

NOTICE
Time Change

The City Council Work Study Session
on Monday, August 17, 2026
has been rescheduled
to
5:45 p.m.

Council Chambers – City Hall
21 South Elm
Zeeland, Michigan



CITY OF ZEELAND
City Council Work-Study Session
Agenda
City Hall – Council Chambers, 2nd Floor, 21 South Elm
August 17, 2026, 5:45 p.m.

DISCUSSION ITEMS:

1. Project Clarity Update
2. Initiative Funding Considerations
3. Washington Avenue Concept/Traffic Study Award
4. Downtown Mural Contract Award
5. 139 East Main Hold Harmless Agreement
6. Downtown Mural Budget Amendment
7. Skyline Lighting Contract Award
8. Designated Assessor Designation
9. Alice Avenue Drain Jurisdiction Agreement
10. Street Department Pickup Bid Award
11. MML Voting Delegate Designation

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 17, 2026, 7:00 p.m.

CALL TO ORDER:

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

ACTION ITEMS:

1. Washington Avenue Concept/Traffic Study Award
2. Downtown Mural Contract Award
3. 139 East Main Hold Harmless Agreement
4. Downtown Mural Budget Amendment
5. Skyline Lighting Contract Award
6. Designated Assessor Designation
7. Alice Avenue Drain Jurisdiction Agreement
8. Street Department Pickup Bid Award
9. MML Voting Delegate Designation

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 August 3, 2026.
2. Approve minutes of the Regular City Council meeting of August 3, 2026.
3. Receive for information draft minutes of July 9, 2026, Planning Commission meeting.

Council Meeting
Common Council
August 3, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, August 3, 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, Interim City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, Police Chief Tim Jungel, and City Clerk Kristi DeVerney

In honor of City Manager, Tim Klunder, a black cloth covered the space where he would normally sit during council meetings. This was the first Council meeting since his passing on July 27th.

The Invocation was offered by Interim City Manager/Finance Director Kevin Plockmeyer.
The Pledge of Allegiance to the Flag

Consent Agenda

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to approve the Consent 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.

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

Public Comment

Travis McGeehan (22 N Jefferson St) continues to have concerns with Spectrum being the only option for internet in the City of Zeeland. ICM Plockmeyer gave an update regarding T-Mobile fiber lines. MetroNet was originally supposed to discuss with staff this past spring, but staff haven't heard from them yet.

Communications

None

Interim City Managers Report

ICM Plockmeyer reported:

Church Street Construction Project – Work continues on the project, and the contractors continue to stay on schedule. Over the past week, crews continued working on sanitary sewer south of

Central Avenue and storm sewer north of Central Avenue. Next week, we expect to see visible progress on the south section 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.

Early Voting – Early voting, for City of Zeeland registered voters, continued through Sunday, August 2. Voting took place at the Howard Miller Library Community Center. Voters were also able to vote on August 4 (Election Day).

BPW New Generation Implementation Plan – BPW Manager Boatright noted “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 also scheduled 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 – July came to a close with many regular summer events wrapped up for the month: including Zeelmania and Soundz of Summer. In August, National Night Out will be on Tuesday, August 4, Music on Main will return downtown on Wednesday, August 6 & August 20 from 6:00pm to 9:00pm. Sweet Summer Night is also scheduled for Wednesday, August 12, with seating and concessions beginning at 7:00pm and the movie starting at 7:30pm. A big thank you to those that continue to make these events possible and help highlight what makes Zeeland such a special community.

Note of Appreciation – This was 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. A big thank you to City Council, our staff, and the broader community for the support, encouragement, and grace that has been extended throughout the week. A special thank you to 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.

Action Items

26.121 Zeeland Historical Society Charitable Gaming License

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

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

26.122 Well Parcel Conveyance

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

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

26.123 Clean Water Plant Lab Renovations Design Contract Award

Motion was made by Councilmember Lam and Supported by Councilmember Bult to 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.

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

26.124 Penny Rounding Policy

Motion was made by Councilmember Langeland and Supported by Councilmember Bult to approve the attached resolution adopting the Disbursement and Penny Rounding Policy.

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

26.125 City Building Fund Closure Budget Amendment

Motion was made by Councilmember Perkins and Supported by Councilmember Lam to 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.

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

26.126 Planning Commission Appointment

Motion was made by Councilmember Bult and Supported by Councilmember Timmer to approve the appointment of Aaron Mason to the Planning Commission with a term expiring January 1, 2029.

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

26.127 Board of Review Appointment

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Lam to approve the appointment of Al Dannenberg to the remainder of the 3-year term on the Board of Review with a term expiring May 7, 2029.

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

Councilmember Lam thanked all those who helped during the Zeeland Festival and also during City Manager Tim Klunder's passing. He is proud of our city.

There being no further business, motion was made by Councilmember Timmer and Supported by Councilmember Langeland to adjourn the meeting at 7:27 P.M. Motion carried. All voting aye.

Mayor Richard VanDorp III

City Clerk Kristi DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, August 3, 2026
6:15 P.M.

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

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

ABSENT: None

Staff Present: City Attorney Jim Donkersloot, Interim City Manager/Finance Director Kevin Plockmeyer, Community Development Director Tim Maday, Police Chief Tim Jungel, and City Clerk Kristi DeVerney

Zeeland Historical Society Charitable Gaming License

Audrey Roho, Interim Director of the Zeeland Historical Society, is requesting 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. This license should not expire for many years unless the State of Michigan makes changes.

ICM Plockmeyer stated that the Zeeland 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 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 issue a gaming license or authorize a specific raffle. The organization must still complete the State's licensing process.

Recommendation to 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.

Well Parcel Conveyance – Zeeland Public Schools

Community Development Director Maday noted 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 came before Council for review and approval on August 3rd. When the signing of the deed is approved, it is the last action in this matter.

Recommendation to 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.

Clean Water Plant Lab Renovation Design Contract Award

ICM Plockmeyer stated 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.

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.

The architectural and engineering fee represents approximately 8% of the estimated construction cost. 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.

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 estimates.

Councilmembers had comments/questions about the following: including Geothermal, rest of building has already been remodeled, question about more architect choices, and that \$1.5 million is a reasonable amount for this project.

Recommend 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.

Penny Rounding Policy

ICM Plockmeyer noted 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. 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.

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 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 an applicable adjustment in accordance with the policy.

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.

Recommend City Council approve the resolution adopting the Disbursement and Penny Rounding Policy.

City Building Fund Budget Amendment

ICM Plockmeyer stated 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 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 to close the City Building Fund and transfer the 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.

Recommend 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.

Planning Commission Appointment – Aaron Mason

City Clerk DeVerney noted 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 VanDorp is recommending this appointment.

Recommend City Council approve the appointment of Aaron Mason to the Planning Commission with a term expiring January 1, 2029.

Board of Review Appointment – Al Dannenberg

City Clerk DeVerney stated Chad Keegstra is retiring, from the Board of Review, with the expired term of May 7, 2029. Al Dannenberg is seeking appointment for the remainder of the 3-year term.

Recommend City Council approve the appointment of Al Dannenberg to the Board of Review with a term expiring May 7, 2029.

There being no further items to discuss, Work Study was adjourned at 6:42 P.M.

Kristi DeVerney, City Clerk



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
ZEELAND CITY HALL
ZEELAND, MI
JULY 9, 2026
5:45 PM**

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

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

Absent: Commissioners, Bob Blanton, and Tim Klunder.

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, Planning Consultant Tanya DeOliveira, 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. However, he noted that the City received communication from Zeeland Township regarding their intent to plan.

Tanya DeOliveira of Williams & Works presented her memorandum regarding e-bikes. She explained how e-bikes are classified and reviewed how neighboring communities currently regulate their use. Maday noted that the State of Michigan is also working to regulate e-bikes and stated that he would contact State Representative Bradley Slagh to gather additional information regarding any decisions that have been made and what regulations the State is currently considering. Maday added that he would also reach out to other department heads to better understand the City's enforcement capacity, their current interactions with e-bike riders, and how e-bikes are presently regulated within the City of Zeeland.

City Attorney Jim Donkersloot reviewed the draft bylaws amendment regarding the identification of conflicts of interest and the appropriate process for addressing them, particularly in light of applications previously considered by the Planning Commission. Donkersloot explained what constitutes a conflict of interest and outlined the steps Commissioners must take when a potential conflict arises. Donkersloot noted that the proposed amendment is based on applicable state law and case law. He added

that Commissioners could take action to adopt the amendment or postpone consideration until their next regularly scheduled Planning Commission meeting.

Commissioners discussed that they feel comfortable adopting the draft of the bylaws amendments for conflict of interest prepared by City Attorney Donkersloot.

Motion 2026.09

Moved by Klompmaker to adopt the draft of bylaws, including the amended conflict of interest language as presented.

Supported by Holstege

Roll Call Vote on Motion 2026.09

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

Nays: None.

Absent: Blanton, Klunder.

Motion Passes

Tanya DeOliveira of Williams & Works presented draft Chapter 3 of the Zeeland Master Plan, which focuses on the City's natural features. DeOliveira explained that the chapter is intended to provide basic, objective information regarding Zeeland's existing natural features.

Commissioners expressed interest in the various soil types throughout the city, noting that some areas were identified as wetlands that they had not previously recognized as such.

Commissioners also discussed the differences between Zeeland's floodplain maps and FEMA floodplain maps, how this information is interpreted and applied during the planning process, and which soil types may indicate the presence of wetlands. DeOliveira reviewed the sources used to prepare the chapter, noting that soil surveys for the area were completed as early as the 1930s. She explained that while soil may be relocated, its classification does not change. In response to questions regarding whether other municipalities incorporate soil data into their master plans, DeOliveira explained that this information is particularly important when evaluating flooding and flood-prone areas, as municipalities must ensure that soils can provide adequate drainage.

DeOliveira noted that, because the City is primarily built out, the information provided in this chapter will be most relevant when considering the redevelopment of areas within the city.

Maday highlighted that staff are currently working to publish the Master Plan sections of the website where each of these draft chapters will be available for the public as well.

DeOliveira added that the next draft chapter will focus on community facilities and will conclude the objective chapters of the Master Plan. She also informed commissioners that she expects to be out of the office at the beginning of August, including during the next regularly scheduled Planning Commission meeting on August 6, 2026. Commissioners agreed to postpone their review of the next draft chapter until the regularly scheduled meeting on September 3, 2026. With no additional business anticipated and no applications received by the applicable submission deadline, commissioners agreed to cancel the August 6, 2026, Planning Commission meeting.

-6:33PM Motion made by Klompmaker to cancel the upcoming planning commission meeting scheduled for August 6th, 2026. Supported by Perkins. Motion carried unanimously by voice vote.

