Utility Fee Schedule promotes the public health, safety, and welfare by supporting reliable electric service and transparent, consistent billing practices;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached electric utility fee schedule is hereby adopted and approved in its entirety and will become effective on July 1, 2026.
2. 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 May _____, 2023, 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

Zeeland Board of Public Works
Electric Utility Fee Schedule

Electric Utility Miscellaneous Charges		
Type	Charge	When applied
Non-sufficient funds (NSF) charge	\$30.00	Per occurrence
Service Transfer Fee	\$10.00 (water) \$15.00 (electric)	New account assessed at 1 st billing

Electric Utility Fees and Charges			
Type	During (?)	Charge	Charge
		M-F 7:30 a.m. – 3:30 p.m.	After 3:30 p.m.
Reconnection fee for non-payment	Disconnect	\$55.00	Additional \$65.00
	Reconnect	\$55.00	
Reconnection fee for meter tampering	Disconnect	\$100.00	\$100.00
	Reconnect	\$100.00	\$100.00
Voluntary disconnect fee (each occurrence)	Disconnect	Up to \$55.00	\$75.00
	Reconnect	Up to \$55.00	\$75.00

Description	When Applied	Charge	Per
Meter Tampering	When discovered. (Damaged equipment will result	\$500.00	-

	in additional charge for the meter plus Meter Tampering Charge.)		
Damaged Meter	When discovered.	Materials and labor costs	-
Temporary service fee		\$110.00 plus electricity cost. Additional charges are possible to cover construction costs.	Each service installation

**Electric Utility
Fees and Charges (continued)**

Description	When Applied	Charge	Per
Flat Rate Service	Non-Residential services that Zeeland BPW determines meet flat rate criteria. (Streetlights, Cable Boosters, Tornado Sirens, etc.)	Varies - based on cost to serve	Each service installation
Non-transmitting meter provision	Residential customers may have the option to choose a non-transmitting meter.	\$110.00 one-time initial fee \$10.00 per month	Waived in circumstances where provision applies to both electric and water meters at the same location.
Customer-requested service investigation or meter reading		\$110.00 No charge for any valid metering issue.	Each occurrence

**Electric Utility
Fees and Charges (continued)**

Description	When Applied	Charge
Security deposit – Residential	For each rental unit acct without landlord affidavit of billing responsibility and lease/regulations copy	\$100.00
	For each rental unit account with a landlord affidavit of billing responsibility and lease/regulations copy	\$200.00
	For each residential customer following each reconnect occurrence for non-payment	\$100.00
Security deposit – Commercial/Industrial	ZBPW may require a security deposit for Commercial and Industrial accounts	Two (2) times average monthly billing
Winter construction premium (all services)	To all underground installation charges between November 15 and April 1	\$1.75 per foot additional charge
Pole attachment fee	Annual fee	Per pole attachment agreement

Single family residential service		
Description	When Applied	Charge
Overhead distribution to overhead service	New service when requested by customer	\$200.00 connection fee plus wire over 100 feet and equipment charges
Underground service	New service or existing overhead to underground service conversion - when requested by customer	\$200.00 connection fee (New Service Only) & \$5.81 per trench foot or \$10.96 per boring foot
Mobile home (within mobile home park)	New service when requested by customer and within mobile home park	\$200.00 connection fee— ZBPW installs wire to service point
Multi-family residential service (2—4 units)	New service—Developer furnishes and installs wire from meter(s) to service point New service – ZBPW furnishes and installs wire from meter(s) to service point.	\$100.00 per unit connection fee \$100.00 per unit connection fee plus \$8.63 per trench foot or \$12.80 per boring foot.
Commercial / Industrial Service		
Description	When Applied	Charge
Overhead distribution to overhead service	New single phase service when requested by customer	\$250.00 connection fee plus wire over 100 feet and equipment charges

