NOTICE
Time Change

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The City Council Work Study Session on Monday, August 3, 2026 has been rescheduled to

6:15 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
August 3, 2026, 6:15 p.m.

DISCUSSION ITEMS:

1. Zeeland Historical Society Charitable Gaming Resolution
2. Well Parcel Conveyance – Zeeland Public Schools
3. Clean Water Plant Lab Remodel Design Contract Award
4. Penny Rounding Policy
5. City Building Fund Budget Amendment
6. Planning Commission Appointment – Aaron Mason
7. Board of Review Appointment – Al Dannenberg

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
August 3, 2026, 7:00 p.m.

CALL TO ORDER:

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

ACTION ITEMS:

1. Zeeland Historical Society Charitable Gaming Resolution
2. Well Parcel Conveyance – Zeeland Public Schools
3. Clean Water Plant Lab Remodel Design Contract Award
4. Penny Rounding Policy
5. City Building Fund Budget Amendment
6. Planning Commission Appointment – Aaron Mason
7. Board of Review Appointment – Al Dannenberg

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 July 20, 2026.
2. Approve minutes of the Regular City Council meeting of July 20, 2026.
3. Receive for information draft minutes of June 4, 2026, Planning Commission meeting.
4. Receive for information draft minutes of June 11, 2026, Shopping Area Redevelopment Board meeting.

Council Meeting
Common Council
July 20, 2026

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

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

Staff Present: City Attorney Jim Donkersloot, Interim City Manager/Finance Director Kevin Plockmeyer, and City Clerk Kristi DeVerney

The Invocation was offered by. Pastor Michael Schout – Grace Fellowship Orthodox Presbyterian Church.
The Pledge of Allegiance to the Flag

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

Consent Agenda

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

1. Approve minutes of the City Council Work Study of July 6, 2026.
2. Approve minutes of the Regular City Council meeting of July 6, 2026.
3. Receive for information draft minutes of July 9, 2026, Planning Commission meeting.
4. Receive for information draft minutes of July 6, 2026, and July 14, 2026 Elections Commission meetings.
5. Receive for information draft minutes of July 14, 2026, Board of Public Works meeting.
6. Ratify BPW Action #26.041 – Approve Cash Disbursements and Recommended Cash Transfers.
7. Ratify BPW Action #26.042 – Approve MPPA Capacity Purchase Recommendation, Planning Year 2030/2031.
8. Ratify BPW Action #26.043 – Approve MPPA Board of Commissioners Primary and Alternate Representatives.
9. Ratify BPW Action #26.044 – Approve MMEA Board of Commissioners Primary and Alternate Representatives.
10. Ratify BPW Action #26.045 – Approve MPPA Member Authorized Representative.
11. Ratify BPW Action #26.046 – Approve FY2027 Ottawa County Community Action Agency Payment Assistance Administration Agreement.

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

Communications
None

Interim City Managers Report

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ICM Kevin Plockmeyer reported:

Church Street Construction Project – Work continues on the project, and the contractors continue to stay on schedule. Over the past week, work included water service tie-ins, including temporary water service interruptions for City Hall and the Howard Miller Library. Additionally, crews finished the storm sewer south of Central Avenue. Next week, the focus will change as crews south of Central switch to the installation of sanitary sewer, and crews north of Central begin to install storm sewer. As a reminder, the storm sewer installation will result in significant disruption, as the depths for this piping exceed 15 feet.

Lincoln Cemetery Irrigation – As a result of the construction project through Lincoln Cemetery, we do not currently have irrigation west of the access drive. This means we are unable to sprinkle the Veterans section and the area around the flowered cross so the grass will probably look brown as we have not had rain.

Early Voting – This will begin on Saturday, July 25th and continue through Sunday, August 2nd, and will be available from 8am-4pm each day at the Howard Miller Library/Community Center.

Planning Commission Meeting – The Commission worked on the City's Master Plan update, discussed proposed revisions to its bylaws, and procedures for addressing potential conflicts.

E-Bikes – Questions about their speed, where they can travel, and what qualifies as an e-bike, moped, skateboard, etc., has become a broader topic of conversation. Other jurisdictions, our police department and other police departments, and the State are working on legislation.

Zeeland BPW Behind the Meter Generation (BTMG) Project – Work continues on the BPW's BTMG project. The City Council will continue to be informed as the project progresses.

Parks and Recreation Master Plan Survey – Throughout the month of July, residents are invited to participate in a survey regarding our City Park system. This feedback will be incorporated into our Parks and Recreation master plan and meets the public engagement requirement per the State of Michigan. Council Members are invited to participate in the survey at the following link: https://www.surveymonkey.com/r/zeeland. So far, there has been a good response.

BPW Administrative Building Opening – The BPW customer service staff moved back to their administrative offices on July 16. Many thanks go to the Facilities and the Howard Miller Staff for their accommodation of the BPW customer service center over the last several months.

Pig Out – Despite the heat and wildfire smoke, the event was a success. Numbers were down a little due to the circumstances.

Events – July is busy with events: Zeelmania, Soundz of Summer, and Music on Main which highlight how special Zeeland is.

Action Items

26.119 JPRO Diagnostic Tool Purchase

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Langeland to approve the purchase of the JPRO Professional Diagnostic Service Kit and three-year subscription package from Noregon Systems, LLC, in the amount not to exceed $14,794.98.

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

26.120 Esri Geographic Information System License Renewal

Motion was made by Councilmember Lam and Supported by Councilmember Bult to approve the three-year Esri license renewal in an amount not to exceed $61,800, payable in annual installments of $20,600.

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

There being no further business, motion was made by Councilmember Langeland and Supported by Mayor Pro-Tem Gruppen to adjourn the meeting at 7:17 P.M. Motion carried. All voting aye.

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Mayor Richard VanDorp III

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City Clerk Kristi DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, July 20, 2026
6:30 P.M.

Mayor VanDorp called the Study Session to order at 6:30 P.M.

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

ABSENT: Timmer

Staff Present: City Attorney Jim Donkersloot, Interim City Manager/Finance Director Kevin Plockmeyer, and City Clerk Kristi DeVerney

<u>JPRO Diagnostic Tool Purchase</u>

ICM Plockmeyer stated that, as part of the City's Strategic Action Plan, the Streets Department identified the purchase of a vehicle and equipment diagnostic tool as an opportunity to improve the efficiency and effectiveness of the City's fleet maintenance operations.

Modern vehicles and equipment increasingly rely on electronic systems that require specialized software and equipment to accurately identify mechanical and electrical issues. The JPRO system provides broad coverage across multiple vehicle and equipment manufacturers, allowing staff to use one platform to diagnose a significant portion of the City's fleet.

The recommended package includes the JPRO Professional diagnostic software, various accessories, and the Technician as a Service (TaaS). TaaS will also provide staff with access to certified technicians who can remotely assist with diagnostic procedures and repairs.

The JPRO platform is expected to provide several operational benefits, including faster diagnosis of equipment issues, access to current repair procedures and wiring information, reduced reliance on multiple diagnostic subscriptions, and the ability to complete more diagnostic work internally. Faster and more accurate diagnosis should reduce equipment downtime, avoid unnecessary replacement of parts, and help staff determine when outside repair services are necessary.

Staff recommend selecting the three-year package. Although this option requires an additional upfront investment of $4,169, it includes the JPRO, NextStep Repair, Fault Guidance, and Technician as a Service subscription through 2029. Purchasing the subscriptions in advance provides a total three-year savings of $3,029 compared with purchasing the initial package and paying the standard annual renewal rates. It also protects the City from potential subscription price increases during the three-year term and provides budget certainty for the Streets Department. After the prepaid term expires, the current annual renewal rate is $3,599.