-Motion by Klompmaker to approve the Planning Commission meeting minutes from the June 4th, 2026 meeting. Supported by Holstege. Motion carried unanimously by voice vote.

-6:37PM Motion made by Klompmaker, supported by Perkins. to adjourn. Motion carried unanimously by voice vote.

Nadine Garza
Recording Secretary



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: August 14, 2026

Church Street Reconstruction Project – Work continues on the project, and the contractors continue to stay on schedule. Tentatively, on Monday, crews will begin pouring concrete in the Church Street intersection and along the southern portion of the project. The base course of asphalt is tentatively scheduled for August 24, with the final course of asphalt scheduled for August 31.

In the northern portion of the project, north of Central Avenue, sanitary sewer work will continue over the next couple of weeks. This work will require the intersection of Main Avenue and Church Street to be closed for approximately two days; however, the intersection will then reopen, albeit with a gravel surface, until a full closure of the intersection is necessary. At this time, that full closure is likely to occur in the middle of September. We remain on track to complete the project this fall.

Cemetery and Parks Commission – The Cemetery and Parks Commission met on Wednesday, August 12, and continued its work on the City's five-year Parks and Recreation Master Plan. The Commission reviewed the goals and objectives section of the plan and heard from Zeeland Recreation regarding current recreation programming, participation trends, facility needs, and what they are seeing in the recreation area more broadly. This discussion provided helpful context as the Commission continues to evaluate how the City's parks can support both organized recreation and informal community use.

As part of the ongoing master planning process, the Commission also decided to use its September 9 meeting to take a bus trip to each of the City's parks. This will allow Commission members to evaluate park conditions in person and better understand potential capital improvement needs as they begin working through the capital improvement schedule. The

FEEL THE ZEEL



Commission also discussed the large BBQ grill at Lawrence Park and, due to lack of use and the need for repair, determined that the grill can be removed.

Andy Boatright Retirement Open House – After 43 years of dedicated service to Public Power, including the past seven years at Zeeland BPW, Andy Boatright will be retiring. A retirement open house honoring Andy and his legacy of service is scheduled for Friday, September 18, from 3:00 PM to 5:00 PM at Zeeland BPW, 350 E. Washington Avenue. Council is invited to attend and help thank Andy for his many years of service to Zeeland BPW and the broader public power community.

Events this Week – Thank you to the staff, volunteers, sponsors, downtown businesses, and community partners who helped with Sweet Summer Night this week. August events continue with Music on Main Street returning downtown on Thursday, August 20, from 6:00 PM to 9:00 PM.

Attachments – Andy Boatright Retirement Open House flyer; Clean Water Plant Monthly Report.

Have a great weekend. I will be out of town beginning Friday morning, but I will be monitoring telephone calls and emails. 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

Retirement **OPEN HOUSE**

September 18, 3-5pm

Honoring Andy Boatright

After 43 years of dedicated service to Public Power, including the past 7 years at Zeeland BPW, Andy Boatright is finally ready to rest and enjoy retirement! Join us as we celebrate Andy and his legacy of service.



350 E. Washington Ave
Zeeland, Michigan



City of Zeeland Clean Water Plant
July 2026 Monthly Operating Summary



Metrics / Permit limits	Monthly Comparison				Yearly Comparison		
	July 2026	July 2025	% change	Capacity	FY2027 Total	FY2026 Total	% change
Total Plant Flow Average (MGD)	2.2	2.3	-6%	3.5 MGD	2.2	2.3	-6%
Plant Flow (MG)	67.3	71.9	-6%		67.3	71.9	-6%
City and 425 flow (MG)	46.6	51.5	-10%		46.6	51.5	-10%
Total City and 425 sewer flow billed (MG)	43.4	44.5	-2%		43.4	44.5	-2%
Zeeland and Holland Twsp. metered flows (MG)	20.7	20.4	1%		20.7	20.4	1%
Total precipitation, inches	0.9	1.9	-53%		0.9	1.9	-53%
Influent BOD Total (Lbs/Day)	3195	3323	-4%	5400 lbs./Day	99058	103008	-4%
Effluent BOD Total (Lbs/Day)	42	45	-6%		1303	1392	-6%
Effluent BOD % Removal	99%	99%					
Influent TSS Total (Lbs/Day)	3613	3644	-1%	5838 lbs./Day	112008	112968	-1%
Effluent TSS Total (Lbs/Day)	87	103	-16%		2686	3193	-16%
Effluent TSS % Removal	97%	97%					
Influent P Total (Lbs/Day)	66.2	70.0	-5%	146 lbs./Day	2050.9	2169.1	-5%
Effluent P Total (Lbs/Day)	6.2	6.0	3%		193.5	187.4	3%
Effluent P % Removal	91%	91%					
Influent Ammonia (Lbs/Day)	411	407	1%	526 lbs./Day	12748	12625	1%
Effluent Ammonia (Lbs/Day)	0.8	1.1	-33%		23.4	34.8	-33%
Effluent Ammonia % Removal	100%	100%					
Electric (KWH)	127800	118800	8%		127800	118800	8%
Natural Gas (100 cu ft)	42	58	-28%		42	58	-28%
Water (100 cu ft)	64	15	327%		64	15	327%
City of Zeeland Zeeland TWP (Area 425) Zeeland TWP (Liftstations 21, 23 & 29) Holland TWP (Liftstation 17)	Average flow per day (MGD)				Total flow for year (MG)		
	1.22	1.28	-5%	1.9 MGD	37.80	39.70	-5%
	0.18	0.16	12%	0.5 MGD	5.60	4.90	14%
	0.53	0.52	2%	1.1 MGD Combined	16.50	16.10	2%
	0.14	0.14	0%		4.20	4.30	-2%
Thickened Sludge to holding tanks (MG)	0.07	0.09	-26%	1.5 MG	0.07	0.09	-26%



Zeeland Clean Water Plant Update

July 2026

Operations:

The following is a summary of some of the notable operational events from July:

1. The CWP continues to perform very well.
2. CWP staff continue to evaluate the feasibility of accepting wastewater from Mead Johnson Nutrition. CWP staff, our engineers, and our plant modeling consultant toured the wastewater facility of Mead Johnson to see how their treatment process work operate if they were in our IPP program.
3. The IPP program continues to be very busy; annual site inspections are almost complete.
4. The Ottawa County Solids Initiative Team continues to work with NTH Consultants regarding air omissions for our potential project.

Regulatory Compliance:

- The Monthly, Quarterly, and annual results for our DMR (daily monitoring report) were submitted as required by EGLE as required.

Spills/Overflows:

While the facility did not experience any spills or overflows in July, we did experience a small discharge from the Rich Ave. Lift station force main due to a crack found in the 6" cast iron discharge pipe. The repair was made in one day and the road was fully restored within days of the repair. Calls were made to EGLE, Ottawa County Health Dept. and the Holland Sentinel as required, followed by the submittal of reports to EGLE describing the incident, and what we are going to do to prevent a reoccurrence. CWP did apply powered lime to treat the area prior to asphaltting, we have contacted Plumbers Environmental to schedule a time to video the force main to inspect the integrity of the 51-year-old cast iron sewer main.

Safety:

The CWP had no OSHA recordable injuries in July.
Staff continues to receive safety training through GPI Learning program.



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

INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Project Clarity Update
DATE: August 14, 2026
CC: City Council Work Study Items August 17, 2026

At Monday's meeting, representatives from the Outdoor Discovery Center and Project Clarity will provide City Council with an update on their recent progress and share what they are looking forward to in the future. For City Council's reference, a copy of the information they will be presenting is attached to this cover page.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

Project Clarity

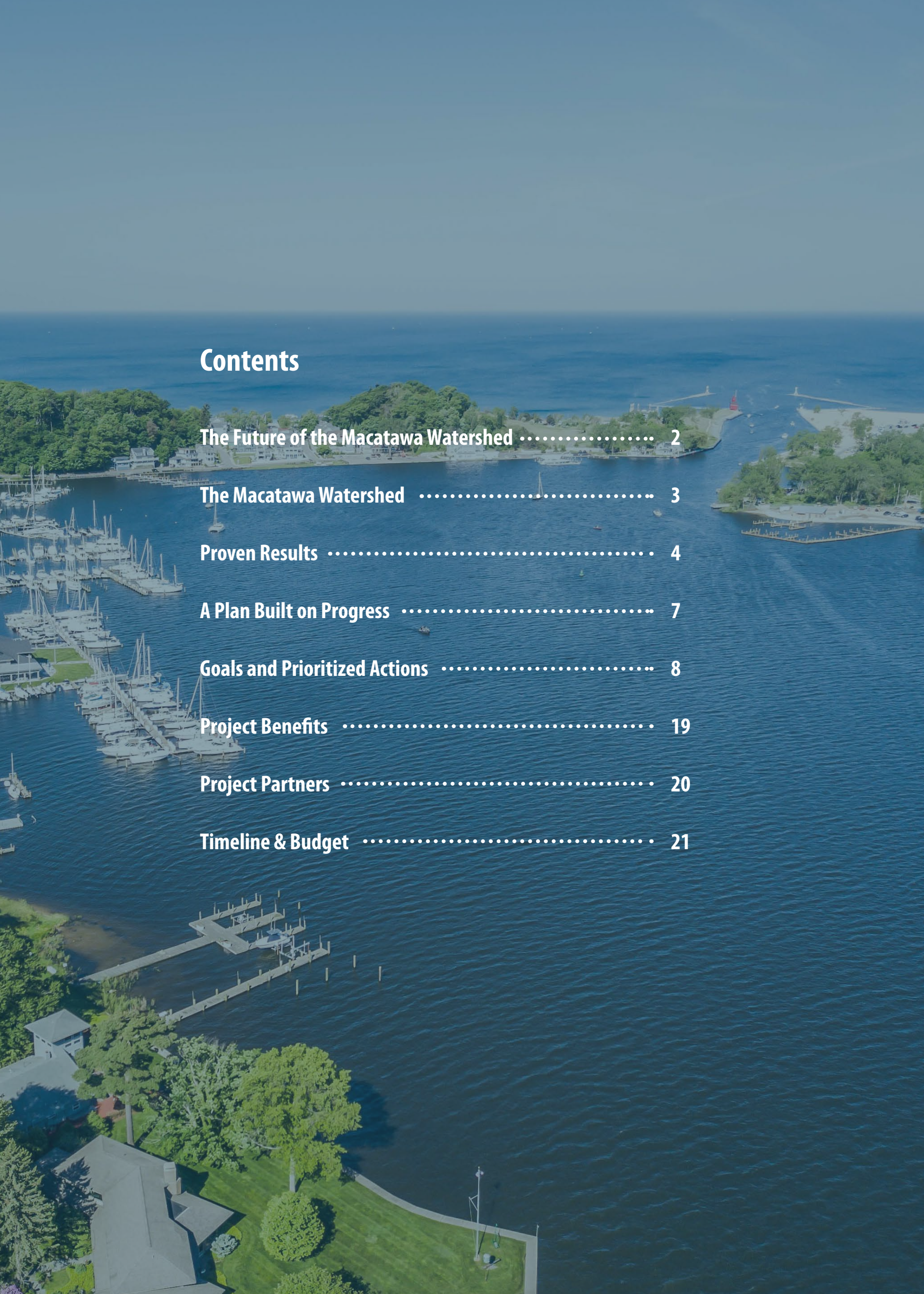
Phase III

*Protecting the Future
of the Macatawa Watershed*



ProjectClarity
Restoring the Macatawa Watershed





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The Future of the Macatawa Watershed Starts Here...