	New three-phase service when requested by customer	\$400.00 connection fee plus wire over 100 feet and equipment charges
Commercial / Industrial Service		
Description	When Applied	Charge
Overhead distribution to underground service	New service single-phase when requested by customer	\$250.00 connection fee \$8.63 per trench foot or \$12.80 per boring foot
	New service three-phase when requested by customer	\$450.00 connection fee & \$14.49 per trench foot or \$19.85 per boring foot
	Existing service single-phase change when requested by customer	\$8.63 per trench foot or \$12.80 per boring foot
	Existing service three-phase change when requested by customer	\$14.49 per trench foot or \$19.85 per boring foot
Relocations, damages, etc.	Requested relocations and/or damages	At cost
Underground distribution to underground service	New service single-phase when requested by customer	\$250.00 connection fee plus \$8.63 per trench foot or \$12.80 per boring foot
	New service three-phase when requested by customer	\$500.00 connection fee plus \$14.49 per trench foot or \$19.85 per boring foot
	Existing service single-phase change when requested by customer	\$8.63 per trench foot or \$12.80 per boring foot
	Existing service three-phase change when requested by customer	\$14.49 per trench foot or \$19.85 per boring foot

RESOLUTION

(Adoption of Water Fees and Charges)

**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, May ____, 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 Zeeland Board of Public Works (“ZBPW”) establishes and maintains water utility rates, fees, and charges necessary for the connection to and use of the water distribution system and for the provision of water service to customers within its service territory;

AND WHEREAS, the ZBPW has reviewed and recommends updates to the Water Utility Fee Schedule, including but not limited to fees related to service connections, reconnections, deposits, meter services, hydrant usage, and other administrative and operational charges;

AND WHEREAS, such fees and charges are intended to recover the actual costs of providing water service, including infrastructure investment, maintenance, operations, and customer service activities, and to ensure that costs are allocated in a fair, equitable, and reasonable manner among customers;

AND WHEREAS, the updated fee schedule reflects current operational costs and industry practices, including specific charges for activities such as reconnection, meter tampering, service investigation, hydrant use, and water connection fees;

AND WHEREAS, the establishment and periodic revision of water utility fees and charges are necessary to ensure the continued financial stability, reliability, and safe operation of the water utility system;

AND WHEREAS, the proposed Water Utility Fee Schedule has been reviewed and approved by the Board of Public Works and will be made available to the public in both print and electronic formats;

AND WHEREAS, the adoption of the revised Water Utility Fee Schedule promotes the public health, safety, and welfare by supporting reliable water service and transparent, consistent billing practices;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached water utility fee schedule is hereby adopted and approved in its entirety and will become effective on July 1, 2026.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby 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 May ____, 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

Zeeland Board of Public Works
Water Utility Fees and Charges

Miscellaneous Charges		
Type	Charge	When applied
Non-sufficient funds (NSF) charge	\$30.00	Per occurrence
Service Transfer Fee	\$10.00 (water) \$15.00 (electric)	New account assessed at 1 st billing

Water Utility Fees and Charges			
Type	During (?)	Charge M-F 7:30 a.m. – 3:30 p.m.	Charge After 3:30 p.m.
Reconnection fee	Disconnect Reconnect	\$40.00 \$40.00	Additional \$70.00
Reconnection fee for meter tampering	Disconnect Reconnect	\$75.00 \$75.00	\$75.00 \$75.00
Seasonal sprinkling	Disconnect Reconnect	\$75.00 \$75.00	\$75.00 \$75.00
Customer-requested service investigation or meter reading	Per each occurrence after the first in any calendar year. No charge for any valid metering issue.	\$75.00	\$150.00

Description	When Applied	Charge	Notes
Meter Tampering	When discovered. (Damaged equipment will result in additional charge for the meter plus Meter Tampering Charge.)	\$500.00	
Damaged Meter Replacement	When discovered	Materials and labor costs	