Recommendation is to have City Council approve the purchase of the JPRO Professional Diagnostic Service Kit and three-year subscription package from Noregon Systems, LLC, in an amount not to exceed $14,794.98.

Esri Geographic Information System License Renewal

ICM Plockmeyer noted the City of Zeeland and Zeeland Board of Public Works (Zeeland BPW) use Esri's ArcGIS platform to manage and map electric, water, sanitary sewer, stormwater, and other infrastructure information.

Esri is considered a sole-source provider because the City of Zeeland and Zeeland BPW have developed numerous maps, applications, datasets, and operational processes within the ArcGIS environment. Replacing the platform would require significant migration, redevelopment, and retraining.

Esri has proposed a three-year enterprise agreement at $20,600 per year, for a total cost of $61,800.

The annual cost of $20,600 has already been included in the approved budgets for each year of the three-year agreement. This cost is budgeted under Information Technology as a shared cost between the City of Zeeland and Zeeland BPW.

Recommendation is to have City Council approve the three-year Esri license renewal in an amount not to exceed $61,800, payable in annual installments of $20,600.

Renewal will maintain uninterrupted access to the City of Zeeland and Zeeland BPW GIS environment, preserve existing investments in data and applications, and support continued use and expansion of GIS services across the organization.

2026 Strategic Action Plan Update

ICM Plockmeyer updated Council that each year City Council adopts a Strategic Action plan that serves as a roadmap for directing staff time, resources and attention toward the priorities established by City Council. This year's plan includes 22 organizational goals and 38 departmental supports. The goals and supports were assigned a combined total of 100 points for purposes of the Fiscal Year 2026/2027 Performance Incentive Program.

Staff noted that the Purchasing Policy line item was a duplicate on the plan list and asked the Council to consider reassigning the 1 point to succession planning goal.

Implementation is progressing well on the 2026 Strategic Action Plan and several items have already been completed.

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

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Kristi DeVerney, City Clerk

CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
ZEELAND CITY HALL
ZEELAND, MI
June 4th, 2026
5:45 PM

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

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

Absent: Commissioners CJ Otteman, Bob Blanton, and Tim Klunder.

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, Planning Consultant Tanya DeOliveria, Planning Consultant Paul Leblanc, and Recording Secretary Nadine Garza.

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

Maday noted that there were no additional agenda items.

Chairman Elhart opened the floor for public comment.

Keith Disselkoen, of 30 N. Carlton Street, stated that he had submitted a letter to the Planning Commission regarding the Mead Johnson Campus Modernization project traffic flows, noting that he is not a traffic engineering expert but wished to express concerns regarding the volume of traffic that would utilize the Carlton Street entrance and exit. He noted that he and his wife, Georgie, have owned their property on Carlton Street for nearly 43 years, with his father owning it for 21 years prior. Mr. Disselkoen stated that he appreciates the improvements the City has made in this area, including recent road repairs, but believes the proposed entrance and exit could create significant congestion during peak traffic periods and negatively impact surrounding property values. He added that he and his wife have invested nearly $70,000 into their property, resulting in substantial improvements, and that they take great pride in maintaining and preserving it.

Mr. Disselkoen stated that he and his wife attended the meeting to appeal the application and request that the Commission reconsider the use of Carlton Street as an ingress and egress point for the parking lot. He expressed concern that the anticipated traffic volume, estimated at approximately 350 vehicles, would create significant congestion and adversely affect his tenants' ability to travel to and from the property. He referenced his written communication, which is attached to the record, and reiterated that while he is not a traffic expert, he has significant concerns regarding the proposed use of Carlton Street and its impact on him and his tenants. Mr. Disselkoen noted that although he and his wife do not currently reside in Zeeland, they have owned the property and rental units for many years.

Chairman Elhart asked staff about the traffic study conducted regarding the use of Carlton Avenue for parking lot ingress and egress as compared to Main Avenue. Maday explained that, as part of the project review process, Mead Johnson's team was required to submit a traffic impact study evaluating the potential effects of the proposed development on the City's transportation network. He stated that the study was reviewed by the City's consulting engineer, Joe Eberle of Progressive AE, who found the proposed traffic plan acceptable while continuing to work through final details with the applicant's engineering team.

Maday noted that Mr. Disselkoen had provided his comments in advance of the meeting and that those comments were distributed to the Planning Commission for review. He added that the correspondence was also reviewed by Mr. Eberle, who explained that the reported Synchro delay includes time spent in a vehicle queue and does not reflect the actual capacity of the intersection. Mr. Eberle further noted that peak-hour traffic volumes would be substantially lower than the total number of parking spaces, likely closer to 125 vehicles, and that traffic would be distributed among multiple intersections and further divided between left and right turning movements. According to the traffic analysis, these factors reduce delays at nearby intersections, and the traffic engineer's modeling indicates a Level of Service "C," which is typical and acceptable for one-way stop-controlled intersections.

Maday concluded by stating that the City's consulting engineer had reviewed the traffic plan submitted by Mead Johnson and found it to be acceptable. Chairman Elhart then confirmed that when Carlton Street was reconstructed, it was rebuilt in accordance with current codes and standards, which Maday affirmed.

Mr. Disselkoen questioned whether the roadway had been designed to accommodate heavy semi-truck traffic or primarily standard passenger vehicle traffic, noting that the street now includes on-street parking and sidewalks on both sides. He stated that he had just received Mr. Eberle's written response and observed that the second paragraph referenced approximately 122 vehicles exiting during shift changes but did not address the approximately 122 vehicles entering the site during the same period. Mr. Disselkoen reiterated his belief that the proposed traffic volumes would result in significant congestion on Carlton Street, Main Avenue, and Fairview Avenue. He further stated that Carlton Street is a quiet residential street and expressed concern that increased traffic would significantly alter its character.

Additionally, Mr. Disselkoen noted that Zeeland Public Schools frequently utilizes Carlton Street for bus movements, at times involving approximately 25 buses, and stated that the combination of school bus traffic, semi-truck traffic, and additional employee vehicle traffic would create further disruption along the corridor.

Georgie Disselkoen, of 30 N. Carlton Street, expressed concern regarding the proposed driveway connection on Carlton Street, noting that it would be located directly across from the driveway serving their property. She stated that she believes the increased traffic will create difficulties for their tenants when entering and exiting the property. Mrs. Disselkoen added that the property has historically been highly desirable to renters and expressed concern that the proposed traffic conditions could negatively impact tenant satisfaction, potentially leading tenants to seek housing elsewhere and making the property more difficult to lease in the future. She concluded by noting that the rental property serves as an important part of their retirement income, as neither she nor her husband has additional sources of compensation, and they rely heavily on the property's rental revenue for their retirement.

Commissioner Perkins inquired about commercial traffic on Carlton Street and asked whether commercial vehicles entering and exiting the Mead Johnson site would be directed to follow a designated routing plan. Maday responded that the applicant was present at the meeting and would have the opportunity to address that question. He noted that the discussion was still within the public comment portion of the hearing and explained that the applicant would be able to respond to questions and provide additional information during the presentation of the application.

Mr. Disselkoen then questioned if the portion of Carlton St that stretches from Washington Ave to the entrance for commercial traffic would be rebuilt as he questions whether that portion was only built for small vehicle traffic.