A Community Plan to Improve Water Quality and Support a Thriving Macatawa Watershed

For generations, Lake Macatawa has been at the center of life in this community—where families gather, where memories are made, and where the natural beauty of West Michigan is experienced every day.

Over the past decade, our community has come together to take on one of the lake’s greatest challenges: restoring water quality after years of environmental change, development, and runoff. Project Clarity Phases I and II reflect a strong public-private partnership led by ODC Network and powered by the leadership and investment of private donors, philanthropic organizations, government agencies, and private sector partners, alongside committed community members.

Together, we’ve made real progress. 

- **More than 46,000 tons of sediment kept out of the lake each year**
- **40,000 pounds of phosphorus prevented from entering annually**
- **In-lake phosphorus levels reduced by more than 60% in the first 10 years**

This progress matters. It means clearer water, healthier ecosystems, and a stronger future for Lake Macatawa.
But the work is not finished.

Today, Lake Macatawa and the Macatawa Watershed still do not meet state water quality standards. Ongoing development, changing rainfall patterns, and continued runoff threaten to slow, or even reverse, the gains we’ve made. **What happens next will determine the future of this lake.**

Project Clarity Phase III is the next step: a focused, science-backed plan to build on a decade of progress and community partnership to ensure lasting water quality improvement across the Macatawa Watershed.

Project Location:

Lake Macatawa, Holland, Ottawa County

Macatawa Watershed, Allegan and Ottawa Counties

Timeline:

2026 - 2030

Start Date:

July 1, 2026

Budget:

\$7,650,000

The Macatawa Watershed

The Macatawa Watershed is a 175-square-mile area of land that drains and feeds into Lake Macatawa in West Michigan.

The watershed includes all or portions of the townships of Blendon, Fillmore, Holland Charter, Laketown, Olive, Overisel, Park, Port Sheldon, and Zeeland Charter.

The watershed includes Lake Macatawa, the Macatawa River, and nearly 700 miles of rivers, streams, and ditches.

European settlement of the area resulted in clear-cutting native forests, draining natural wetlands, and straightening tributaries, leading to problems with water pollution and flooding. Nearly 90% of the historic wetlands and forestland were lost to development.

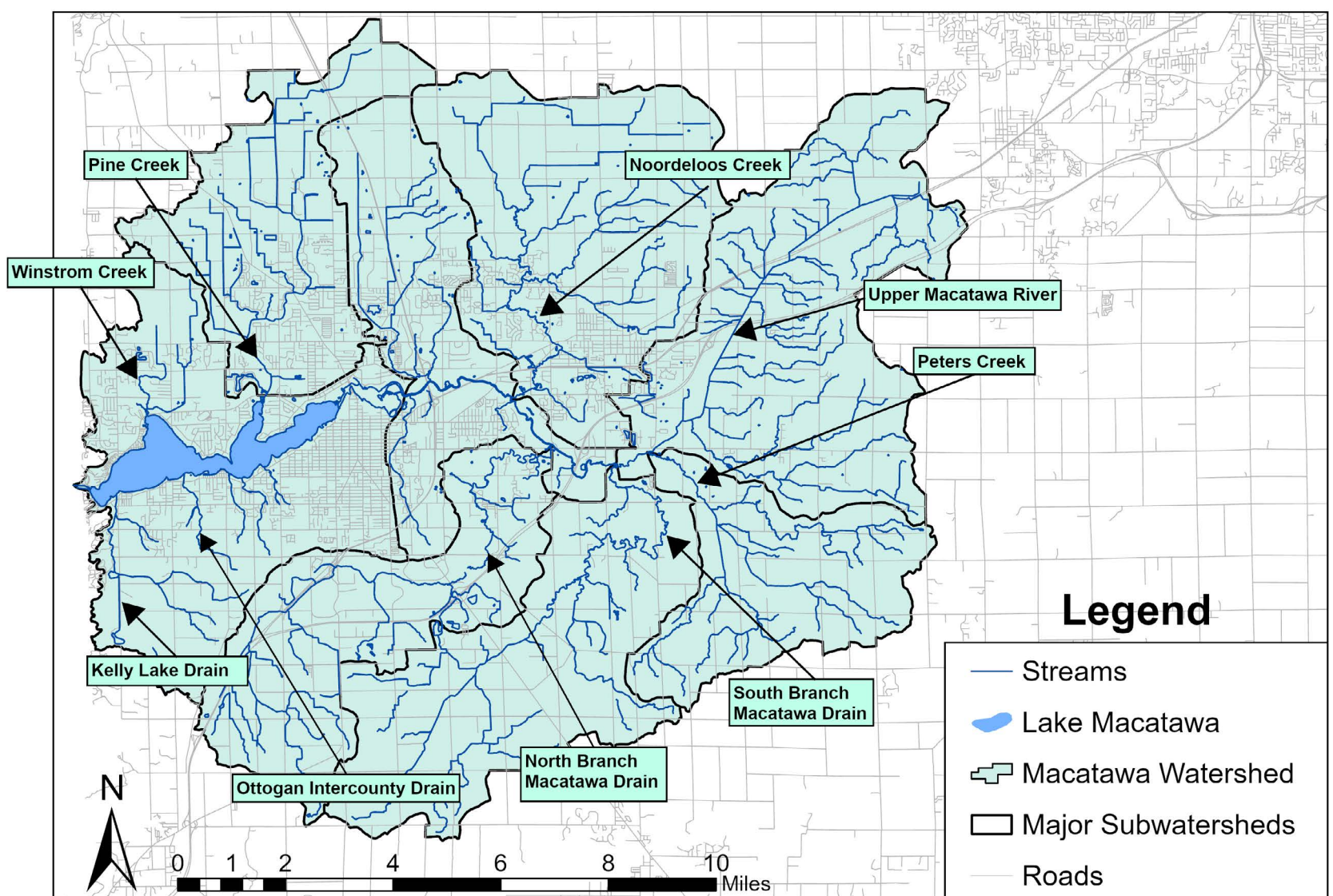
The resulting increased runoff led to sediment and nutrient pollution of Lake Macatawa and its tributaries.

Other pollutants of concern are *E. coli* bacteria and excess chloride from road salt applications. In addition to water quality issues, there are also water quantity concerns in the watershed, both with surface flooding and groundwater depletion.

These conditions make continued, coordinated action essential to improving and protecting water quality.

Lake Macatawa is not only an environmental resource, but an economic driver for the region. Clean water supports property values, recreation, and local businesses, while declining water quality can lead to increased public costs, reduced tourism, and long-term economic loss.

Protecting the watershed is essential not only for ecological health, but also for the strength and resilience of the West Michigan community.





**A lake that thrives needs a community that cares
and a community that thrives depends on a healthy lake.**

Proven Results from a Decade of Work

Project Clarity is an initiative of ODC Network that was launched in 2013. The purpose of this community-wide partnership is to improve the health of the Macatawa Watershed and the water quality of Lake Macatawa and its tributaries.

The initial approach included a five-step remediation plan:

Identifying the most impactful areas

Protected
290
acres of critical land



Prioritizing restoration efforts

Stabilized
3 miles
of streams and other waterways

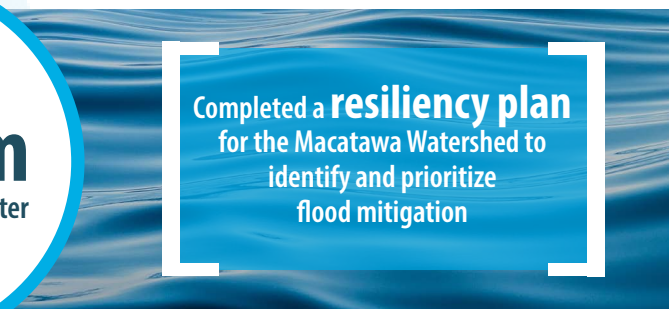
More than
200
acres treated for invasive species



Building a long-term plan for sustained improvement

Installed monitoring sondes in
5 stream
locations to increase water quality data

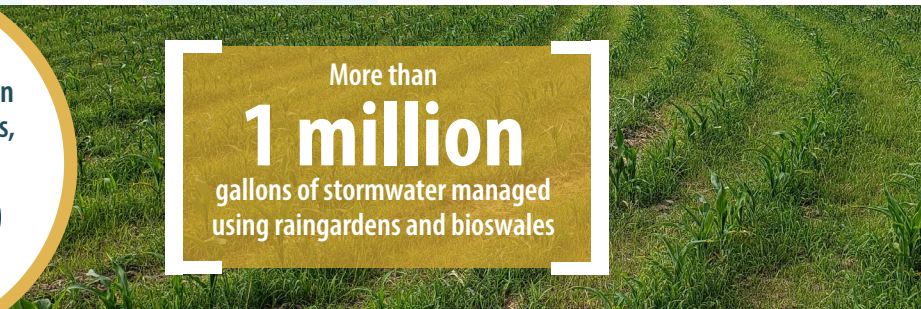
Completed a **resiliency plan** for the Macatawa Watershed to identify and prioritize flood mitigation



Implementing proven conservation practices

Implemented agricultural conservation practices across 65 farms, covering
36,000
acres

More than
1 million
gallons of stormwater managed using raingardens and bioswales



Increasing community awareness and engagement

Educated more than
10,000
community members on water quality and the Macatawa Watershed

Educational signage installed at
8 parks
and public spaces throughout the community