Description	When Applied	Charge	Notes
Relocations, damages, etc.	Requested relocation and/or damages	Materials and labor costs	
Non-transmitting meter provision	Residential service customers have the option to choose non-transmitting meter	\$75.00 up front change and a monthly charge of \$10.00 per month	Waived in circumstances where provision applies to both electric and water meters at the same location.
Hydrant meter/RPZ permit fee	For each request to use water from a hydrant in the water distribution system	\$100.00 includes 2-day rental and up to 15,000 gallons of water	All water over 15,000 gallons is charged the current commodity rate.
Hydrant meter permit fee	Each occurrence	\$75.00 per month	(1 day to 31 days) 32 days = 2 months fee
Security deposit— Residential	For each rental unit account without landlord affidavit of billing responsibility and lease copy	\$25.00	
	For each rental unit account with a landlord affidavit of billing responsibility and lease copy	\$50.00	
	For each residential customer following each reconnect occurrence for non-payment	\$25.00	
Security deposit— Commercial/Industrial	ZBPW may require a security deposit for commercial and industrial accounts	Two times average monthly billing	
Water connection fee—Individual service	Meter size(inches)	Fee per meter	
	5/8"	\$5,680.00	
	3/4"	\$8,520.00	
	1"	\$14,200.00	

Description	When Applied	Charge	Notes
		1½"	\$28,399.00
		2"	\$45,438.00
		3"	\$85,197.00
Water connection fee—Individual service		4"	\$141,995.00
		6"	\$283,990.00
		8"	\$454,385.00
		10"	\$653,178.00
Water connection fee—Subdivision service		Meter size (inches)	Fee per meter
		⅝"	\$3,064.00
		¾"	\$4,596.00
		1"	\$7,661.00
		1½"	\$15,321.00
		2"	\$24,514.00
		3"	\$45,964.00
		4"	\$76,606.00
		6"	\$153,213.00
		8"	\$245,140.00
		10"	\$352,389.00
Additional meter	For additional meters or replacement of damaged meter(s).	Meter size (inches)	Meter cost
		⅝"	\$495.00
		¾"	\$540.00
		1"	\$590.00

Description	When Applied	Charge	Notes
		1½"	\$1,195.00
		2"	\$1,420.00
Additional meter	For additional meters or replacement of damaged meter(s).	3"	\$1,825.00
		4"	\$2,195.00
		6"	\$4,220.00
		8"	\$6,335.00
		10"	\$7,470.00
Termination of service at Water Main	Building demolition, partial or full basement installation, foundation replacement or house moving	\$2,500	

RESOLUTION

(Adoption of Electric Fees and Charges)

**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, May ____, 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 Zeeland Board of Public Works ("ZBPW") establishes and maintains electric utility rates, fees, and charges necessary for the connection to and use of the electric distribution system and for the provision of electric service to customers within its service territory;

AND WHEREAS, the ZBPW has reviewed and recommends updates to the Electric Utility Fee Schedule, including but not limited to fees related to service connections, reconnections, deposits, temporary service, construction, and other administrative and operational charges;

AND WHEREAS, such fees and charges are intended to recover the actual costs of providing electric service, including infrastructure investment, maintenance, operations, and customer service activities, and to ensure that costs are allocated in a fair, equitable, and reasonable manner among customers;

AND WHEREAS, the updated fee schedule reflects current operational costs and industry practices, including specific charges for activities such as reconnection for non-payment, meter tampering, service installation, and construction-related services ;

AND WHEREAS, the establishment and periodic revision of electric utility fees and charges are necessary to ensure the continued financial stability, reliability, and safe operation of the electric utility system;

AND WHEREAS, the proposed Electric Utility Fee Schedule has been reviewed and approved by the Board of Public Works and will be made available to the public in both print and electronic formats;

AND WHEREAS, the adoption of the revised Electric Utility Fee Schedule promotes the public health, safety, and welfare by supporting reliable electric service and transparent, consistent billing practices;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The attached electric utility fee schedule is hereby adopted and approved in its entirety and will become effective on July 1, 2026.
2. 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 May _____, 2023, 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

Zeeland Board of Public Works
Electric Utility Fee Schedule

Electric Utility Miscellaneous Charges		
Type	Charge	When applied
Non-sufficient funds (NSF) charge	\$30.00	Per occurrence
Service Transfer Fee	\$10.00 (water) \$15.00 (electric)	New account assessed at 1 st billing