Kevin Plockmeyer, Assistant City Manager of City Services, Infrastructure, and Finance, stated that the specific section of Carlton Street has been reviewed by both the City and Mead Johnson engineers. He explained that, as the City continues to work through negotiations related to the project and the associated development agreement, improvements to the sanitary sewer, utilities, infrastructure, and street improvements would be addressed as part of the overall development. Mr. Plockmeyer referenced his memo included in the Commissioners' packet, which identifies street improvements as one of the items to be considered. He reiterated that these matters would be addressed through the development agreement process, as is typical, and are not part of the site plan approval process.

Mr. Disselkoen asked whether there was an intention to rebuild Carlton Street or add additional lanes. Chairman Elhart confirmed that Mr. Plockmeyer had already stated those details would be addressed as the City continues working through the project and development agreement.

Mr. Plockmeyer added that, based on the level of service information reviewed, including traffic reports, counts, and related data, there is currently no intention to modify the traffic pattern at this time.

Chairman Elhart then closed the public comment portion of the meeting, moving to communications received. Maday highlighted a communication received by Jeff Zylstra, Community Manager of Royal Park Place regarding 201 Royal Park Dr.

-5:59PM Chairman Elhart opened the public hearing to hear the Site Plan Review Application at 201 Royal Park Dr. to consider a 14 space parking lot addition – Helping Hands Residential Care.

Jason Hall, of Midwest Construction Group, explained that Hope Discovery's services have expanded to the point that the existing parking supply no longer adequately meets demand. He noted that efforts have been made to establish parking agreements with neighboring properties; however, on-street parking has become increasingly burdensome. Mr. Hall stated that the purpose of the request is to add 14 parking spaces to help alleviate traffic flow issues and reduce congestion caused by vehicles parking along the street. He further explained that employee parking is located at the rear of the property and that additional spaces would provide more on-site parking for clients, reducing the need for parking on adjacent roadways.

Maday added that the property was constructed in 2021. The site provides more than the minimum amount of parking required by the Zoning Ordinance based on the building's size and occupancy. However, the applicant is requesting an additional 14 parking spaces to better accommodate operational needs.

Maday noted that the proposed parking lot expansion appears to comply with all applicable Zoning Ordinance requirements, including setbacks, access aisle widths, and parking space dimensions. He further stated that staff considers the proposed parking area to be a permitted accessory use within the zoning district. However, he noted that the ordinance would require one additional canopy tree beyond what is currently shown on the site plan. Given the nature and layout of the site, staff supports a waiver of the additional tree requirement and finds the landscaping plan acceptable as proposed.

Maday explained that staff had not yet received the final stormwater management review, which is typical for a project of this nature. As a result, staff recommended conditional approval subject to review and approval of the stormwater management and parking lot expansion plans by the City's engineering consultant.

Maday also noted that correspondence received from Jeff Zylstra of the adjacent Royal Park facility expressed support for the proposed parking lot expansion. He further stated that no objections to the application were raised during the public comment portion of the hearing

Perkins confirmed that the waiver would be for only one tree, where the existing canopy tree would then be located elsewhere on site. Maday confirmed.

-6:02PM Motion made by Klompmaker to close the public hearing. Supported by Van Dorp. Motion carried unanimously by voice vote.

Motion 2026.08
Moved by Klompmaker to approve the site plan review application for 14 space parking lot addition at 201 Royal Park Dr. with the following conditions:

- **(a.) Stormwater management plan be approved.**
- **(b.) A landscaping waiver is granted for one tree, noting the relocation of the existing tree elsewhere onsite.**

Supported by VanDorp

Roll Call Vote on Motion 2026.08
Ayes: Perkins, Holstege, Klompmaker, VanDorp, Chairman Bill Elhart.
Nays: None.
Absent: Otteman, Blanton, Klunder.

Motion Passes

Resolution of approval for Mead Johnson & Company, LLC site plan review & special land use application for campus modernization project at 725 E Main Ave and related parcels.

Maday reviewed the discussion and actions previously taken by the Planning Commission regarding Mead Johnson's Site Plan Review and Special Land Use application for the Campus Modernization project. He referenced the resolution prepared for consideration at the meeting and noted that it had been slightly revised based on comments from Planning Consultant Paul LeBlanc. LeBlanc correctly identified that the Zoning Ordinance permits certain minor site plan amendments, such as the replacement of trees and similar modifications, to be handled administratively. Maday explained that the revised resolution acknowledges that such minor changes may occur and can be addressed in accordance with the provisions of the ordinance.

Maday then reviewed the resolution in greater detail, including the conditions that must be satisfied before staff may issue the necessary permits. He outlined each of the proposed conditions for the Commission's consideration. Additionally, he referenced the memorandum prepared by Assistant City Manager Kevin Plockmeyer, which was included in the Commissioners' meeting packets and outlines the types of items anticipated to be addressed through the development agreement process.

Maday further stated that staff finds the applicant's plans to be compliant with the requirements of the Zoning Ordinance and supports adoption of the resolution as presented. He noted that the applicant's written responses to questions raised by Commissioners and members of the public had been included in the meeting packets for review. Maday concluded by noting that representatives of the applicant were present at the meeting and available to review the proposal and answer any additional questions from the Commission or the public.

Commissioner Perkins stated that she understood the configuration of the driveway along N. Carlton Avenue would be further evaluated during the development agreement process. However, she questioned whether the driveway could be shifted farther north to reduce potential impacts on the rental properties located across the street.

Allan Barron, representing Mead Johnson, responded that the project team is currently evaluating that possibility. He explained that they are exploring how far north the driveway can be relocated while avoiding conflicts with an existing Consumers Energy utility pole, overhead wires, and the placement of required landscaping and trees. Barron added that the project's goal is to ensure vehicle headlights are not directly aligned with any of the nearby residential properties.

Perkins then commented that she is also aware that the pocket park will eventually be seen by Commissioners as the application continues to be processed, although she noted that she wishes to see the pocket park bigger than the original proposal. She then referenced the communication that was received at the Commissioners' last meeting, from resident Ryan Baas who had made a proposal for a playground park at the adjacent Zeeland Public Schools site & wondered if that was something their team was considering.

Art Pike, representing Mead Johnson, stated that the company is currently in discussions with the City, Zeeland Public Schools, and representatives from Bethel Church regarding the relocation of the park. He expressed Mead Johnson's desire to preserve and relocate as much of the existing park as possible while also making enhancements that would improve upon the current facility.

Commissioner Perkins noted that the Planning Commission would not be taking action on matters related to the park, as the property is owned by Zeeland Public Schools. Maday confirmed this, explaining that school-owned properties fall under the jurisdiction of the State Superintendent of Public Education and are generally exempt from local zoning regulations. However, Maday noted that matters related to the park's relocation, including easements, maintenance responsibilities, and other associated agreements, would require approval by City Council, providing an additional level of oversight.

Commissioner Perkins then asked whether there was an appropriate contact for resident Ryan Baas to continue discussions regarding his previous proposal for a scholarship funded by Mead Johnson. Pike responded that he and Mr. Baas have already had conversations on the topic and intend to continue those discussions in the near future.

City Attorney Donkersloot provided an overview of the resolution prepared for consideration at the meeting. He explained that the resolution would approve the proposed plan subject to a number of contingencies and conditions that must be satisfied before a building permit may be issued. Donkersloot reminded the Commission of the correction made to the resolution, clarifying that certain minor modifications to the approved plan may be reviewed and approved or denied administratively by staff in accordance with the requirements of the Zoning Ordinance. He further stated that the resolution was drafted to address the concerns and issues raised throughout the review process. Donkersloot concluded by reviewing the next steps in the process and outlining the actions that would follow should the Commission approve the resolution.