Connected to the Great Lakes



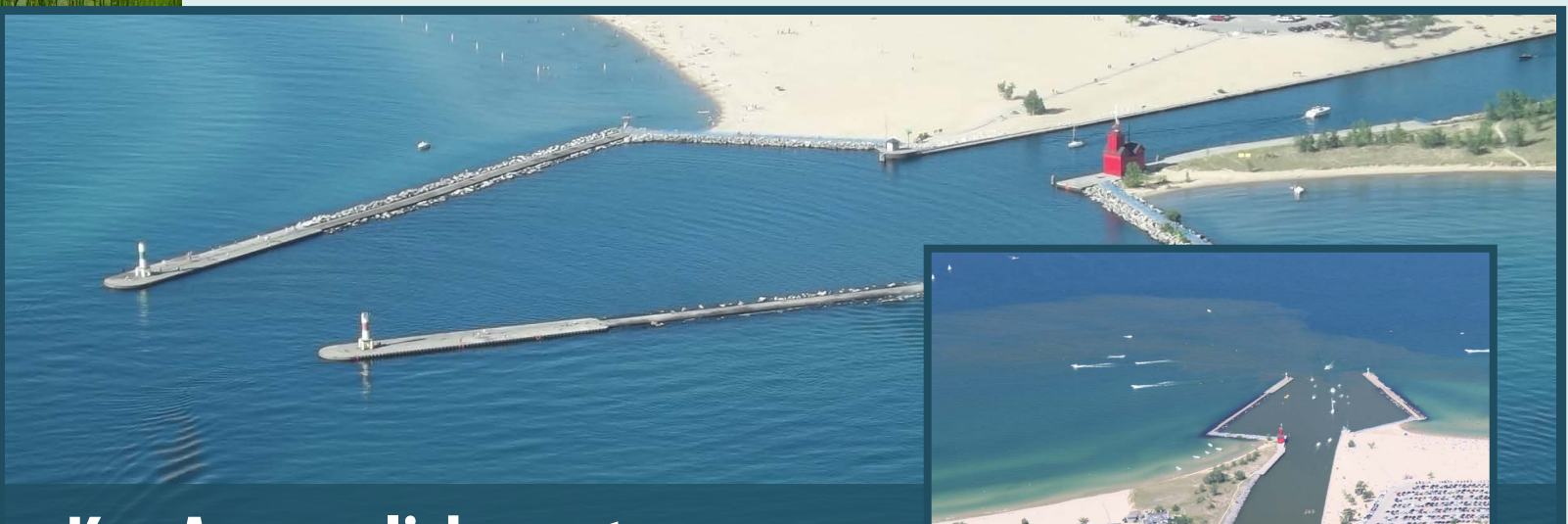
Lake Macatawa is not an isolated system. It is part of the Great Lakes Basin, a major global freshwater resource.

Water flowing through the Macatawa Watershed enters the Great Lakes, linking local actions to a larger system that spans states and international borders.

The Great Lakes hold **over 20% of the world's surface freshwater** and provide drinking water to **more than 40 million people**. They support a multi-billion-dollar economy and serve as habitat for thousands of species.

What happens here matters. Pollutants like phosphorus, nitrogen, and sediments that enter Lake Macatawa flow into Lake Michigan, contributing to challenges like harmful algal blooms and ecosystem imbalance.

This is why Project Clarity matters. Investing in the Macatawa Watershed improves water quality and helps protect a resource millions depend on.



Key Accomplishments

Sediment plumes leaving Lake Macatawa, like the one pictured above, occur less frequently as a result of recent restoration efforts.

Project Clarity has driven significant impact in the Macatawa Watershed, contributing to a cleaner watershed and a healthier Lake Macatawa. The project has:

- Reduced sediment entering Lake Macatawa by **46,000 tons** annually and phosphorus by **40,000 pounds** per year
- Improved Lake Macatawa's water quality by **more than 60%** in the first 10 years, as measured by in-lake phosphorus concentrations

These efforts demonstrate a proven approach to reducing new phosphorus entering the lake, while highlighting the need to address legacy phosphorus in lake sediments through in-lake treatment to achieve lasting improvement.



A Plan Built on Progress and Designed for What Comes Next

The results to date demonstrate what's possible when a community commits to action.

Strategic land protection, agricultural conservation practices, stream restoration, and community education have significantly reduced the pollutants entering the lake and improved overall water quality.

This progress has helped stabilize the impacts of decades of development and runoff across the watershed, but phosphorus that has built up in the lake over time continues to be released from sediments, making in-lake treatment a critical next step to remove this legacy pollution and allow the gains from Phases I and II to be sustained long term.

What This Means for Our Community

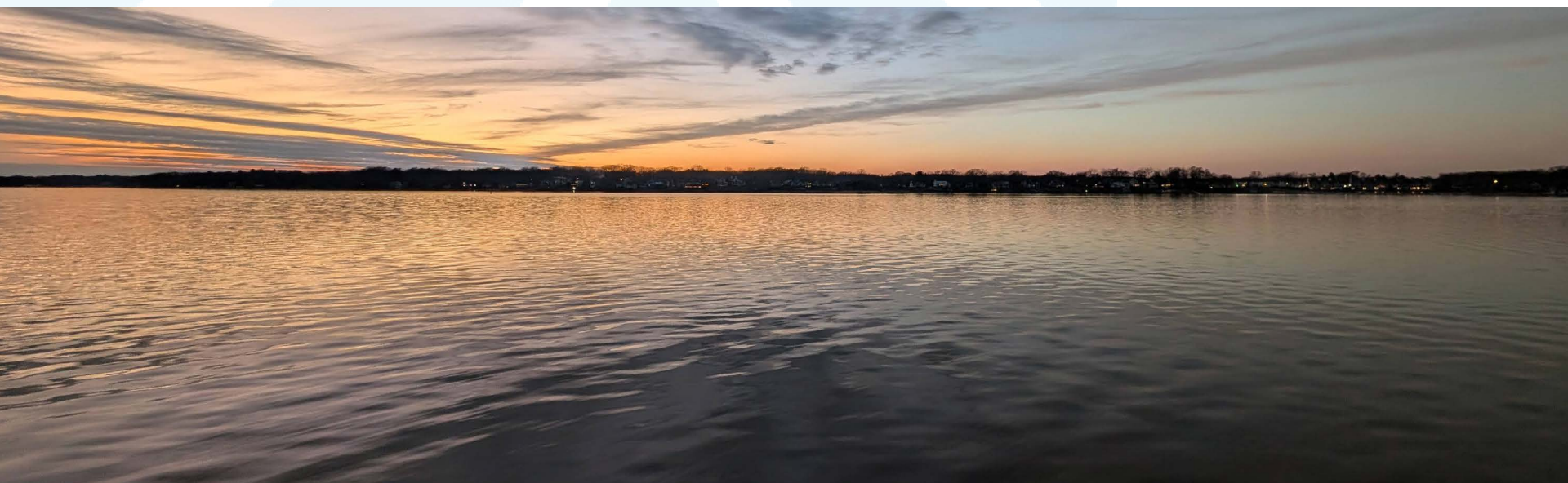
This work is not abstract—it directly impacts life on and around the lake:

- Better recreation (boating, kayaking, fishing) with cleaner, safer water
- Improved wildlife habitat and ecosystem health
- Increased flood storage and climate resilience
- Smarter development that protects water quality
- More informed and engaged community stewardship
- Higher shoreline property values
- Economic growth from tourism and recreation

What This Will Take

Achieving these outcomes will require continued partnership—and investment. Phase III represents a \$7.65 million effort over five years, combining public funding, grants, and private support.

With a clear plan in place and measurable progress already achieved, this is a pivotal moment. The decisions and investments made now will determine whether Lake Macatawa continues to improve—or falls short of its full potential.



Goals & Prioritized Actions

The ultimate goal of Project Clarity is to restore the water quality of Lake Macatawa to meet state water quality standards.

Information contained in this plan comes primarily from the Macatawa Watershed Management Plan. The plan also includes goals to protect natural areas and enhance desired uses of the watershed, such as recreation, public access, and groundwater protection.

The purpose of the Project Clarity Phase III plan is to highlight prioritized actions that will help to achieve goals below.

Four of the five goals are designed to address the root causes of water quality challenges by reducing phosphorus inputs, strengthening watershed function, and increasing community awareness and action through education and outreach. The in-lake treatment addresses phosphorus that has accumulated over time.

1

Establish a **sustainable funding** mechanism

2

Implement **in-lake treatment**

3

Advance **prioritized best management practices**

- Agricultural best management practices
- Stormwater management and water smart landscaping
- Streambank restoration
- Wetland restoration and development

4

Deliver **outreach and education**

- Community events and educational programs
- Policy changes to protect water quality

5

Expand **maintenance and monitoring**

- Long-term maintenance of constructed practices and ongoing treatments
- Water quality monitoring to track progress



Goal 1: Sustainable Funding

Establish a sustainable funding mechanism to support long-term water quality improvements across the Macatawa Watershed. Funds generated will primarily support implementation efforts (Goal 2), with potential to advance additional priorities over time.

Start Date	Target Completion Date	Cost
07/01/2026	12/31/2027	\$250,000

Objectives:

- 1. Evaluate four potential funding mechanisms, including a lake association, lake improvement board, water resource improvement tax increment financing authority, and watershed council
- 2. Develop a summary report with a recommended path forward
- 3. Partner with community leaders and stakeholders to determine the preferred approach and implementation strategy
- 4. Develop and execute a communication strategy to support community understanding and engagement





Target Results

Establish a sustainable, community-supported funding mechanism to ensure consistent, long-term investment in water quality improvements across the Macatawa Watershed.

As an example, if each of the approximately 800 property owners around Lake Macatawa contributed \$500 annually, it would generate approximately \$400,000 per year to support ongoing lake improvement efforts.

This type of consistent funding would provide a reliable source of support for treatment, maintenance, and monitoring—protecting progress to date, enabling proactive management, and sustaining water quality improvements now and well into the future.

Considerations

- The funding mechanism will likely need to be administered by a unit of government
- Outside legal, financial, and technical expertise may be required to evaluate and implement options
- A clear and coordinated communication strategy will be essential to build community understanding and support
- Establishing a new funding mechanism may require local and/or state approvals
- Implementation timelines may extend over multiple years

Goal 2: In-Lake Treatment

Implement in-lake treatment to accelerate water quality improvement by reducing phosphorus concentrations in Lake Macatawa. Treatment approaches, including alum or a similar flocculant application, will be informed by ongoing scientific study to ensure effectiveness and long-term impact.

Building on the success of Project Clarity Phases I and II, which have reduced new phosphorus entering the lake, in-lake treatment addresses phosphorus that has accumulated in sediments over decades. Together, these approaches reduce future inputs while reducing existing sources, creating a comprehensive strategy for lasting water quality improvement.

