

Council Meeting
Common Council
May 18, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, May 18, 2026. Mayor VanDorp called the meeting to order at 7:00 P.M.

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

ABSENT: None

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

The Invocation was offered by Pastor Eric Barnes from Second Reformed Church. The Pledge of Allegiance to the Flag

Consent Agenda

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

1. Approve minutes of the City Council Work Study of May 4, 2026.
2. Approve minutes of the Regular City Council meeting of May 4, 2026.
3. Receive for information draft minutes of April 21, 2026, Board of Zoning Appeals meeting.
4. Receive for information draft minutes of May 7, 2026, Planning Commission meeting.
5. Receive for information draft minutes of May 12, 2026, Board of Public Works meeting.
6. Ratify BPW Action #26.029 – Approve Case Disbursements and Recommended Cash Transfers.
7. Ratify BPW Action #26.030 – Approve American Public Power Association DEED Grant Award – GIS Intern
8. Ratify BPW Action #26.031 – Approve Power Plant Units 9 & 10 Motor Control Center Replacement Project.
9. Ratify BPW Action #26.032 – Approve BPW Admin Office Overhead Door
10. Ratify BPW Action #26.033 – Approve Fiscal Year 26-27 Wage Scales and Wage Implementation Plan.

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

No Vote: None

Absent: None

Communications

None

City Managers Report

City Manager Klunder reported:

Mead Johnson Site Plan Review – The Planning Commission held their site plan review of the Mead Johnson site plan on Monday, May 11. Next step is for our administrative team to draft a

resolution of approval for the site plan with appropriate conditions. We heard a number of those requested conditions at Monday's meeting. We (along with the Planning Commission) will now determine the appropriateness/legal ability of including them as a condition of site plan approval. Citizens that spoke shared that while they were against the rezoning of properties, they want what works best for the neighborhood, Mead Johnson and the City. Tentative plan is to bring the proposed site plan approval resolution to the Planning Commission meeting on June 4, 2026. Should that be approved, additional items to be completed are variance requests and development agreements (utilities, Bethel Park space, playground relocation). City Council will be involved with the development agreements (approval body).

BPW Integrated Resource Plan (IRP) – A joint work/study session, of City Council and the Board of Public Works Commissioners, is scheduled for Thursday, June 11. The joint meeting of the City Council and Board of Commissioners will focus on the findings of the Zeeland BPW's 2026 Integrated Resource Plan (IRP). Discussion will include BPW's long-term electric generation needs, projected capacity shortfalls beginning around 2030, regulatory requirements, and a summary of the available options to address those needs. The meeting will emphasize the importance of securing reliable future capacity resources to support continued load growth, maintain system reliability, and preserve flexibility as market and regulatory conditions evolve. The meeting will also review how participation in the Michigan Public Power Agency's (MPPA) behind-the-meter generation initiative could provide a practical pathway for addressing these future needs through locally sited generation resources that enhance resiliency, reduce transmission constraints, and support long-term resource adequacy goals.

Tax Incentive Committee – Our tax incentive committee met at 5:30 p.m. on Monday, May 18 to review a tax abatement application from JR Automation.

Citizen's Academy – The Academy will have their final department presentation on Wednesday, May 20 @ 5:45 p.m. The session will focus on Community Development and our Marketing Department. The session will start in the Council Chambers. We are currently planning to hold the "graduation ceremony" at the June 1, 2026, City Council work/study session.

Library Advisory Board – Our Library Advisory Board will meet at 4:30 p.m. on Tuesday, May 19 at the Library/Community Center.

Public Hearing 7:10 p.m. – 17 E Main Brownfield Plan Amendment #1

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to have Mayor VanDorp call the Public Hearing to order at 7:10 p.m. Motion carried. All voting aye.

Community Development Director/Assessor Maday stated the plan amendment moves \$2,000,000 in tax increment funding (City's boilers) from the housing gap activity to the public infrastructure eligible activity. The proposed amendment #1 is largely administrative in nature (it doesn't change the reimbursement amounts), but it is recommended Council follows an approval process like the original approval process.

Motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to close the Public Hearing for the 17 E Main Brownfield Plan Amendment #1 at 7:13 p.m. Motion carried. All voting aye.

Public Hearing 7:15 p.m. – JR Automation Brownfield Plan

Motion was made by Councilmember Timmer and Supported by Councilmember Lam to have Mayor VanDorp call the Public Hearing to order at 7:15 p.m. Motion carried. All voting aye.

Sean Ryan (JR Automation Representative) gave an overview of their business. They develop custom automation for Ford and General Motors, Yeti cups, etc. with 35% of their business being automotive. However, they are diversified as they develop medical supplies; (*i.e diabetic pumps*), as well, for the medical field.

The administrative provisions within the Brownfield Plan are consistent with the City's Brownfield Tax Increment Financing Policy. Also, estimated calculations of the tax incentives are consistent with the provisions in the City's Brownfield Tax increment Financing Policy and Community and Economic Development Financial Incentive Policy.

JR Automation is as excited to be apart of the City of Zeeland community as the Council is to have them here.

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Langeland to close the Public Hearing for the JR Automation Brownfield Plan at 7:17 p.m. Motion carried. All voting aye.

Action Items

26.087 17 E Main Brownfield Plan Amendment #1 Resolution

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to approve the Resolution to amend the 17 E Main Brownfield Plan (Amendment #1) for the 17 E Main, LLC Redevelopment project as presented

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

26.088 JR Automation Brownfield Plan Resolution

Motion was made by Councilmember Timmer and Supported by Councilmember Lam to approve the Resolution to amend the City's Brownfield Plan to include the 800 E Riley project as outlined in the plan amendment.

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

26.089 BPW SCADA Refresh Switch Award

Motion was made by Councilmember Lam and Supported by Councilmember Bult to approve the purchase of replacement BPW SCADA network switches and related fiber modules from Express Systems and Peripherals Inc. in an amount not to exceed \$22,207.50, waive the formal three-bid process, authorize the purchase as a sole source procurement, and make the purchase contingent upon approval by the BPW Board.

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

26.090 Collection of Unpaid Special Assessment Ordinance Amendment

Motion was made by Councilmember Langeland and Supported by Councilmember Timmer to adopt an ordinance amending the City Code to allow unpaid special assessment installments to be placed on the associated parcel's real property tax bill for collection.

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

26.091 Visser Artwork License Agreement

Motion was made by Councilmember Perkins and Supported by Councilmember Lam to approve the 2026 Visser Artwork License Agreement between the City of Zeeland and Zeeland Hardware Etc., LLC.

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

26.092 Krista Arendsen Artwork Agreement

Motion was made by Councilmember Bult and Supported by Councilmember Lam to approve the 2026 Artwork Agreement between the City of Zeeland and Krista Arendsen/Art by Krista.

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

26.093 1st CRC Parking Easement Amendment

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Timmer to approve the Easement Addendum to the First Christian Reformed Church/City of Zeeland parking lot agreement as presented.

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

26.094 2nd Reformed Parking Easement Amendment

Motion was made by Councilmember Timmer and Supported by Councilmember Perkins to approve the Third Easement Addendum to the Second Reformed Church/City of Zeeland parking lot agreement as presented.

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

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

Mayor Richard Van Dorp III

City Clerk Kristi DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, May 18, 2026
6:00 P.M.

Mayor VanDorp called the Study Session to order at 6:02 P.M.

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

ABSENT: None

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

Lakeshore Advantage Update

Jennifer Owens, (Lakeshore Advantage President), noted that they are honored to serve as the contracted economic development support organization for the City of Zeeland. Their mission is based on their region's GPS; to GROW a vibrant economy where current and future generations want to live and work, to PLAN to cultivate a strong entrepreneurial ecosystem to help seed the region's primary employers of tomorrow, and to SOLVE by supporting primary employers of all sizes by removing barriers to growth and helping create diverse, high-quality job opportunities for area residents.