Motion 2026.09
Moved by Klompmaker to adopt the resolution of approval for Mead Johnson & Company LLC, site plan review & special land use application for campus modernization projects at 725 E Main Ave and related parcels.

Supported by Holstege

Roll Call Vote on Motion 2026.09
Ayes: Perkins, Holstege, Klompmaker, VanDorp, Chairman Bill Elhart.
Nays: None.
Absent: Otteman, Blanton, Klunder.

Motion Passes

Master Plan Review of Draft, Chapter 2 – Demographics
Tanya DeOliveira of Williams & Works, briefly reviewed the draft demographics chapter of the Master Plan and responded to questions from Commissioners, providing clarification on several topics discussed within the chapter.

Maday noted that he intends to provide Commissioners with additional local housing data, as that information was not included in the current draft chapter. He explained that he and Ms. DeOliveira will work together to compile and incorporate this data into future drafts / discussions of the Master Plan where appropriate.

Maday highlighted that he, DeOliveira, and SARB liaison Abby DeRoo are scheduled to meet in the coming weeks to provide Tanya with additional context and insight into the City of Zeeland. He explained that the meeting will help familiarize her with the community as she assists the Planning Commission in updating and rewriting the Master Plan.

Commissioner Klompmaker noted that, as the Commission continues discussing improvements that would benefit the City, he believes it would be worthwhile to begin conversations regarding the development and expansion of bicycle infrastructure within Zeeland. Commissioners expressed agreement with the suggestion, and Mrs. DeOliveira noted that she would be happy to assist with those discussions.

Maday stated that he had no additional matters for the Planning Commissioners to discuss, while also highlighting that the next regular Planning Commission meeting has been set for July 9th, 2026.

-6:31 PM – Moved by Klompmaker, Supported by Holstege, to adjourn. Motion carried unanimously by voice vote.

Nadine Garza
Recording Secretary

MEMORANDUM OF MEETING
Shopping Area Redevelopment Board (SARB)
Thursday, June 11, 2026, at 9:00 A.M.

PRESENT:	Board members: Barnes, Dick, Gentry, VanKampen, Vos
ABSENT:	Bult, VanHoven
Staff:	Marketing Director deRoo, City Clerk DeVerney
Guest:	none

The meeting was called to order at 9:03 A.M. by Board Chairman Vos.

1. **APPROVE MEETING MINUTES**

A motion was made by Barnes and supported by Dick to approve the May 14, 2026, meeting minutes. All present voting aye. Motion Carried.

2. **PUBLIC HEARING – 123 E MAIN AVE (KOELE GODFREY) – INSTALL PROJECTING SIGN**

Chairman Vos opened the public hearing at 9:04 A.M.

deRoo gave an overview of the request, by Midwest Sign Company, to install one lit projecting sign, 9 SF, one non-lit projecting sign, 4 SF, one non-lit wall sign, 15.75 SF, and a wall plaque at 2.67 SF.

deRoo noted the colors are black and white and these signs would include front and rear signs. All of the signs meet zoning requirements. Board members did not have any issues with the signs.

A motion was made by Gentry and supported by Barnes to close the public hearing at 9:11 A.M.

Motion was made by Barnes and supported by Gentry to approve the signs. All voting aye. Motion carried.

Ayes:	Barnes, Dick, Gentry, VanKampen, Vos
Nayes:	None
Absent:	Bult, VanHoven

3. **Construction Updates**

deRoo noted that the Church Street construction project is behind schedule. Asphalt will hopefully be torn out, between Central and Main, during the week of June 22nd. The sidewalks, that include snowmelt, will not be torn up and foot traffic will remain open. However, the intersection of Church Street and Cherry Street will be closed.

4. **DOWNTOWN CALENDAR**

Chalk Fest and Music on Main are happening today on Elm Street.

5. **OTHER**

El Rancho – Getting closer to opening for business.

156 E Main – Trevor Smith bought this property as office space.

303 E Main RFP – The RFP window (for redevelopment) remains open, potentially including adjacent properties.

1st CRC – They had their last service on June 7. The building, if approved by a 2/3 vote on June 14, will be occupied by Grace Fellowship moving forward as they have outgrown their current location. It was noted that Bridge will remain downtown.

43 E Main – This building has been sold. Intent is to have a counseling practice in this building.

Gentry reported seeing a resident drop off their garbage in the dumpsters in the South parking lot when those dumpsters are for the businesses along that block.

A motion was made by Barnes and supported by Dick to close the meeting at 9:35 A.M. All present voting aye, Motion Carried.

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Kristi DeVerney, City Clerk

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

CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers

FROM: Kevin Plockmeyer, Assistant City Manager

SUBJECT: Assistant City Manager's Report

DATE: July 31, 2026

Church Street Reconstruction Project – Work continues on the project, and the contractors continue to stay on schedule. Over the past week, crews continued work on sanitary sewer south of Central Avenue and storm sewer north of Central Avenue. Next week, we expect to see visible progress on the section south of Central. We anticipate that Lincoln will be open to traffic, albeit on gravel, by the end of the week.

As we look ahead, we expect Main to close at the end of August, but our hope is that Central will be open to traffic by that time. Again, we appreciate the community's patience as we continue to work on the project.

Early Voting – Early voting for City of Zeeland registered voters will continue through Sunday, August 2. Voting will take place at the Howard Miller Library Community Center from 8:00 AM to 4:00 PM each day. Thank you again to the Clerk's Office for their work to coordinate the space, staffing, training, and public communication necessary to provide this service locally. If you did not happen to vote during early voting or by absentee ballot, as a reminder election day is August 4 and can vote on that day as well.

BPW New Generation Implementation Plan – From Andy, "*Representatives from Zeeland BPW recently met in person with MPPA and other municipal utilities participating in the agency's Behind-the-Meter Generation initiative. MPPA presented its recommended generation technology, proposed project participation and energy off-take levels, and preliminary project economics. The group also discussed potential ownership structures, including the respective roles of MPPA and participating municipal utilities. Preliminary development, decision-making, and implementation timelines were reviewed, and additional due diligence is underway regarding generator manufacturers and technologies, interconnection requirements, permitting, and other siting considerations.*

Staff is also scheduling meetings with key industrial customers to discuss the need for additional generating capacity beginning in 2030-31, explain the near-term option of adding on-system generation, and obtain customer perspectives to help inform the New Generation Implementation Plan. Staff will provide additional updates as recommendations are further developed.

Events this Week – With July coming to a close, many of our regular summer events have wrapped up for the month, including Zeelmania and Soundz of Summer. As we transition into August, Music on Main Street will return downtown on Thursday, August 6, from 6:00 PM to 9:00 PM. Sweet Summer Night is also scheduled for Wednesday, August 12, with seating and concessions beginning at 7:00 PM and the movie starting at 7:30 PM. Thank you again to all of the staff, volunteers, sponsors, downtown businesses, and community partners who continue to make these events possible and help highlight what makes Zeeland such a special community.

Note of Appreciation – This has been a difficult and emotional week for the City organization as we continue to process Tim's passing and walk alongside the Klunder family during this time. I want to thank City Council, our staff, and the broader community for the support, encouragement, and grace that has been extended throughout the week. I also want to specifically thank our staff for the way they have continued to serve the community, support one another, and assist with the many details that needed attention during a very heavy week. The care shown for Tim, Kim, and the Klunder family has been deeply meaningful, and we will continue to support our staff and the family in the days and weeks ahead.