Start Date
04/01/2026

Target Completion Date
12/31/2027

Cost
\$3,250,000

Objectives:

1. Partner with Grand Valley State University’s Annis Water Resources Institute (AWRI) to complete a detailed study assessing sediment phosphorus levels and determining treatment approach, location, and cost
2. Secure necessary state and local permits
3. Secure funding for initial in-lake treatment
4. Implement treatment based on study recommendations

Target Results

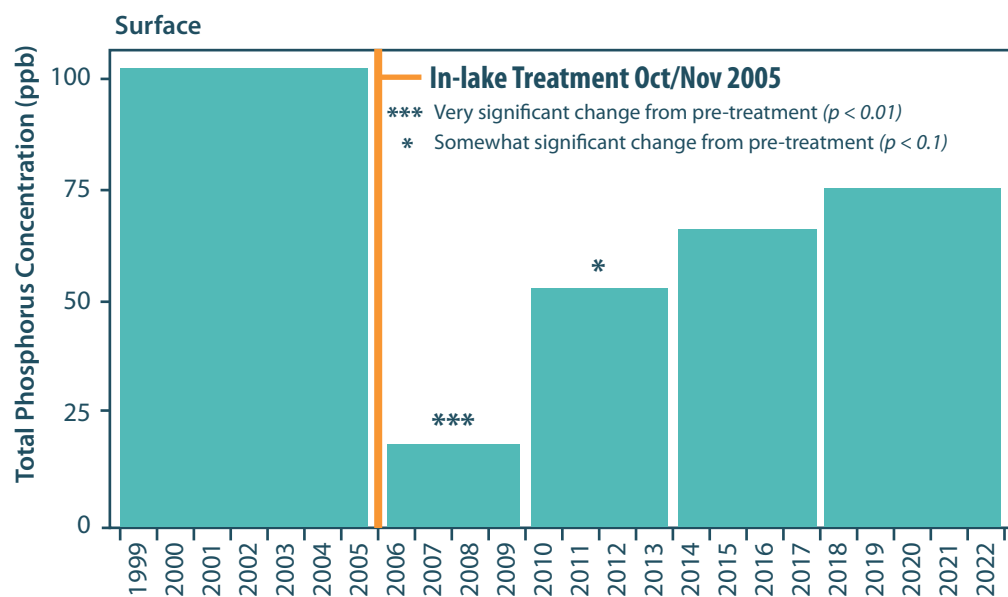
Reduce phosphorus concentrations in the water column and limit phosphorus release from lake sediments—resulting in measurable reductions in algal blooms and improved water clarity.

Based on comparable lake systems in West Michigan, in-lake treatment is expected to:

- Reduce phosphorus levels by approximately 50–75% in treated areas
- Significantly decrease the frequency and severity of algal blooms
- Improve water clarity and overall lake conditions within the first season following treatment

These improvements are expected to be most pronounced in the first several years following treatment, with long-term effectiveness dependent on continued reduction of phosphorus inputs from the watershed.





The graph to the left illustrates results from an in-lake treatment project in Spring Lake, Michigan, a comparable West Michigan system that did not have established best management practices (BMPs) in place at the time of treatment. Even without those upstream interventions, phosphorus levels declined significantly and remained lower for decades.

The recommended approach for Lake Macatawa builds on this proven model—with the added advantage of already implemented, effective BMPs across the watershed—positioning our community to achieve even stronger, more sustained results.

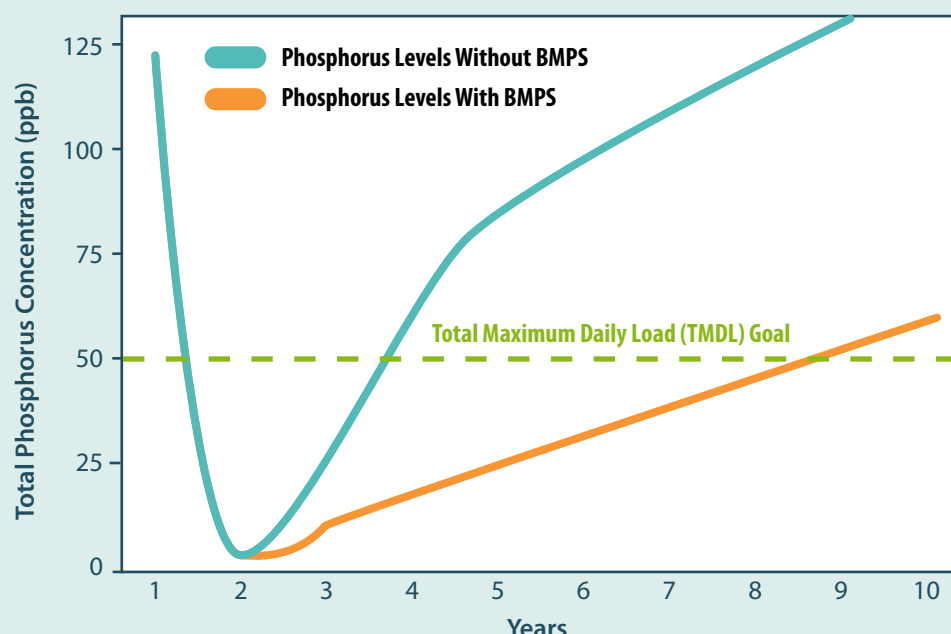
Data adapted from Spring Lake in-lake treatment monitoring, provided by Dr. Al Steinman, Grand Valley State University's Annis Water Resources Institute.

Impact of Best Management Practices on Phosphorus Levels

The graph shows projected phosphorus levels for Lake Macatawa after in-lake treatment, comparing scenarios with and without continued best management practices (BMPs).

The goal is to keep phosphorus levels at or below 50 parts per billion (ppb), a standard set by the state-approved Total Maximum Daily Load (TMDL), which defines how much phosphorus the lake can receive while meeting water quality standards.

While based on the best available science, results depend on continued implementation and monitoring. Sustained BMPs will be key to maintaining improvements and preventing levels from rising.



Considerations

- In-lake treatment can produce rapid, visible improvements, but results are not permanent and may require reapplication over time
- Continued monitoring is essential to evaluate effectiveness and determine if and when additional treatment is needed
- In-lake treatment does not address upstream sources of phosphorus; continued watershed management is critical to maximize and extend results
- A clear communication strategy will be important to help the community understand how treatment works, its safety, and expected outcomes
- Final treatment design, cost, and frequency will be determined through ongoing study of lake conditions, particularly phosphorus levels in sediments

Goal 3: Prioritized Best Management Practices

Advance prioritized best management practices (BMPs) to reduce phosphorus runoff and strengthen long-term watershed health. This work includes agricultural practices, stormwater management, stream and habitat restoration, and wetland expansion—targeted to areas with the greatest impact.

Start Date
07/01/2026

Target Completion Date
12/31/2030

Cost
\$2,900,000

Objectives:

- 1. Secure funding for cost-shared practices through local, state, and federal sources
- 2. Partner with landowners in priority areas to plan and implement practices
- 3. Complete project design, engineering, and permitting, as needed
- 4. Implement prioritized BMPs across the watershed

Target Results

Reduce phosphorus loading to Lake Macatawa through implementation of high-impact practices across agricultural and developed landscapes.

Over the next five years, this work will result in:

- 5,000 acres of cover crops and reduced tillage
- 1,500 acres of drainage water management
- 1 mile of grassed waterways and buffer strips
- 2 livestock stream crossings
- 40 acres of wetland restoration
- 1 mile of natural channel design (streambank restoration)
- 3 miles of two-stage channels / floodplain benches
- 3 road-stream crossing repairs or replacements
- 20 native plantings or rain gardens
- 400 trees planted

Together, these BMPs will reduce sediment and nutrient runoff, improve habitat, and support continued progress toward water quality goals.



How BMPs Improve Water Quality

Best management practices reduce the amount of phosphorus and sediment entering the lake by:

- Slowing and filtering runoff
- Improving soil health and water retention
- Restoring natural stream function and flood storage
- Capturing and treating stormwater before it reaches waterways while increasing infiltration to groundwater

Considerations

- BMP implementation relies on a combination of funding sources, including philanthropy, local government support, as well as state and federal grants
- Participation by landowners is voluntary; success will depend on strong outreach, education, and relationship-building
- Implementation will require coordination with consultants, engineers, and construction partners
- Long-term maintenance agreements and funding are essential to ensure practices continue to function effectively
- BMPs will lengthen the effectiveness of the in-lake treatment

Goal 4: Outreach & Education

Deliver outreach and education to increase community awareness, engagement, and adoption of practices that improve water quality. ODC Network is a trusted leader in outdoor education and engagement, working in partnership with local organizations and public agencies. Building on this foundation, we will continue to offer high-quality educational experiences for watershed residents, while strengthening awareness, engagement, and policy that support water quality. This work will empower community members to take action to protect and improve the Macatawa Watershed.

Start Date
07/01/2026

Target Completion Date
12/31/2030

Cost
\$400,000

Objectives:

- 1. Develop and implement a coordinated, watershed-wide education and outreach strategy
- 2. Expand educational programming into a coordinated, watershed-wide effort that integrates school curriculum, community engagement, and a multifaceted awareness campaign, to drive behavior change among residents, local leaders, and stakeholders
- 3. Engage partner organizations and community stakeholders in advancing Project Clarity goals
- 4. Collaborate with local units of government to advance policies that protect water quality, including stormwater management, groundwater protection, and water-smart landscaping practices





Target Results

Increase community awareness, engagement, and adoption of practices that improve water quality and support long-term watershed health. This work will result in:

- Increased adoption of water-friendly practices, including reduced fertilizer use, improved waste management, and minimized stormwater runoff
- Expanded use of native vegetation and water-smart landscaping across residential, commercial, and public spaces
- Greater community participation in conservation, restoration, and stewardship efforts
- Improved understanding of watershed health, groundwater protection, and responsible recreation
- Updated ordinances across municipalities that better protect water quality, support native plant use, and strengthen wetland and floodplain protection

Considerations

- Educational efforts should be coordinated across ODC's programs, marketing, and partner organizations to align with audience needs and learning objectives
- The Macatawa Watershed Management Plan provides a strong foundation for recommended policy updates and should guide implementation
- Policy changes will require coordination across municipalities and should aim for consistent language and standards
- Advancing policy and ordinance updates may require legal, technical, and consulting support

Goal 5: Maintenance & Monitoring

Expand maintenance and monitoring to sustain progress and inform long-term water quality improvements. Ongoing maintenance and monitoring are essential to sustaining the impact of restoration efforts and ensuring long-term water quality improvements. Monitoring across the watershed combines real-time sensors, scientific research led by regional partners, and community-based efforts to track conditions, measure progress, and inform decision-making over time.

Start Date
07/01/2026

Target Completion Date
12/31/2030

Cost
\$850,000

Objectives:

- 1. Expand the maintenance fund to support the ongoing management of Project Clarity practices
- 2. Sustain and enhance watershed monitoring to inform decision-making, including increased automation where feasible
- 3. Engage community members in monitoring efforts to expand data collection and strengthen stewardship

Target Results

Sustain a comprehensive watershed-wide monitoring and maintenance program to track progress and inform long-term decision-making.