BPW SCADA Refresh Switch Award

IT Director Maloney stated Zeeland Board of Public Works SCADA (Supervisory Control and Data Acquisition) networks provide the communication infrastructure used to monitor and support critical utility operations. The BPW SCADA network switches included in this request are scheduled for replacement as part of the City's normal infrastructure lifecycle planning.

This request is being presented to City Council before BPW Board consideration due to current equipment lead times. Any purchase authorized by City Council will remain contingent upon BPW Board approval, and a separate memorandum will be provided to the BPW Board for its review and consideration.

It is proposed that the City purchase replacement network switches and related fiber connectivity modules for the BPW SCADA network. The replacement equipment will maintain consistency with the City and BPW's existing SCADA network standards and allow staff to continue using a common platform for configuration, monitoring, troubleshooting, and support.

The proposed purchase includes the following equipment:

Description	Cost	Qty	Total
Network switches	\$1405.00	10	\$14,050.00
Fiber modules	\$355.00	20	\$7,100.00

A 5% contingency is recommended to address potential pricing changes, shipping costs, or related procurement adjustments prior to final purchase:

Description	Total
5% contingency	\$1,057.50
Total not-to-exceed	\$22,207.50

Capital funds in the amount of \$36,000 were previously requested and allocated for the BPW SCADA switch refresh. The proposed purchase, including contingency, remains within the approved capital allocation.

Express Systems and Peripherals Inc. is recommended as the sole source vendor for this purchase. The equipment must remain consistent with existing SCADA network standards, management practices, configuration requirements, and operational support needs. For this reason, staff recommend that the formal three-bid process be waived in accordance with the City’s purchasing policy and that Express Systems and Peripherals Inc. be treated as the sole source vendor for this procurement.

It is recommended that City Council approve the purchase of replacement BPW SCADA network switches and related fiber modules from Express Systems and Peripherals Inc. in an amount not to exceed \$22,207.50, which includes a 5% contingency, using previously approved capital funds.

This approval shall be contingent upon subsequent approval by the BPW Board.

17 E Main Brownfield Plan Amendment #1 Resolution

City Manager Klunder noted City Council will hold a public hearing on a proposed amendment #1 to a previously approved (March 3, 2025) Brownfield Plan for 17 E Main, LLC Redevelopment (Midwest Construction).

The plan amendment moves \$2,000,000 in tax increment funding (City's boilers) from the housing gap activity to the public infrastructure eligible activity. However, to provide some additional background and context around the public hearing and the proposed amendment request, included are the Brownfield Redevelopment Authority's Resolution approving plan amendment #1, (2) a March 20, 2026, city memorandum to the Brownfield Redevelopment Authority regarding plan amendment #1, a February 23, 2026 memorandum from the Brownfield Authority's consultant (Fleis and VandenBrink) on plan amendment #1 (that memo provides a thorough overview of proposed amendment #1), and the memorandum from February 28, 2025 recommending approval of the original Brownfield plan with the corresponding plan also attached.

Although the proposed amendment #1 is largely administrative in nature (it does not change the reimbursement amounts), it is recommended we follow an approval process like the original approval process. For comparison, the dollars associated with the Plan's funding are:

Eligible Activity	Original Plan	Amended Plan
Demolition (developer)	\$51,000	\$51,000
Infrastructure (developer)	\$239,500	\$239,500
Site Preparation (developer)	\$46,500	\$46,500
Additional Housing gap (dev)	\$262,000	\$262,000
Contingency (developer)	\$42,900	\$42,900
BRA Work Plan Prep (dev.)	\$15,000	\$15,000
BRA Plan Implement (dev.)	\$15,000	\$15,000
Additional Housing (city)	\$2,000,000	\$0
Infrastructure (city)	\$0	\$2,000,000
State BRA Fund (estimated)	\$214,115	\$214,115
City Admin. Fees (est.)	\$65,097	\$65,097

JR Automation Brownfield Plan Resolution

City Manager Klunder noted City Council will hold a public hearing to consider a Brownfield Plan Amendment to approve a Brownfield plan for JR Automation Technologies, LLC, at 800 E. Riley. City Council's public hearing follows action by the City's Brownfield Redevelopment Authority's approval of the plan amendment at their March 31, 2026, meeting.