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

____

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

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

INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

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

SUBJECT: Zeeland Historical Society Charitable Gaming License

DATE: July 31, 2026

CC: City Council Work Study and Action Items August 3, 2026

The Zeeland Historical Society has requested that City Council adopt a resolution recognizing the organization as a nonprofit organization operating within the community for purposes of obtaining a charitable gaming license from the State of Michigan.

The Historical Society is planning to conduct a raffle as part of its annual fundraiser this fall. Before an organization that has not previously qualified may apply for a charitable gaming license, it must obtain a resolution of recognition from its local governing body.

The Historical Society has provided the State of Michigan's standard Local Governing Body Resolution for Charitable Gaming Licenses. The resolution would recognize the Zeeland Historical Society as a nonprofit organization operating in the City of Zeeland for purposes of obtaining charitable gaming licenses. Approval of the resolution does not itself issue a gaming license or authorize a specific raffle. The organization must still complete the State's licensing process.

According to City Attorney Donkersloot, City Council has approved similar resolutions for other organizations in the past, and thus we would recommend approval of the attached resolution.

RECOMMENDATION

City Council approve the Local Governing Body Resolution recognizing the Zeeland Historical Society as a nonprofit organization operating in the community for purposes of obtaining charitable gaming licenses from the State of Michigan.

____

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

State of Michigan
Michigan Gaming Control Board
Millionaire Party Licensing
3062 W. Grand Blvd, Suite L-700
Detroit, MI 48202-6062
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a Regular (REGULAR OR SPECIAL) meeting of the Zeeland City Council (TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD)

called to order by Mayor Richard J. Van Dorp III on August 3, 2026 (DATE)

at 7:00 (TIME) a.m./p.m. the following resolution was offered:

Moved by ______________ and supported by ______________

that the request from Zeeland Historical Society (NAME OF ORGANIZATION) of the City of Zeeland (CITY),

county of Ottawa (COUNTY), asking that they be recognized as a nonprofit

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be

considered for Approval. (APPROVAL/DISAPPROVAL).

APPROVAL: Yeas: ______________

Nays: ______________

Absent: ______________

DISAPPROVAL: Yeas: N/A

Nays: N/A

Absent: N/A

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted

by the City of Zeeland (TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD) at a Regular (REGULAR OR SPECIAL)

meeting held on August 3, 2026 (DATE).

SIGNED: ______________
TOWNSHIP, CITY, OR VILLAGE CLERK

Kristi DeVerney, City Clerk
PRINTED NAME AND TITLE

21 S. Elm Street, Zeeland, Michigan 49464
ADDRESS

Organization Information: 37 E. Main Avenue, Zeeland, MI 49464
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

Kenneth E. Kolk, Board President
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE

(269) 397-0483
PHONE NUMBER

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

MEMORANDUM

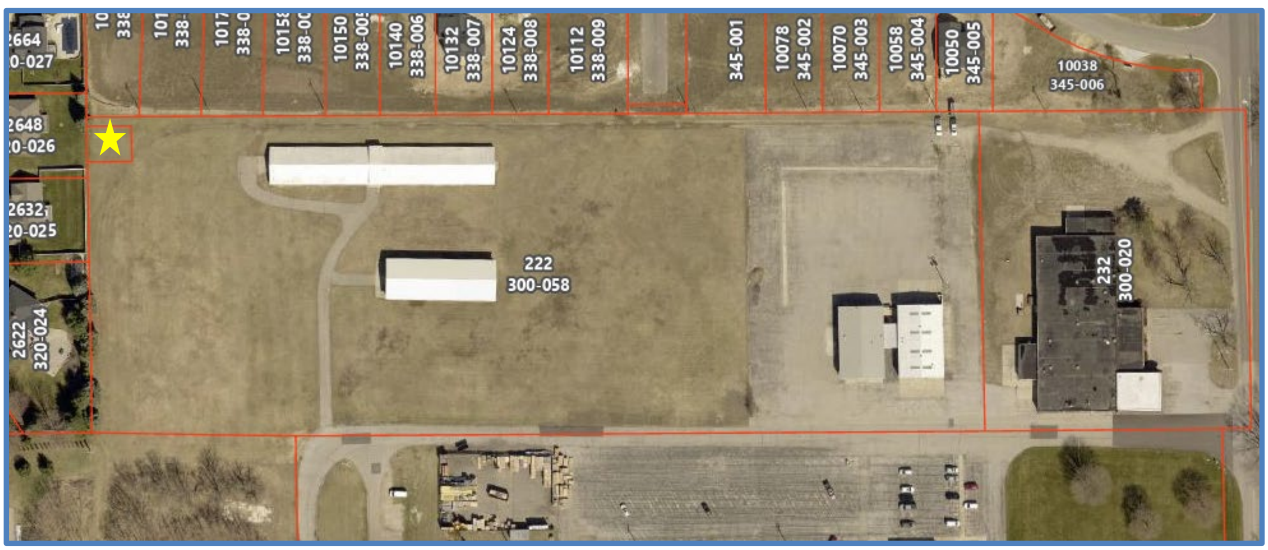
DATE: Wednesday, July 29, 2026

TO: Kevin Plockmeter, Interim City Manager

FROM: Tim Maday, Community Development Director

RE: **August 3rd City Council meeting agenda – Release of interest – Portion of 222 N Franklin Ave**

Background: The City of Zeeland previously held an interest in a small parcel located within what is now Zeeland Public Schools' property on Franklin Ave in Holland Township. The property was originally conveyed to the City in 1930 for well purposes, with the deed providing that the City's interest would cease once the property was no longer used for that purpose.



The parcel has not been used for well purposes for many years. At the request of Zeeland Public Schools, the City Attorney has prepared a Quit Claim Deed to formally release any remaining interest the City may have in the property, clearing the title record for the current owner. This deed will come before Council for review and approval on August 3rd. Should the signing of the deed be approved, it will be the last action in this matter.

Recommendation: Staff recommends that City Council take the following action:

Approve the Quit Claim Deed releasing any remaining interest the City may have in a portion of the property located at 222 N Franklin Ave and authorize the Mayor and City Clerk to execute the document on behalf of the City.

Timothy Maday, Community Development Director

QUIT CLAIM DEED

THE GRANTOR The City of Zeeland, a Michigan municipal corporation, **WHOSE ADDRESS IS** 21 S. Elm Street, Zeeland, Michigan 49464,

QUIT-CLAIMS TO Zeeland Public Schools, a Michigan general powers school district, **WHOSE ADDRESS IS** 183 W. Roosevelt Avenue, Zeeland, Michigan 49464,

THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE TOWNSHIP OF HOLLAND, **COUNTY OF** OTTAWA and **STATE OF** MICHIGAN:

> A piece of land 50 feet square in the Northwest corner and a strip of land 10 feet wide off the North side of the following described premises to-wit: All that part of the East 1/2 of the Southwest 1/4 of Section 13, Town 5 North, Range 15 West. Commencing at a point 51 rods and 1 foot North of the North line of the Pere Marquette right of way where it intersects with the East line of said Southwest 1/4 of said Section 13, thence West on a line parallel with the North line of said Southwest 1/4, to the West line of said East 1/2 of said Southwest 1/4, thence South along said West line of the said East 1/2 of the Southwest 1/4, 26 rods, thence East to the East line of the said Southwest 1/4 of Section 13, thence North along said East line to the place of beginning, excepting and reserving, however, to the party of the first part, its successors and assigns, a right of way for travel over the North ten (10) feet of said above-described property for the purpose of access to the adjoining property,

subject to easements and building and use restrictions of record.

This deed is given without consideration and is exempt from transfer tax pursuant to MCL 207.505(a); MCL 207.526(a).