Estimated annual investment: ~\$80,000–\$90,000, inclusive of monitoring, equipment maintenance, and staffing, with adjustments for inflation and system needs.

This investment will result in:

- Reliable, long-term data to measure progress toward water quality goals
- Early detection of emerging issues and changing conditions
- Data-driven decision-making to guide future restoration strategies
- Increased accountability and transparency around outcomes
- Improved ability to determine when additional interventions or treatments are needed
- Resources for ongoing maintenance of restoration projects throughout the watershed

How We Monitor Progress

- Real-time monitoring: Continuous sensors in the lake and key tributaries track changing conditions and provide timely data
- Scientific research and sampling: Partners such as Hope College's Global Water Research Institute and Grand Valley State University's Annis Water Resources Institute conduct ongoing sampling to measure key water quality and biological indicators
- Community science: Volunteers contribute data on water clarity, chloride levels, and stream health—expanding coverage while strengthening local stewardship

Considerations

- Maintenance of constructed practices must be sustained throughout their full design life
- Ongoing monitoring is essential to track progress toward water quality goals
- Advances in technology are creating new opportunities for more efficient, automated data collection
- Community science programs require dedicated coordination, training, and equipment
- A long-term funding strategy is critical to sustain maintenance and monitoring beyond 2030





Project Benefits

The efforts undertaken as part of Project Clarity Phase III will improve water quality across the watershed, delivering meaningful environmental, community, and economic benefits to the greater Holland and Zeeland communities, including:

- **Improved recreational experiences**—like boating, kayaking, paddleboarding, and fishing—with clearer water, fewer algal blooms, and safer conditions for people to enjoy the lake
- **Stronger habitat for fish and wildlife**, supporting thriving populations, improved fishing opportunities, and a more balanced, resilient ecosystem
- **Improved flood storage and increased climate resilience** across the watershed, helping reduce flooding impacts, protect infrastructure, and better manage heavy rainfall events
- **Future community development** that better protects water quality, ensuring growth happens in ways that reduce runoff, protect natural systems, and avoid repeating past impacts
- **A more engaged, connected, and informed community**, connected to the watershed, in which residents, landowners, and local leaders understand their role and take action to protect water quality
- **Increased value of shoreline and nearby properties**, as cleaner water and healthier lake conditions strengthen desirability and long-term investment across the community
- **Economic benefits** driven by tourism, recreation, and waterfront investment, supporting local businesses and strengthening the region's long-term economic vitality

Together, these benefits reflect what's possible when a community invests in water quality, creating a place where people and nature thrive.

Project Partners

Project Clarity was launched through the leadership and early investment of public, philanthropic, and private sector partners, whose commitment helped establish the foundation for this work and continues to drive its success today. ODC will continue to provide overall management of Project Clarity and work with a host of existing and new community partners to implement this plan. The Project Clarity Advisory Committee and Project Clarity Stakeholder Committee will continue to provide project oversight, advice, and support to ODC. Key partners include:

Grand Valley State University's Annis Water Resources Institute

Involved from its inception, AWRI will continue to provide expert technical assistance and conduct regular water quality monitoring of Lake Macatawa to track progress toward meeting water quality goals. AWRI will also be contracted to develop a plan for in-lake treatment.

Dr. Al Steinman, Research Professor at GVSU, provided technical input in the development of the Project Clarity Phase III plan, ensuring recommendations are informed by the best available science.

Hope College's Global Water Research Institute

GWRI, through its Day 1 Watershed program, will continue to conduct regular water quality monitoring of Lake Macatawa, the Macatawa River, and major tributaries to track progress toward meeting water quality goals. GWRI will also assist ODC with maintenance and data management for automated monitoring equipment (buoy and stream sondes).

Ottawa Conservation District & Allegan Conservation District

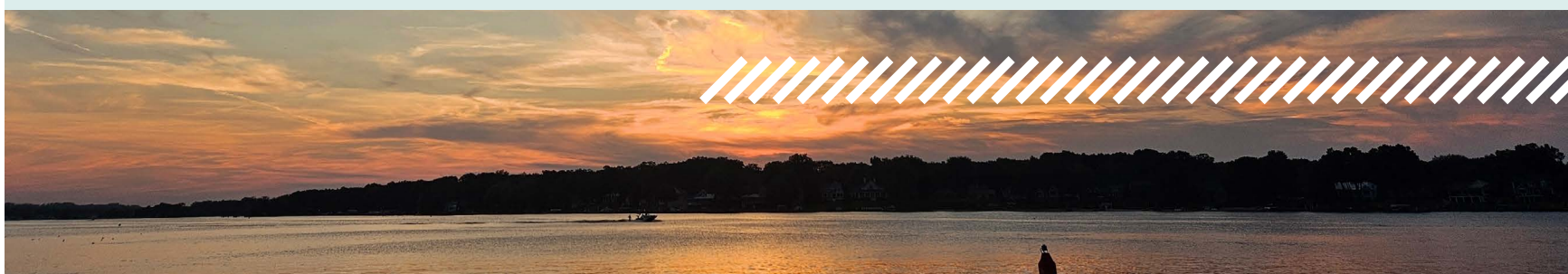
Our local Conservation Districts play an important role in providing technical assistance to private landowners interested in planning and implementing best management practices (BMPs). Both Districts have been working collaboratively with the ODC on implementation of BMPs, as well as outreach and education.

Ottawa County & Allegan County

Various departments within our counties, including the drain and water resources offices, conduct work that impacts water quality in the Macatawa Watershed. These partners will be critical to realizing Project Clarity goals.

Others

Project Clarity is supported by a broad network of partners across the watershed, including municipalities, community organizations, landowners, volunteers, and private sector partners. ODC will continue to strengthen existing partnerships and actively engage new partners to advance shared goals and expand impact over time.



Project Timeline & Budget

Delivering lasting water quality improvement requires a coordinated, multi-year investment—pairing proven strategies with the resources needed to implement them effectively.

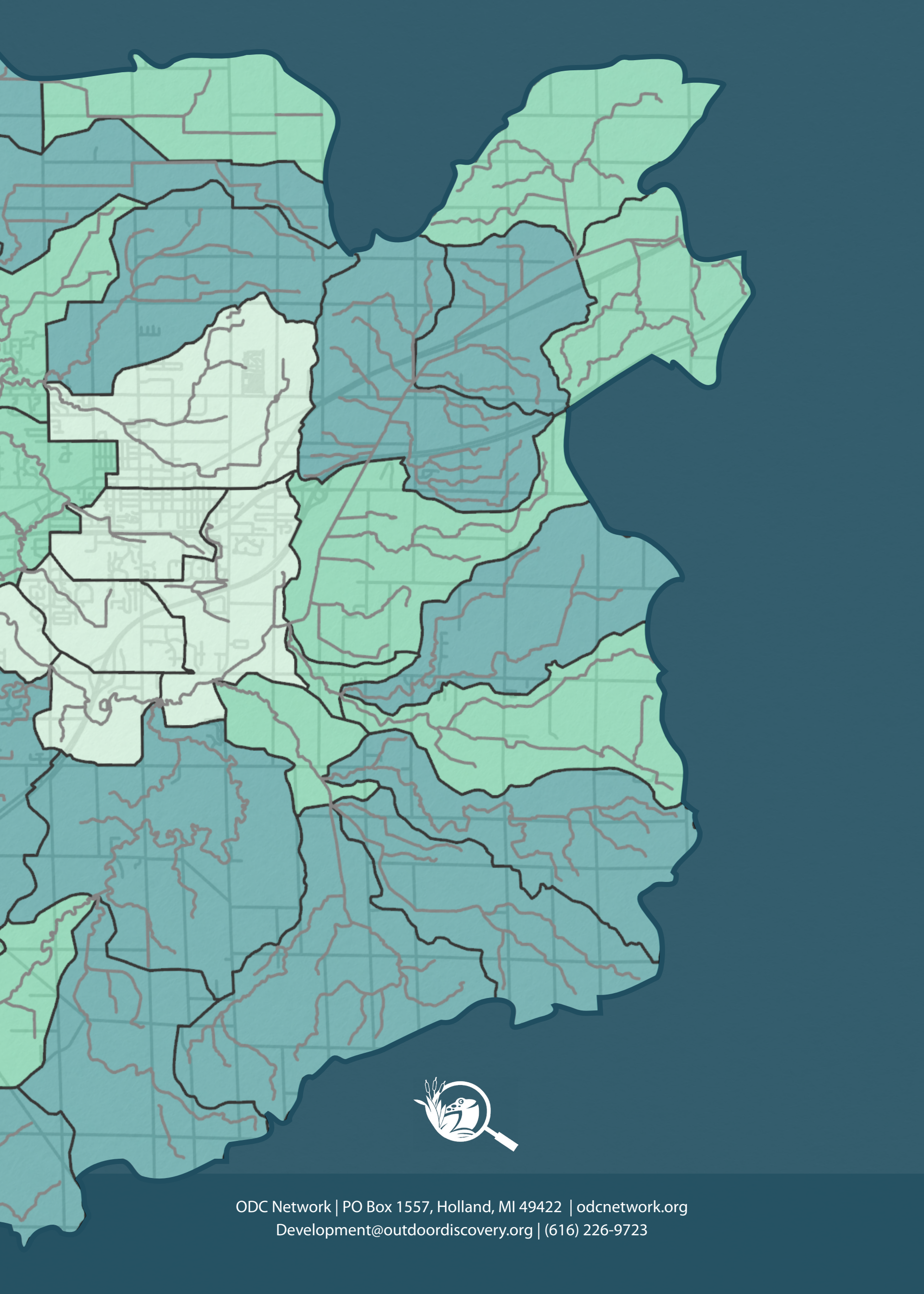
The timeline and budget below outline how Phase III will be executed from 2026–2030.

Timeline

Task	2026	2027	2028	2029	2030
Investigate and establish funding mechanism					
In-lake treatment study					
In-lake treatment					
Best management practices					
Outreach and education					
Monitoring and maintenance					

Budget

Investigate and establish funding mechanism	\$250,000
In-lake treatment	\$3,250,000
Best management practices	\$2,900,000
Outreach and education	\$400,000
Monitoring and maintenance	\$850,000
Total:	\$7,650,000



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INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Initiative Funding Discussion
DATE: August 14, 2026
CC: City Council Work Study Agenda August 17, 2026

Background

As part of the Fiscal Year 2027 budget development process completed in February, we projected that the General Fund would end Fiscal Year 2026 with approximately \$5.9 million in fund balance. Based on our current year end projections, we now anticipate that the General Fund will finish Fiscal Year 2026 with more than \$6.7 million in fund balance. This represents an improvement of approximately \$800,000 compared with the estimate used during the budget process.