Electric Utility Fees and Charges			
Type	During (?)	Charge M-F 7:30 a.m. – 3:30 p.m.	Charge After 3:30 p.m.
Reconnection fee for non-payment	Disconnect	\$55.00	Additional \$65.00
	Reconnect	\$55.00	
Reconnection fee for meter tampering	Disconnect	\$100.00	\$100.00
	Reconnect	\$100.00	\$100.00
Voluntary disconnect fee (each occurrence)	Disconnect	Up to \$55.00	\$75.00
	Reconnect	Up to \$55.00	\$75.00

Description	When Applied	Charge	Per
Meter Tampering	When discovered. (Damaged equipment will result in additional	\$500.00	-

	charge for the meter plus Meter Tampering Charge.)		
Damaged Meter	When discovered.	Materials and labor costs	-
Temporary service fee		\$110.00 plus electricity cost. Additional charges are possible to cover construction costs.	Each service installation
Electric Utility Fees and Charges (continued)			
Description	When Applied	Charge	Per
Flat Rate Service	Non-Residential services that Zeeland BPW determines meet flat rate criteria. (Streetlights, Cable Boosters, Tornado Sirens, etc.)	Varies - based on cost to serve	Each service installation
Non-transmitting meter provision	Residential customers may have the option to choose a non-transmitting meter.	\$110.00 one-time initial fee \$10.00 per month	Waived in circumstances where provision applies to both electric and water meters at the same location.
Customer-requested service investigation or meter reading		\$110.00 No charge for any valid metering issue.	Each occurrence

**Electric Utility
Fees and Charges (continued)**

Description	When Applied	Charge
Security deposit – Residential	For each rental unit acct without landlord affidavit of billing responsibility and lease/regulations copy	\$100.00
	For each rental unit account with a landlord affidavit of billing responsibility and lease/regulations copy	\$200.00
	For each residential customer following each reconnect occurrence for non-payment	\$100.00
Security deposit – Commercial/Industrial	ZBPW may require a security deposit for Commercial and Industrial accounts	Two (2) times average monthly billing
Winter construction premium (all services)	To all underground installation charges between November 15 and April 1	\$1.75 per foot additional charge
Pole attachment fee	Annual fee	Per pole attachment agreement
Single family residential service		

Description	When Applied	Charge
Overhead distribution to overhead service	New service when requested by customer	\$200.00 connection fee plus wire over 100 feet and equipment charges
Underground service	New service or existing overhead to underground service conversion - when requested by customer	\$200.00 connection fee (New Service Only) & \$5.81 per trench foot or \$10.96 per boring foot
Mobile home (within mobile home park)	New service when requested by customer and within mobile home park	\$200.00 connection fee—ZBPW installs wire to service point
Multi-family residential service (2—4 units)	<p>New service—Developer furnishes and installs wire from meter(s) to service point</p> <p>New service – ZBPW furnishes and installs wire from meter(s) to service point.</p>	<p>\$100.00 per unit connection fee</p> <p>\$100.00 per unit connection fee plus \$8.63 per trench foot or \$12.80 per boring foot.</p>
Commercial / Industrial Service		
Description	When Applied	Charge
Overhead distribution to overhead service	New single phase service when requested by customer	\$250.00 connection fee plus wire over 100 feet and equipment charges
	New three-phase service when requested by customer	\$400.00 connection fee plus wire over 100 feet and equipment charges
Commercial / Industrial Service		

Description	When Applied	Charge
Overhead distribution to underground service	New service single-phase when requested by customer	\$250.00 connection fee \$8.63 per trench foot or \$12.80 per boring foot
	New service three-phase when requested by customer	\$450.00 connection fee & \$14.49 per trench foot or \$19.85 per boring foot
	Existing service single-phase change when requested by customer	\$8.63 per trench foot or \$12.80 per boring foot
	Existing service three-phase change when requested by customer	\$14.49 per trench foot or \$19.85 per boring foot
Relocations, damages, etc.	Requested relocations and/or damages	At cost
Underground distribution to underground service	New service single-phase when requested by customer	\$250.00 connection fee plus \$8.63 per trench foot or \$12.80 per boring foot
	New service three-phase when requested by customer	\$500.00 connection fee plus \$14.49 per trench foot or \$19.85 per boring foot
	Existing service single-phase change when requested by customer	\$8.63 per trench foot or \$12.80 per boring foot
	Existing service three-phase change when requested by customer	\$14.49 per trench foot or \$19.85 per boring foot