The purpose of this deed is to convey and release the Grantor's interest in the above-described premises since the said premises are no longer being used for well purposes. This Quit Claim Deed is being executed in accordance with the terms of the deed to the Grantor which was recorded on September 2, 1930 in Liber 239 on Page 71.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

The Grantor does not grant to the Grantee the right to make any permitted divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

Dated this 20th day of July, 2026.

Signed by:

The City of Zeeland

By:________________________________
Richard J. Van Dorp III, Its Mayor

By:________________________________
Kristi DeVerney, Its City Clerk

STATE OF MICHIGAN)
) SS
COUNTY OF OTTAWA)

The foregoing instrument was acknowledged before me in Ottawa County, Michigan on this 20th day of July, 2026, by Richard J. Van Dorp III, as Mayor, and by Kristi DeVerney, as City Clerk, of the City of Zeeland, on behalf of the City of Zeeland.

____
*James A. Donkersloot
Notary Public, Ottawa County, Michigan
Acting in Ottawa County, Michigan
My commission expires: 12/04/2026

When Recorded Return To:	**Send Future Tax Bills To:**	**Drafted By:**
James A. Donkersloot Business Address: 132 E. Main Avenue P.O. Box 230 Zeeland, MI 49464	Zeeland Public Schools 183 W. Roosevelt Zeeland, MI 49464	James A. Donkersloot Business Address: 132 E. Main Avenue P.O. Box 230 Zeeland, MI 49464

Tax Parcel # 70-16-13-300-039 Recording Fee $30.00 Transfer Tax $0.00

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INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

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

SUBJECT: Clean Water Plant Lab Renovations Design Contract Award

DATE: July 31, 20206

CC: City Council Work Study and Action Items August 3, 2026

BACKGROUND

The Fiscal Year 2027 Clean Water Plant budget includes $500,000 for renovations to the Clean Water Plant laboratory and related staff support spaces. The project is intended to modernize approximately 1,400 square feet within the existing facility at 144 East Lincoln Avenue.

The proposed improvements include new laboratory casework, counters and storage; upgrades to the fume hood, plumbing, HVAC, electrical and technology systems; new lighting, ceilings and finishes; and improvements necessary to address laboratory safety requirements. The project also includes renovations to the locker room, shower, restroom and custodial support spaces to better address current and future accessibility and staff needs.

PROFESSIONAL DESIGN SERVICES

TowerPinkster has submitted a proposal to provide professional architectural and engineering services for the project. The proposed services include:

- Schematic design and programming
- Design development
- Construction documents
- Architectural, structural, mechanical, electrical and plumbing engineering
- Cost estimates during the schematic design and design development phases
- Code review and coordination
- Bidding assistance
- Construction administration

TowerPinkster anticipates beginning work in August 2026, with the design, bidding and permitting phases occurring before construction. TowerPinkster has proposed a fixed fee of $120,000, based upon an anticipated construction cost of $1.5 million. Reimbursable expenses are estimated at an additional $1,500, resulting in a total authorization of $121,500.

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The architectural and engineering fee represents approximately 8% of the estimated construction cost. This percentage appears reasonable given the nature of the project and the scope of services being provided. The project involves the renovation of an existing technical laboratory and includes architectural, structural, mechanical, electrical and plumbing engineering, as well as cost estimating, bidding assistance and construction administration.

PROJECT BUDGET AND NEXT STEPS

Although the Fiscal Year 2027 budget includes $500,000 for this project, initial feedback indicates that this amount will likely be insufficient to complete the full anticipated scope. The design process will allow the City to further define the improvements, evaluate alternatives and develop more reliable construction cost estimates.

Once the design has progressed sufficiently and the full project cost is better understood, staff will return to both the Clean Water Plant Technical Committee and City Council for review and approval of the proposed construction scope and funding plan.

Based upon the preliminary construction estimate, it is likely that the project will need to be modified or incorporated into a multi-year capital improvement plan. Approval of the professional design services does not authorize construction or commit the City to the full $1.5 million preliminary construction estimate.

RECOMMENDATION

Staff recommends that City Council approve the proposal from TowerPinkster for professional architectural and engineering services associated with the Clean Water Lab Renovations Project in the amount of $121,500.

____

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

TowerPinkster
Architecture · Engineering · Interiors

July 16, 2026

Kevin Plockmeyer
Assistant City Manager / Finance Director
City of Zeeland
21 South Elm Street
Zeeland, MI 49464

Re: Proposal for Professional Design Services:
City of Zeeland Clean Water Lab Renovations

Dear Kevin:

Thank you for inviting our firm to submit a proposal for the Clean Water Lab Renovation. On behalf of TowerPinkster, we are pleased to present the following proposal for professional design services to assist you and your team with executing this project. The following is our understanding of the project and a description of services.

I. PROJECT UNDERSTANDING

TowerPinkster understands the City of Zeeland is pursuing to modernize, renovate, and improve the laboratory operations of the Clean Water Lab space along with staff support spaces. The renovations and improvements will take place within the existing footprint of the lab and support spaces – roughly 1,400 square feet in the existing facility at 144 E Lincoln Ave in Zeeland, MI.

The laboratory space will look to have all new interior casework, storage, counters, fume hood upgrades, power / technology upgrades, along with plumbing and HVAC improvements. Work will also include refresh to finishes as needed to provide durability and longevity in the space. Ceiling and lighting upgrades are also part of the scope of work. All laboratory safety requirements are to be addressed in the design upgrades.

The support spaces include locker room, shower, and toilet room upgrades that address current and future staff needs for inclusivity and accessibility. Other support spaces include a dedicated janitors closet for custodial needs. The support spaces will be given full finishes refresh along with MEP improvements, lighting, and ceilings.

II. SCOPE OF SERVICES

TowerPinkster will develop the concepts into bid documents to support the construction of the project. The project will be delivered via General Contractor. The project will be issued for bidding as a single package to allow for the benefit of scale with the bidders.

Basic Services

- Architecture – architectural plans, elevations, sections, details, schedules, and specifications as required.
- Structural – existing wall and roof structure verifications and in the event load bearing walls are touched/modified for owner approved design.
- Mechanical Engineering – HVAC system design, documentation, and specifications
- Electrical Engineering – power distribution, lighting design documentation and specifications; Site lighting and photometric documentation included
- Plumbing Engineering – plumbing system design, documentation, and specifications
- Estimations at the completion of the Schematic Design and Design Development phases.
- Code Review and Documentation – includes life safety code requirements. Provide one (1) code review during the design process with authority having jurisdiction for input and feedback.
- Construction Administration – participate in bidding process, select post-bid interviews, bi-weekly client construction meetings (total five on-site meetings including punchlist visit), respond to RFI's, prepare bulletins, review construction contract payment applications and review shop drawings/submittals as required.
- Client Meetings – this proposal includes a maximum of five (5) Client meetings to finalize the current proposed plans during the design phase of the project. The meetings may be held in-person at the Client's office or TowerPinkster's office and/or via remote technology (i.e. Zoom, Microsoft Teams, etc) pending Client and/or team preference.

Our work will be performed in conformance with those services described in the American Institute of Architects Document - B101 – Agreement Between Owner and Architect – latest edition. The definition of the Cost of the Work is the total cost to the Client to construct all elements of the Project and shall include contractors general conditions costs, contingencies, overhead, and profit.

III. PROPOSED SCHEDULE

Our team understands that if the proposal is acceptable, our agreement to begin working on this project will be on or about **August 10, 2026**. The project schedule is dependent on certain factors which include providing project information, availability for meetings, reviews, and approvals by the Client team. The actual schedule will be further delineated during the kick-off meeting; however, the sequence below outlines a proposed timeframe to complete the services outlined herein.