In addition, the City received approximately \$1.95 million in unbudgeted Personal Property Tax reimbursement revenue in May. When combined with the approximately \$800,000 improvement in projected General Fund fund balance, the City has approximately \$2.75 million in additional resources that were not contemplated when the Fiscal Year 2027 budget was developed.

When the additional Personal Property Tax reimbursement was received, we initially suggested that the City take a conservative approach and retain these funds until there was greater clarity regarding proposed changes to Michigan's personal property tax system. Legislation has been introduced that would significantly change the taxation of personal property in Michigan and could have a substantial impact on local government revenues. Given the potential financial implications, we felt it was prudent at the time to preserve the reimbursement while the legislation moved through the process.

While the legislative process remains uncertain, based on the lack of movement on the proposal and the significant fiscal and policy issues that would need to be resolved as part of any elimination of personal property taxes, we believe the likelihood of the proposal advancing in its current form has diminished. Accordingly, we believe it is appropriate to reconsider whether the City needs to continue reserving the entire \$1.95 million reimbursement for this potential future exposure.

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At the same time, we have several projects and initiatives that have been discussed over the past several years that would benefit from additional funding. In some cases, allocating resources now would allow these projects to move from the planning or conceptual stage into design and implementation. Given the City's stronger than anticipated General Fund position and the additional Personal Property Tax reimbursement, we believe this is an appropriate time to bring these opportunities to City Council for discussion.

Staff has identified three potential uses for the approximately \$2.75 million in available funding. These recommendations are intended to provide a starting point for City Council's discussion. At this time, we are not requesting approval of a budget amendment or formal authorization to proceed with these allocations.

84th Avenue Reconstruction

One of the projects we recommend use of this funding is for the reconstruction of 84th Avenue. The current engineer's estimate for reconstruction of 84th Avenue with curb and gutter is approximately \$1.113 million, including construction engineering, inspection, and contingency. Timing is an important consideration for this project. JR Automation is currently anticipated to open its facility in late spring of 2027, and we believe it is important to have the roadway reconstruction completed prior to that opening. Staff is working diligently with our design team to maintain an aggressive schedule that will allow the roadway work to be completed within that timeframe.

The reconstruction of 84th Avenue is one component of a larger corridor project that also includes future nonmotorized improvements and the reopening of the railroad crossing. At this time, we are recommending that the City focus specifically on reconstruction of the roadway. The proposed bike path improvements require the acquisition of a number of easements that have not yet been secured. The engineer's estimates identify the bike path improvements separately from the roadway reconstruction, which allows those improvements to be phased as easements are acquired and funding becomes available.

Similarly, while the City has recently resolved its litigation with CSX, we do not yet have a firm construction schedule for reopening the railroad crossing. The railroad crossing is also a significant project in its own right, with the current engineer's estimate totaling approximately \$836,000. Given these outstanding timing considerations, we believe the most practical approach is to move forward with the roadway reconstruction now and prioritize the remaining components of the corridor in future budget cycles as easements, railroad coordination, and project schedules become more certain.

Nearly the full construction cost of the 84th Avenue project was included in the City's current budget with the expectation that the project would be financed through the issuance of bonds. With several other significant capital projects on the horizon, however, we believe there is value in preserving the City's available bonding capacity for future needs. Using a portion of the currently available one-time funding for the 84th Avenue reconstruction would allow the City to complete this important project without utilizing that bonding capacity.

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There is also a significant timing advantage to having cash available for the project. Because of the desire to complete the roadway prior to the opening of the JR Automation facility, we do not want the timing associated with issuing debt to become an impediment to bidding or beginning construction. Providing cash funding now gives staff greater flexibility to advance the project as quickly as design and construction schedules allow.

For these reasons, staff is proposing that City Council consider allocating \$1.2 million of the available initiative funding toward the reconstruction of 84th Avenue with curb and gutter. The amount provides a reasonable level of flexibility above the current engineer's estimate as the project proceeds through final design and bidding.

Proposed Initiative Funding Allocation: \$1,200,000

Facilities Implementation Plan, Series 1

Another project we recommend advancing with this funding is the design and construction administration work associated with Series 1 of the City's Facilities Implementation Plan. The City recently completed a comprehensive facility assessment and space utilization study that evaluated the condition and future needs of our municipal facilities. The assessment categorized building systems and components based on their condition and remaining useful life, with items identified as Poor generally needing replacement within five years and items identified as Replace generally requiring replacement within three years.

Based on that work, the Facilities Implementation Plan organized the recommended improvements into three series. Series 1 was specifically identified to address the City's more immediate facility needs based on building age, condition, and continued use. The current planning estimate for Series 1 is approx. \$10.17 million.

Series 1 primarily focuses on improvements to the Howard Miller Library and Community Center and City Hall. At the Library and Community Center, the proposed work includes lower-level renovations, library renovations and work room expansion, building envelope improvements, mechanical upgrades, roof and Kalwall replacement, and related site improvements. At City Hall, the proposed work includes interior renovations, roof and window replacement, mechanical improvements, technology improvements, and replacement of the elevator. The current planning level estimates identify approximately \$7.7 million of improvements at the Library and Community Center and approximately \$2.47 million at City Hall.

We are currently seeking proposals for professional design and construction administration services for this work. Design represents the next significant step in moving the Facilities Implementation Plan from assessment and prioritization into implementation. Given the size and complexity of the anticipated improvements, we expect the design process to take approximately a year and a half before the projects would be ready to proceed into construction. Because the facility assessment has identified a number of building systems and improvements that will need attention in the near future, we believe it is important to begin the design process now rather than defer this work to a future budget cycle.

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Based on our experience with projects of this nature, design and construction administration costs can generally represent approximately 8 to 10 percent of the overall project cost. With Series 1 potentially representing a \$10 million or greater investment, we believe it is reasonable to anticipate professional service costs approaching \$1 million. The actual amount will become clearer once the proposals currently being solicited are received and evaluated.

The Facilities Maintenance Fund currently has approximately \$750,000 in available fund balance. We recommend using \$250,000 of that existing balance toward the Series 1 design effort while retaining approximately \$500,000 in the fund for other facility maintenance needs and future projects. We would then supplement that amount with \$750,000 from the available initiative funding, providing approximately \$1 million to advance the design and construction administration work.

This approach allows the City to begin design now, preserve an appropriate balance within the Facilities Maintenance Fund, and position these improvements for construction once the design process is complete and a long-term funding strategy for the construction work has been established.

Proposed Initiative Funding Allocation: \$750,000

Combined with \$250,000 from the Facilities Maintenance Fund, this would provide approximately \$1 million for Series 1 design and construction administration services.

Lawrence Park Reconstruction

The final project staff has identified for consideration is the reconstruction of Lawrence Park. Based on the City's established park improvement priorities, the completion of the Hoogland Park improvements, and the feedback received through the current Parks and Recreation Master Plan process, we believe Lawrence Park represents the next logical major investment in the City's park system.

The City's prior capital improvement schedule identified Lawrence Street Park Phase One as one of the next priority projects following Hoogland Park. That phase contemplated replacement of the playground, new concrete walkways, and improved restroom access. As part of the current Parks and Recreation Master Plan process, the City has also received significant community feedback regarding future park improvements, including interest in reinvesting in Lawrence Park and modernizing existing park facilities. The Cemetery and Parks Commission and City Council will have additional opportunities to review and discuss that feedback as the master plan process continues.

Unlike some of the City's recent park projects, we currently do not have a dedicated outside funding source associated with the Lawrence Park improvements. The current order of magnitude estimate for the Lawrence Park playground project is approximately \$1.08 million. That estimate includes removal of the existing playground, new playground equipment, accessible surfacing, site improvements, utilities, amenities, contingencies, and professional fees.

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Following completion of the Hoogland Park project, we anticipate that approximately \$500,000 in fund balance will remain in the City Park Improvement Fund. We recommend combining that existing fund balance with the remaining \$800,000 of available initiative funding. This would provide approximately \$1.3 million for the Lawrence Park reconstruction and related future park improvement needs.

Allocating these funds would provide the City with the financial capacity to begin moving Lawrence Park from planning into implementation without waiting for an outside funding source to materialize. It would also position the City to advance a project that has already been identified in prior planning efforts while still allowing the Cemetery and Parks Commission and City Council to continue refining priorities through the current master plan process.

To the extent that the final Lawrence Park project is completed below the total amount available, the remaining balance could continue to be used for future park improvements identified through the City's capital improvement planning process.

Proposed Initiative Funding Allocation: \$800,000

Combined with approximately \$500,000 in the City Park Improvement Fund, this would provide approximately \$1.3 million for the Lawrence Park reconstruction and future park improvement projects.

Funding Summary

Staff's proposed initiative funding allocations total the approximately \$2.75 million currently available. The proposed uses consist of \$1.2 million for the 84th Avenue reconstruction, \$750,000 for the Facilities Implementation Plan Series 1 design and construction administration, and \$800,000 for the Lawrence Park reconstruction.

In addition to the \$2.75 million in initiative funding, the proposal would utilize \$250,000 from the Facilities Maintenance Fund and approximately \$500,000 from the City Park Improvement Fund. In total, these recommendations would make approximately \$3.5 million available to advance the three initiatives.

We believe these projects represent responsible potential uses of one-time resources. Each advances an existing City priority, addresses an identified capital need, and avoids creating an ongoing operating obligation. The proposed uses also provide opportunities to move important projects forward while preserving bonding capacity and maintaining appropriate fund balances for future needs.

Discussion

The projects outlined above represent staff's ideas for how these additional resources could be utilized and are intended to serve as a starting point for City Council's discussion. We are not requesting a formal budget amendment or authorization of these expenditures at Monday's meeting.

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We would like to receive City Council's feedback regarding the proposed projects, funding amounts, and overall approach. If City Council has other projects, priorities, or potential uses for these resources that it would like staff to consider, we would welcome those suggestions as part of Monday evening's discussion. Based on the direction received from City Council, staff can refine the proposed allocations and return at a future meeting with any necessary budget amendments or other formal actions for consideration.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

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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: Washington Avenue Corridor Traffic and Pedestrian Study
DATE: August 14, 2026
CC: City Council Work Study and Action Items August 17, 2026

BACKGROUND

The City's 2026 Strategic Action Plan identifies Washington Avenue development and redevelopment as a priority. The action steps established by City Council include:

1. Identifying right-of-way constraints throughout the corridor.
2. Working with corridor stakeholders to better understand future plans, access needs, utility concerns, and related issues.
3. Developing a traffic-flow plan based on the identified right-of-way constraints and information gathered from corridor stakeholders.

The overall objective is to develop a vision for the future reconstruction of Washington Avenue that improves traffic flow and accessibility, supports adjacent property owners, and creates opportunities for downtown vibrancy and future economic development.