As a reminder, the City has one Brownfield plan which we amend for site-specific projects. City Council will find detailed information regarding the proposed Brownfield plan amendment. A few items, of additional note for City Council's information, are:

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

Our leadership team recommends that City Council approve the Resolution to amend the City's Brownfield Plan to include the 800 E. Riley project as outlined in the plan amendment.

BL-196 Beautification Plan Update

ACM/Finance Director Plockmeyer noted that included in the 2026 Strategic Action Plan was the following goal related to the BL-196 Beautification Plan:

"By June 30, 2026, revisit our vision for the beatification of BL-196 and determine council's desire to implement the vision."

Below summarizes the key timeline and decisions to date, the project cost picture, the MDOT constraints that shaped the concept, and a brief reflection and recommendation for how to proceed.

Summary of Timeline and Actions:

1. January 2020 — Council goal setting: corridor improvements and a BL-196 action step were adopted as Council priorities.
2. Summer–Fall 2020 — Consultant procured: master-plan scope (inventory, concepts, and MDOT coordination) authorized; consultant fee ~\$9,845.
3. 2021 — Inventory, concept development and MDOT coordination: concepts, plant lists and sketches prepared; MDOT met with staff and was generally receptive.
4. November 15, 2021 — Council work-study: conceptual plan and order-of-magnitude construction estimate (~\$1.1 million) presented.
5. 2022 — Regional coordination and MDOT reconstruction planning; December 2022 Council endorsement of the beautification concept and request that MDOT consider including elements in its reconstruction.
6. 2026 Strategic Action Plan — directs us to revisit the BL-196 beautification vision and determine Council's desire to implement by June 30, 2026.

MDOT constraints that shaped the concept and implementation risk

- Lighting is not permitted within the State right-of-way for this corridor; any lighting would need MDOT approval and likely be outside of the right-of-way.
- Trees and vertical architectural elements must be set back a minimum of 50 feet from the travel lane, significantly limiting locations for larger plantings and features.
- Low-growing shrubs and irrigation are possible but require MDOT approval and must meet maintenance and salt-tolerance requirements.

For City Council's reference, the conceptual plans have been included.

Reflection and next steps

We worked closely with MDOT and pursued inclusion of our concept in the State reconstruction project. However, based on the final scope of MDOT's project, the full reconstruction did not occur in Zeeland in a manner that would allow our beautification plan to be incorporated as part of that work. As a result, the decision point before City Council now is whether there is a desire to pursue the BL-196 Beautification Plan outside of MDOT, knowing that the City would likely be responsible for the full cost of the project. At the current conceptual level, that cost is estimated at approximately \$1.1 million. Moving forward with the project would also mean weighing it on other competing capital improvement priorities, including park, street, facility, downtown, and other capital projects.

Requested Council feedback

At this time, staff is not seeking formal Council action. Rather, we are seeking Council feedback as to whether this project remains a priority you would like staff to continue pursuing, and if so, how you would view it relative to the City's other capital improvement priorities. This feedback will help guide staff in determining whether to devote additional time and resources toward refining the project, identifying funding opportunities, and considering where it may fit within broader capital planning efforts.

City Council indicated that they would like staff to explore incremental low-cost options to implement the plan focusing on median plantings. Council would like to see ways these low-cost options could be incorporated into future budget cycles.