	No. of Weeks
Schematic Design & Programming	6
[includes 2 weeks for SD Budget Estimating]	-
Client Review & Approval to proceed into DD	1
Design Development	6
[includes 2 weeks for DD Budget Estimating]	-
Client Review & Approval	1
Construction Documents	6
[includes 2 weeks for CD Budget Estimating]	-
Client Review & Approval	1
Bidding & Permitting	3
Construction Administration through Completion	12-14
[not including equipment lead times]	

IV. COMPENSATION

The proposed compensation for A/E services is based on the City of Zeeland construction budget starting at $1.5M.

Basic Services

Clean Water Lab & Support Space Renovations: Construction Budget of $1.5 million. Fixed Fee of **One Hundred & Twenty Thousand Dollars** ($120,000.00)

This fee proposal is made with the following assumptions:

1. If the scope changes, compensation will be adjusted accordingly.
2. The project is a single-phase design and construction effort.
3. Our fee does not include the costs of providing the normal types of client provided information such as testing for hazardous materials, and construction testing.
4. The project will commence and conclude per the proposed schedule and work plan extensions and/or expansions will generate a discussion in regard to additional required effort and value.
5. We will provide digital .PDF files to the Client for reproduction. Often our Clients are able to reproduce documents at more cost-effective rates and without sales tax.

Reimbursable expenses are in addition to the compensation for the professional services and include actual expenditures incurred by TowerPinkster in connection with the project. Expenses will be invoiced using a multiplier of 1.1 to cover costs of administration. These expenses may include:

1. Reproduction, postage, and handling of drawings, specifications, reports, and other presentation and review documents, not including final bid documents.

2. Three-dimensional building scanning including existing building modeling and technology cost per usage.
3. Basic building commissioning services.
4. Additional Consultants other than those specified in the proposal.

We estimate the cost of TowerPinkster's reimbursable expenses at approximately One Thousand and Five Hundred Dollars ($1500). If the City of Zeeland needs additional services that would exceed this amount TowerPinkster will inform in advance for approval.

Invoices will be submitted monthly based on the percentage of work completed during each phase, and payment is due upon receipt of the invoice. A service charge of 1½% per month (18% per year) is applied to accounts unpaid after thirty (30) days from the date of invoice. There is no initial payment due in advance to secure our services.

V. TERMS & CONDITIONS

The terms and conditions of this proposal are as follows:

- All permit and agency review fees are paid by Others and not included in this proposal.
- Services not provided in this proposal:
    - Demolition Documentation
    - As-built drawings after construction
    - LEED Services and fees
    - Commissioning Services
    - Asbestos and other environmental remediation
    - Technology design services
    - Furniture, Fixture and Equipment selection and procurement
    - Sound system or communications design
    - Signage design (interior and exterior)
    - Fire suppression design (layout)
    - Renderings, animations or other marketing/presentation materials
- All work produced is copyrighted by TowerPinkster and may only be used with specific written consent.
- If the Client suspends the Project, TowerPinkster shall be compensated for services performed prior to notice of such suspension.
- Limitation of Liability - Our liability for any and all claims shall be limited to the compensation amount per project agreed to in this proposal.

Thank you for the opportunity to present this proposal for your consideration. If it meets your approval, please sign and return one copy to our office within **seven (7)** calendar days from the date of this proposal to honor the terms and conditions contained herein. We appreciate your selection of our TowerPinkster team for your professional design needs and look forward to working with you on this project. Please contact me if you have any questions.

Sincerely,

TowerPinkster

Ben Rambadt, AIA, NCARB
Project Manager

Attachment: Hourly Rate Schedule

I hereby authorize Tower Pinkster Titus Associates, Inc to provide the professional services as described above. This proposal will serve as the agreement between City of Zeeland and TowerPinkster on the project.

Kevin Plockmeyer Assistant City Manager/Finance Director City of Zeeland	Date

cc: Bjorn Green, TowerPinkster
Adam Doubblestein, TowerPinkster
Jill Overacker, TowerPinkster

TowerPinkster
Architecture · Engineering · Interiors

HOURLY RATE SCHEDULE

January 2026

Hourly rates used in computing fees for professional services:

JOB CLASSIFICATIONS	RATES
Partner I	$ 270
Partner II	235
Principal | Manager	205
Assoc. Principal	190
Project Management I	205
Project Management II	190
Senior Professional Staff Level I	190
Senior Professional Staff Level II	175
Professional Staff	155
Senior Technical Staff Level I	165
Technical Staff Level I	145
Technical Staff Level II	120
Technical Staff Level III	90
Support Staff	100

These rates are subject to change at the beginning of each calendar year.

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INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

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

SUBJECT: Penny Rounding Policy

DATE: July 31, 20206

CC: City Council Work Study and Action Items August 3, 2026

BACKGROUND

The United States Mint is no longer producing pennies for general circulation. Although pennies remain legal tender and may continue to be used, the supply available to businesses and governmental entities is expected to decline over time. As a result, the City may eventually experience difficulty maintaining enough pennies to provide exact change for cash transactions.

The City currently accepts cash payments for utility bills, taxes, permits, fees, and other financial transactions. While the City presently has pennies available, staff believes it is appropriate to establish a policy before a shortage affects City operations. Adopting the policy in advance will provide clear direction to employees and help ensure that cash transactions are handled in a uniform manner.

POLICY OVERVIEW

The proposed Disbursement and Penny Rounding Policy would continue to require exact change whenever pennies are available. Payments made by check or electronic payment would also continue to be processed for the exact amount due and would not be affected by the policy.

The rounding provisions would apply only when pennies are unavailable and a payment is made in cash. Under the proposed policy:

- Cash invoice amounts ending in one through four cents would be rounded down to the nearest amount divisible by five.
- Cash invoice amounts ending in five cents would remain unchanged.
- Cash invoice amounts ending in six through nine cents would be rounded up to the nearest amount divisible by five.
- Employees collecting payments on behalf of the City would be authorized to make the applicable adjustment in accordance with the policy.

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For example, a cash invoice totaling $10.02 would be reduced to $10.00, an invoice totaling $10.05 would remain $10.05, and an invoice totaling $10.08 would be increased to $10.10. These adjustments would not apply to payments made by check or electronically.

The proposed policy does not eliminate the acceptance of pennies, change the City's established rates or fees, or authorize rounding when the City is able to provide exact change. Instead, it establishes a practical and consistent procedure that can be used if pennies are no longer reasonably available. Approval of the resolution will establish a uniform procedure for cash transactions if pennies become unavailable, while preserving exact invoice amounts for payments made by check or electronically.

RECOMMENDATION

Staff recommends that City Council approve the attached resolution adopting the Disbursement and Penny Rounding Policy.

____

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

RESOLUTION

(To Adopt a Disbursement and Penny Rounding Policy for Cash Financial Transactions)

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 August 3, 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 United States Mint is no longer making pennies;

AND WHEREAS, it is advisable for the City of Zeeland to consider and adopt a Disbursement and Penny Policy in the event that pennies are not available for cash financial transactions;

AND WHEREAS, it is necessary for the City of Zeeland to adopt a Disbursement and Penny Policy so that transactions will be handled in a uniform and nondiscriminatory manner;

AND WHERES, the adoption of a Disbursement and Penny Policy will promote the general welfare of the public.