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CITY COUNCIL MEMORANDUM

TO: Mayor Richard Van Dorp III and City Councilmembers

FROM: Tim Klunder, City Manager

SUBJECT: FY 26-27 Wage Scales and Wage Implementation Plan

DATE: April 30, 2026

CC: May 4, 2026, City Council Agenda

BACKGROUND: At the April 16, 2026, Personnel Committee meeting, the Personnel Committee unanimously recommended that the city approve the proposed FY 26/27 wage scales (salary ranges) and the implementation plan associated with the wage scales. These plans were subsequently presented to City Council for information at your April 20, 2026, work/study session. At Monday's meeting, we request that City Council approve the FY 26/27 wage scales (attached) and the wage implementation plan outlined below.

As a reminder, for FY 26–27 we performed an internal wage survey and assessment 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.

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To ensure adjustments to wages in FY 26/27 are applied consistently, we propose the following 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 and they have been included in the FY 26/27 budget.

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 combined changes from the previous fiscal year for existing employees are attached. This percentage

FEEL THE ZEEL

increase amount generates projected dollar amounts that are within the overall wage budgets (including proposed new positions) in the FY 26/27 budget.

RECOMMENDATION: Consistent with the recommendation of the Personnel Committee, city leadership recommends that City Council moves to approve the FY 26–27 wage scale (attached) and the wage implementation plan outlined above to ensure that employees serving the City of Zeeland are compensated fairly and competitively.



Timothy R. Klunder, City Manager

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	\$ 308,976.05	\$ 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	

Estimated

		Full Time			Part Time			Estimated Annual Total			
City Current Projected	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	
		\$ 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 Projected	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	
		\$ 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%



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CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Tim Klunder, City Manager
SUBJECT: Annual Appointments – Department Heads
DATE: May 4, 2026
CC: May 4th Council Agenda

City Manager, Police Chief and Fire/Rescue Chief

Per the City Charter, City Council needs to consider the reappointment of several positions within the City of Zeeland on an annual basis. With the advice and approval of the City Council, the Mayor appoints the Police Chief/Health Officer and Fire Chief. City Council appoints the City Manager on an annual basis. A separate memo from Mayor VanDorp has been provided for those three positions.

Treasurer/Finance Director and Assistant City Manager; Community Development Director/Assessor; City Clerk. and Library and Community Center Director

In addition to the City Charter, the City Manager Ordinance calls for the City Manager to “recommend the reappointment, termination, and hiring of all employees, including department heads, in accordance with and subject to the personnel policies and the charter of the city (Sec. 2-85(7)).” Please consider this memorandum as my recommendation for the annual appointments for department heads as follows:

Kevin Plockmeyer	Treasurer/Finance Director and Assistant City Manager
Timothy Maday	Community Development Director/Assessor
Kristi DeVerney	City Clerk
Amanda Hanson	Library/Community Center Director

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City Attorney

Per City Charter provision 7.3, City Council appoints the City Attorney. There is a proposed resolution to reappoint Jim Donkersloot as the City Attorney.

BPW General Manager and Utilities Manager

Finally, the Board of Public Works makes a recommendation regarding the appointment of its General Manager. The Board is recommending the reappointment of Andrew Boatright to the position of BPW General Manager and Utilities Manager.

Recommendation

For your convenience, a sheet is attached hereto listing each individual appointment with the appropriate language for each. It is recommended that Council follow the attached motions for each respective reappointment consideration.