Collection of Unpaid Special Assessment Ordinance Amendment

ACM/Finance Director Plockmeyer noted the City of Zeeland has a tax base that experiences a delinquency rate of less than 0.1 percent. One area in which the City is endeavoring to provide additional means of collection is unpaid special assessments. The City currently has a few outstanding special

assessment installments, totaling less than \$1,000, that were not originally included on a winter or summer tax bill and remain unpaid. The City has contacted the affected property owners, but payment has not yet been received or otherwise resolved.

The proposed ordinance would amend the City Code to establish additional procedures for collecting unpaid special assessment installments. Specifically, the ordinance would allow an unpaid special assessment installment to be placed on the real property tax bill associated with the benefited parcel. The ordinance also provides that a service fee equal to the greater of \$25 or 5 percent of the unpaid installment may be added to the tax bill. If the tax bill remains unpaid, the amount would ultimately be collected by the Ottawa County Treasurer in accordance with applicable state law.

As noted, the City has very few instances in which it struggles to collect taxes or special assessments. However, adoption of this ordinance would provide the City with an additional means to collect unpaid special assessment installments when voluntary payment efforts are unsuccessful.

Staff recommend City Council adopt an ordinance amending the City Code to allow unpaid special assessment installments to be placed on the associated parcel's real property tax bill for collection.

Mural Package Award

Marketing Director deRoo stated, as part of the continued effort to expand permanent public art throughout downtown Zeeland, the Marketing Department issued a call for artists for a second round of downtown murals. This opportunity generated strong interest from the artistic community, resulting in eighteen submissions for two potential mural locations from many talented artists. After careful review and evaluation of the submissions, the Marketing Department identified two finalists whose artistic styles and concepts most effectively reflected the character and vision of downtown Zeeland. (Details regarding the second finalist will be presented at a future council meeting as final proposal details are still being refined.)

After reviewing all submissions, staff recommend selecting local artist Krista Arendsen for the mural installation planned for 122 E. Main Avenue. Krista previously completed Zeeland's inaugural downtown mural project, and the City remains enthusiastically pleased with the final result. Through that successful experience, the Marketing Department has developed strong confidence in Krista's artistic ability, professionalism, collaborative approach, and understanding of Zeeland's community character. Additionally, property owner, Greg Visser, has strong confidence in Krista's ability and an affection for her artistic portfolio and style. Therefore, we feel this artist/property combination is the right fit.

Krista has provided four preliminary pencil sketch concepts for the proposed mural. Similar to the process utilized during the first mural project, these conceptual sketches are intended to establish the artistic direction and overall style of the mural while still allowing flexibility throughout the creative process. These sketches are not to be interpreted as final designs but rather an artistic direction for the project. The Marketing Department is very comfortable continuing this collaborative approach and will work closely with Krista to identify and refine a final version that is most fitting for the location and representative of the Zeeland community. The Marketing team and property owner will also collaborate with the artist on the final color palette selection to ensure the artwork complements both the mural design and surrounding downtown environment.

The proposed mural will be installed on the east and south-facing brick walls at 122 E. Main Avenue. To facilitate this project, the City Attorney has prepared two agreements for City Council consideration and approval:

- 2026 Visser Artwork License Agreement between the City of Zeeland and Zeeland Hardware Etc., LLC, property owner of 122 E. Main Avenue
- 2026 Artwork Agreement between the City of Zeeland and Krista Arendsen/Art by Krista

The Artwork Agreement outlines the scope of work, project timeline, ownership rights, insurance requirements, and compensation structure for the mural installation. The License Agreement authorizes the City to utilize the building walls for installation and long-term display of the public artwork. This recommendation follows a similar process used during the City's first mural project in 2023, which resulted in a successful and well-received public art installation.

The City of Zeeland has budgeted \$25,000 in the 2025-2026 FY budget for this round of downtown murals. The proposal from Krista Arendsen/Art by Krista will use approximately \$14,500. The second mural that is being pursued (and will come before Council for review at a later date) is suggested to use the balance of the allocated budget.