NOW, THEREFORE, BE RESOLVED THAT:

1. The City of Zeeland hereby adopts the following Disbursement and Penny Policy:

Disbursement and Penny Rounding Policy

The City will round invoices at the time of disbursements depending upon the method by which a payment is received and whether or not pennies are available to make change. The City's Disbursement and Penny Rounding Policy is as follows:

A. If pennies are available to the City for cash financial transactions, refunds for overpayments shall be made so as to make exact change.

B. If payments are made by check or by an electronic payment, the payments shall be made for the exact amount of the invoice.

C. If pennies are not available to the City for cash financial transactions, and if a cash payment is received for an invoice amount which ends with the cents portion of the invoice which is between one cent and four cents, the City will round the invoice amount down to a number which is divisible by five.

D. If pennies are not available to the City for cash financial transactions, and if a cash payment is received for an invoice amount which ends with the cents portion for an invoice amount which is between six to nine cents, the City will round the invoice up to a number which is divisible by five.

E. The person who is collecting a payment for the City is empowered to round an invoice in accordance with the terms and conditions of this policy.

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 August 3, 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

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INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members

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

SUBJECT: City Building Fund Closure Budget Amendment

DATE: July 31, 2026

CC: City Council Work Study and Action Items August 3, 2026

BACKGROUND

For a number of years, the City of Zeeland has maintained the City Building Fund as a capital projects fund for significant improvements to City-owned buildings. The fund has been used to accumulate resources and separately account for projects such as boiler replacements and the renovation of the children's area at the Howard Miller Library.

The fund has served the City well by providing transparency and project-level accounting for these larger capital improvements. However, based on recommendations received from the City's auditors, staff is proposing a change in how future building improvements are accounted for.

ACCOUNTING CONSIDERATIONS

The City Building Fund is classified as a governmental fund. Under governmental fund accounting, building improvements are generally recorded as capital expenditures when the costs are incurred. Depreciation expense is not recorded within the individual governmental fund, although the capital assets and related depreciation are recognized as part of the City's government-wide financial statements.

The City's auditors have recommended that these activities instead be accounted for through an internal service fund. Unlike a governmental fund, an internal service fund uses the accrual basis of accounting. As a result, qualifying building improvements are capitalized and depreciated over their estimated useful lives within the fund.

Staff believes this change will provide a more complete picture of the long-term cost of owning and maintaining City facilities. It will also allow the City to use annual depreciation expense as a reference point when determining how much should be set aside for future building repairs, replacements, and improvements.

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As previously discussed with City Council, the City has not always consistently accumulated sufficient resources for major facility needs. While depreciation is a noncash accounting expense and does not automatically create reserves, it can provide a useful benchmark for establishing annual funding targets and improving the City's long-term capital planning.

PROPOSED FUND CONSOLIDATION

The City currently maintains a Building Maintenance Fund that is classified as an internal service fund and would satisfy the accounting structure recommended by the City's auditors. Staff therefore recommends closing the City Building Fund and transferring its remaining resources to the Building Maintenance Fund.

This change will not reduce the City's ability to separately track individual building projects. Project-specific accounts and reporting can continue to be used within the Building Maintenance Fund to provide transparency regarding project budgets, expenditures, and available resources.

RECOMMENDATION

City Council approve a budget amendment for the transfer of $15,326.07 to close our City Building Fund and transfer the funds to our Building Maintenance Fund.

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Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

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

CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Councilmembers

FROM: Kristi DeVerney, Clerk

SUBJECT: Planning Commission Appointment

DATE: July 29, 2026

CC: August 3, 2026, Council Packet

BACKGROUND: There is a vacancy on the Planning Commission due to Amanda Cooper resigning. Aaron Mason has submitted a Consideration for Appointment form to serve on the Planning Commission, filling Amanda Cooper's vacated seat. Mayor Van Dorp is recommending this appointment.

RECOMMENDATION:

Motion and support to approve the appointment of Aaron Mason to the Planning Commission with a term expiring January **1,** 2029.

Kristi DeVerney

Kristi DeVerney, City Clerk

FEEL THE ZEEL

From: relay@mg.cityofzeeland.com <relay@mg.cityofzeeland.com> on behalf of City of Zeeland <relay@mg.cityofzeeland.com>
Sent: Thursday, July 9, 2026 9:56 AM
To: Clerk <clerk@cityofzeeland.com>
Subject: [External] New submission from Application for a Seat on a Board/Commission

Attention: This email was sent to City of Zeeland / Zeeland BPW from an ***external source***. Please be extra vigilant when opening attachments or clicking links.

City of Zeeland - Application for a Seat on a Board/Commission

Your Name

Aaron Mason

Your Address

[redacted]
United States
Map It

Your Email Address

[redacted]

Your Phone

[redacted]

Appointment Seeking:

Planning Commission

Current Employer

Westwind Construction

Current Memberships

Association of builders & contractors
Lakshore Advantage
West Coast Chamber
Family Business Alliance
Ridgepoint Community Church

Past Memberships

Suppliers Partnership for the Environment
MEMA

AIAG

Past Offices Held

Board Member Treasurer - United Soccer Athletes
Board Member - Kindred Exchange

What are your Qualifications?

I have had an 18yr career in the business world. Various industries, including consumer packaged goods, retail, and international business. I have been in charge of large sales teams, operated partnerships with Fortune 500 clients, and built entrepreneurial ventures. My current industry is commercial construction and real estate development. After travelling the world building businesses, I wanted to do something that would impact my home, West MI. I love helping companies figure out what to build, if to build, or how to build solutions that help their companies remain financially viable and growth-ready. I have worked in Strategic Partnerships for most of my career, always looking for collaboration and overlap that create value. I believe I have a unique, multi-industry background that could be well-suited to this commission. My wife and I chose to live in Zeeland years ago and raise our family here. We have 4 sons who are ZPS Chix, 3 at Lincoln and 1 at Cityside. We are deeply committed to the flourishing of our home city and I would love the opportunity to bring my experience to the commission to help execute the vision and future for Zeeland. I would be happy to submit a resume if one is needed. Thank you.

Personal References

Name/Occupation

Phung Lam

Phone Number

[redacted]

Address

zeeland MI

Name/Occupation

Jacob Bonemma

Phone Number

[redacted]

Address

zeeland mi

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CITY COUNCIL MEMORANDUM

TO: Mayor VanDorp and City Councilmembers

FROM: Kristi DeVerney

SUBJECT: Appointment to Board of Review

DATE: July 29, 2026

CC: Council Agenda August 1, 2026

BACKGROUND: Chad Keegstra, on the Board of Review, is retiring with the expired term of May 7, 2029. Al Dannenberg is seeking appointment for the remainder of the 3-year term.

RECOMMENDED MOTION:

1. Motion and support to appoint Al Dannenberg to the remainder of the 3-year term on the Board of Review with said term expiring May 7, 2029.

Kristi DeVerney

Kristi DeVerney, City Clerk

CITY OF ZEELAND
CONSIDERATION FOR APPOINTMENT

Date: 5/28/26

Name: AL Dannenberg
Address: [redacted]
E-Mail:

Home Phone: n/a
Cell Home: [redacted]
Business: West Edge Real Estate
Number of Years as a Resident: 43

Appointment Seeking:

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

Employed by: West Edge Real Estate

Position held: Realtor - Self-employed

Current memberships: Zeeland Rec Board Member

Offices held:

Past memberships:

Offices held: Past - City Council, County Commissioner, Airport Authority

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

Personal References:

Name and Occupation	Address	Phone No.
1. Rick Van Dorp - Mayor	[redacted]	
2. Mark Timmer - Pastor	[redacted]	

Signature: [signature]

Internal Use Only : Information Verified by: Kristi DeWeerd