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

Timothy R. Klunder, City Manager



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CITY COUNCIL MEMORANDUM

TO: City Councilmembers

FROM: Richard VanDorp III, Mayor

SUBJECT: Recommendation for the Reappointment of:

- City Manager
- Police Chief/Health Officer
- Fire/Rescue Director

DATE: May 1, 2026

CC: May 4th Council Agenda

As part of the annual reappointments for City Council's consideration, I recommend that Zeeland City Council reappoint Timothy R. Klunder to the position of City Manager for the City of Zeeland following an annual performance evaluation and concurrence that he is performing the position of City Manager in an effective manner.

Also, per City Charter provision 7.2, the Mayor appoints the Police Chief/Health Officer and Fire/Rescue Chief with the advice and approval of the City Council. It is my recommendation to reappoint Timothy Jungel as the Police Chief/Health Officer and Brad Deppe as Fire/Rescue Chief.

Richard VanDorp III, Mayor

I move to appoint **Timothy Klunder** to the position of **City Manager/City Superintendent** subject to the terms of the City's original Employment Agreement with him, except as his compensation shall be amended at the time the compensation for all City employees is adjusted. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Brad Deppe** to the position of **Fire-Rescue Chief**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Timothy Jungel** to the position of **Police Chief/Health Officer**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Kevin Plockmeyer** to the position of **Treasurer/Finance Director and Assistant City Manager**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Timothy Maday** to the position of **Community Development Director/Assessor**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Kristi DeVerney** to the position of **City Clerk**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Amanda Hanson** to the position of **Library/Community Center Director**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **James Donkersloot** to the position of **City Attorney**. Continuation in this office may be reviewed at any time and will be done so at least once per year.

I move to appoint **Andrew Boatright** to the position of **BPW Utilities Manager/General Manager**. Continuation in this office may be reviewed at any time and will be done so at least once per year.



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CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Board of Construction Appeals
DATE: April 27, 2026
CC: Council Agenda May 4, 2026

BACKGROUND: The term of Paul DeBoer on the Board of Construction Appeals expires on May 6, 2026. He is seeking re-appointment for a 3-year term.

RECOMMENDED MOTION:

1. Motion and support to re-appoint Paul DeBoer to a 3-year term on the Board of Construction Appeals with said term expiring May 6, 2029.



Kristi DeVerney, City Clerk



CITY OF ZEELAND CONSIDERATION FOR APPOINTMENT



Date: 4/17/26

Name Paul DeBoer

Home Phone _____

Address _____

Cell Home _____

Zeeland MI 49464

Business MONDAY

E-Mail _____

Number of Years as a Resident 20 long

Appointment Seeking:

- | | |
|---|---|
| <input checked="" 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 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 checked="" type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> |

Employed by self

Position held owner

Current memberships ZBA

Offices held _____

Past memberships NAR

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>Pim Maday</u> | _____ | _____ |
| 2. | <u>Rick Vi.</u> | _____ | _____ |

Signature [Signature]

Internal Use Only : Information Verified by: Kristi DeLaney



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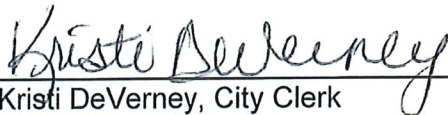
CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers
FROM: Kristi DeVerney
SUBJECT: Re-Appointment to Board of Zoning Appeals
DATE: April 27, 2026
CC: Council Agenda May 4, 2026

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

RECOMMENDED MOTION:

1. Motion and support to re-appoint Paul DeBoer 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: 4/17/26

Name Paul DeBoer

Home Phone _____

Address _____

Cell Home _____

Zeeland MI 49464

Business MONDAY

E-Mail _____

Number of Years as a Resident rolong

Appointment Seeking:

- | | |
|---|---|
| <input checked="" 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 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 checked="" type="checkbox"/> Board of Zoning Appeals | <input type="checkbox"/> |

Employed by self

Position held owner

Current memberships ZBA

Offices held _____

Past memberships NAR

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>Pim Maday</u>	_____	_____
2.	<u>Rick Vi.</u>	_____	_____

Signature [Signature]

Internal Use Only : Information Verified by: Kristi DeLaney