Staff recommend that City Council approve the 2026 Visser Artwork License Agreement between the City of Zeeland and Zeeland Hardware Etc., LLC.

Staff recommend that City Council approve the 2026 Artwork Agreement between the City of Zeeland and Krista Arendsen/Art by Krista.

1st CRC Parking Easement Amendment

City Manager Klunder noted the City has had a long-term lease with First Christian Reformed Church for public use of its parking lot exclusive of Sundays and overnight use. The "current" agreement dates to 2022 at which time the city made a capital contribution to the repaving of the parking lot and agreed to split the snowplowing cost and future parking lot maintenance cost (years 11 – 20). The current term of the easement is through 2042.

During the summer of 2025, the City implemented a plan to better utilize municipal parking lots (north and south) for customer parking. One of the efforts has been to limit parking in the north and south lots during the weekdays to a 4-hour time limit. This effort naturally "pushed" vehicles to the outer lots that we have easements for – including the church lots.

As a result of the increased use of church lots, we initially had a re-evaluation request for our easement with North Street CRC by their leadership. While those discussions were ongoing, we felt we should proactively look at amending our easement with First CRC and 2nd Reformed.

The proposed easement amendment, for First CRC, would now have the City pay 85% of the snowplowing cost and future maintenance cost (years 11 – 20 of the agreement). Currently the agreement notes splitting those costs. As a reminder, the City previously made a capital contribution to the repaving of the lot (2022) and pays for a portion of the maintenance of the lot, thus this funding model will remain in the agreement versus a lease rate per spot.

From a dollar perspective, this past winter under the split formula we would pay \$2,006.25 and under the proposed formula we would pay \$3,410.60. A difference of \$1,404.35. For reference, the 85% is based on the City's use of the parking lot, six out of seven days of the week. The church appreciates the City's acknowledgement of greater use of their parking lot with this proposed amendment.

Our City leadership team recommends that City Council move to approve the Easement Addendum to the First Christian Reformed Church/City of Zeeland parking lot agreement as presented.

2nd Reformed Parking Easement Amendment

City Manager Klunder noted the City has had a long-term lease with Second Reformed Church for public

use of its parking lot exclusive of Sundays and overnight use. The “current” agreement dates to 2004. It has since been amended for (1) the church coordinated the snowplowing for a period – the City’s contractor once again maintains at the current time and (2) we made an additional capital contribution to reconstruct the lot in 2018 (an initial capital contribution was made in 2004) extending the term of the easement to 2034.

During the summer of 2025, the City implemented a plan to better utilize municipal parking lots (north and south) for customer parking. One of the efforts has been to limit parking in the north and south lots during the weekdays to a 4-hour time limit. This effort naturally “pushed” vehicles to the outer lots that we have easements for – including the church lots.

As a result of the increased use of church lots, we initially had a re-evaluation request for our easement with North Street CRC by their leadership. While those discussions were ongoing, we felt we should proactively look at amending our easement with 2nd Reformed and 1st CRC.

The proposed easement amendment for 2nd Reformed would now have the City pay 85% of the snowplowing cost and maintenance cost (current agreement splits those costs). As a reminder, the City has previously made capital contributions to the reconstruction of the lot and pays for a portion of the maintenance of the lot, thus this funding model will remain in the agreement versus a lease rate per spot.

From a dollar perspective, this past winter, under the split formula, we would pay \$1,734.38 and under the proposed formula we would pay \$2,948.44. A difference of \$1,214.06. For reference, the 85% is based on the City’s use of the parking lot, six out of seven days of the week. The church appreciates the City’s acknowledgement of greater use of their parking lot with this proposed amendment.

Our City leadership team recommend that City Council move to approve the Third Easement Addendum to the Second Reformed Church/City of Zeeland parking lot agreement as presented.

There being no further items to discuss, Work Study was adjourned at 6:53 P.M.

Kristi DeVerney, City Clerk