RIGHT-OF-WAY CONSTRAINTS

As an initial step in this process, staff worked with the City's engineering team to prepare the attached existing and conceptual proposed layout drawings for Washington Avenue between State Street and Carlton Street.

The drawings demonstrate that the City has a limited amount of public right-of-way throughout much of the corridor. In many locations, the existing roadway, sidewalks, utilities, drive approaches, and adjoining private improvements occupy nearly all of the available space. The available right-of-way is 50 feet or less through much of the corridor.

These constraints limit the City's ability to add meaningful green space, improve pedestrian accommodations, or create separation between the roadway and sidewalk while maintaining the existing roadway configuration. Although acquiring additional right-of-way could provide



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more flexibility, staff believes the likelihood of obtaining sufficient property throughout the entire corridor is limited and could add considerable cost and complexity to the project.

The conceptual proposed-layout drawing illustrates one possible approach to creating additional space within the existing right-of-way. Under this concept, Washington Avenue would be reduced from its current three-lane configuration to one travel lane in each direction. The continuous center left-turn lane would be removed, allowing portions of the existing pavement width to be reallocated for sidewalks, green space, and other corridor improvements.

This concept is preliminary and is not being presented for final approval. Before investing additional time in design and stakeholder engagement, staff would like City Council's initial reaction to the possibility of removing the center left-turn lane. If City Council is not comfortable exploring this option, staff would reconsider the corridor objectives and the range of improvements that can realistically be accommodated within the existing right-of-way.

TRAFFIC AND PEDESTRIAN STUDY

If City Council is supportive of further evaluating the two-lane concept, the next step would be to complete a professional traffic and pedestrian study.

Eberle Traffic Solutions has submitted a proposal to analyze Washington Avenue between State Street and Carlton Street. The proposed intersection study would include weekday morning and afternoon turning-movement counts at State, Elm, Church, Centennial, Maple, and Carlton Streets. The consultant would model both existing and future traffic conditions, evaluate roadway capacity and queue lengths, identify potential operational deficiencies, and recommend improvements where necessary.

Staff also recommends completing the optional pedestrian assessment. This work would include pedestrian counts at the corridor intersections and at three existing mid-block crossings. The assessment would evaluate how the crossings are being used and whether modifications such as improved signage, pavement markings, crossing relocation, or sidewalk-ramp realignment should be considered.

The final report would also include a review of the most recent five years of available crash data and recommendations addressing any identified safety concerns. The study is expected to be completed within four to six weeks after authorization.

RECOMMENDATION

Staff recommends that City Council provide direction regarding whether the removal of the center left-turn lane should continue to be evaluated as part of the Washington Avenue corridor-planning process.

If City Council is supportive of further consideration, staff recommends approval of the Eberle Traffic Solutions proposal for both the intersection traffic analysis and the mid-block pedestrian analysis for a total contract amount not to exceed \$17,568, inclusive of reimbursable expenses.



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The study would provide the technical information needed to determine whether the proposed roadway configuration can safely and effectively serve current and future traffic and pedestrian needs before the City proceeds with additional design or stakeholder engagement.

SUGGESTED MOTION

City Council approve the proposal from Eberle Traffic Solutions for the Washington Avenue intersection traffic analysis and mid-block pedestrian analysis in a total amount not to exceed \$17,568.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

STATE ST.

ELM ST.

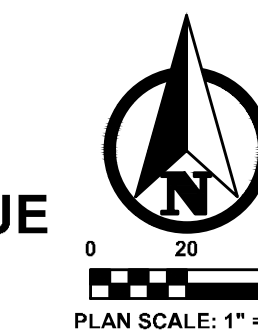
CENTENNIAL ST.

CHURCH ST.

MAPLE ST.

CARLTON ST.

WASHINGTON AVENUE



STATE ST.

ELM ST.

CENTENNIAL ST.

CHURCH ST.

MAPLE ST.

CARLTON ST.

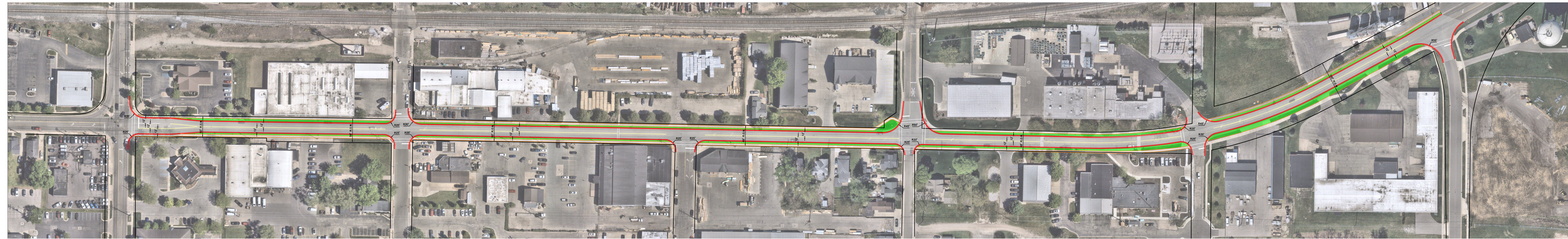




EXHIBIT A, SCOPE OF ENGINEER'S STUDY AND REPORT SERVICES

July 31, 2026

Kevin Plockmeyer
City of Zeeland
21 S. Elm Street
Zeeland, MI 49464

Re: Proposal for Professional Transportation Engineering Services – Washington Avenue corridor study

Dear Mr. Plockmeyer,

Eberle Traffic Solutions is pleased to submit this proposal for professional transportation engineering services related to the study of Washington Avenue between State Street and Carlton Street.

Understanding of Study

The City of Zeeland is planning a future reconstruction of Washington Avenue between State Street and Carlton Street. As a part of this reconstruction, sidewalks and greenspace are being evaluated for both sides of the road since the north side of Washington Avenue generally does not have sidewalks in this area. With available right-of-way being 50' or less through much of this area, it has been proposed to remove the existing center left-turn lane to make more space for pedestrian accommodations.

Scope of Services

Based on the above understanding, the following scope of services is proposed:

Task 1 – Data Collection

A sub-consultant will be hired to collect typical weekday morning (7-9am) and afternoon (4-6pm) peak hour turning movement counts at each intersection in the study area. The following intersections will be included:

- | | |
|--|----------------|
| 1. Washington Avenue / State Street | (Signalized) |
| 2. Washington Avenue / Elm Street | (Two-way Stop) |
| 3. Washington Avenue / Church Street | (One-way Stop) |
| 4. Washington Avenue / Centennial Street | (Two-way Stop) |
| 5. Washington Avenue / Maple Street | (Two-way Stop) |
| 6. Washington Avenue / Carlton Street | (One-way Stop) |

Onsite Review

Eberle Traffic Solutions will complete an on-site review of the study area roadways confirming existing roadway geometry, intersection lane configurations and traffic operations. Existing signal timings, speed limits and other relevant information will be obtained through City staff.

Task 2 – Traffic Analysis

Eberle Traffic Solutions will complete a traffic analysis for existing and future conditions along the corridor based on the descriptions below.

Existing Conditions

Using the data collected in Task 1, a base model of the corridor will be created to model current traffic operations. This will include the following tasks:

- Develop and calibrate a Synchro 12 model to reflect existing traffic conditions for typical weekday morning and afternoon peak hours
- Determine any existing traffic capacity issues along the corridor
- Recommend any operational or geometric roadway improvements to resolve existing capacity issues

Future Conditions

The future condition analysis will update the Washington Avenue corridor to the proposed geometry, and define any areas of concern related to roadway capacity. The future analysis will include the following tasks:

- An applicable annual background growth rate will be applied to existing traffic volumes
- Future nearby developments traffic utilizing Washington Avenue will have their traffic added to the model to accurately reflect future traffic volumes
- The Synchro 12 traffic model will be updated to the proposed roadway geometry
- A capacity analysis of future conditions will be conducted for weekday morning and afternoon peak hours, including 95th percentile queue lengths
- Any operational deficiencies will be highlighted
- Operational or geometric roadway improvements to resolve any traffic issues will be recommended. These recommendations may include signal timing updates, additional turn lanes, or updated signing.

Task 3 - Pedestrian Assessment

If requested, Eberle Traffic Solutions can also conduct a study on existing pedestrian crossings along the corridor. This assessment would include collecting pedestrian traffic volumes at all the above intersections in addition to the following mid-block crossings:

1. Mid-block crossing ~150' west of Church Street
2. Mid-block crossing ~290' east of Centennial Street
3. Mid-block crossing ~110' west of Maple Street

This data will then be used to assess which crossings are being utilized, and what modifications, if any, can be made to best accommodate the pedestrian traffic. Modifications to pedestrian crossings can include, but is not limited to, signing / pavement marking improvements, crossing relocation or re-alignment, and sidewalk ramp re-alignment.



Figure 1: Traffic Study Intersections

Task 4 – Report

Data collection, analyses findings, and the resulting conclusions will be gathered into a report including graphics showing the study area, traffic volumes, and other relevant information.

Additionally, a brief safety analysis will be conducted using the most recent five years of crash data available from the Michigan Traffic Crash Facts' website. This safety analysis will highlight any areas of concern from a safety perspective, and any provide recommendations to mitigate any existing crash patterns.

A draft report will be initially submitted to the City for review and comment. After any comments have been addressed, a final report will be submitted.

Clarifications

Tasks 1 through 4 described above will be completed with one overall set of analyses based on the proposed configuration of Washington Avenue provided by the city. If this proposed configuration changes after the analyses have started, additional fees will need to be authorized.

The budget outlined in this proposal assumes Eberle Traffic Solutions will not be requested to attend any in-person meetings or prepare any presentations. If in-person meetings or presentations are desired, additional compensation will need to be authorized. Virtual meetings or calls discussing the analyses and any comments can be accommodated with the project budget.

This proposal does not include data collection outside of the locations and timeframes listed above, signal warrant analyses, or trip generation or distribution of background developments. Eberle Traffic Solutions can add these services if they become necessary upon written approval and can be billed at \$155/hour.

Schedule

Tasks 1 through 4 will be completed within four to six weeks of written authorization to proceed.

Professional Compensation

Based on the above scope of services, Eberle Traffic Solutions proposes to provide the intersection analysis for a stipulated sum of **\$14,830 (Fourteen thousand eight hundred thirty dollars)**.

Reimbursable expenses are included in this fee, and are estimated at **\$2,830 (Two thousand eight hundred thirty dollars)**.

Based on the above scope of services, Eberle Traffic Solutions proposes to provide the mid-block pedestrian analysis for a stipulated sum of **\$2,738 (Two thousand seven hundred thirty eight dollars)**. Reimbursable expenses are included in this fee, and are estimated at **\$1,188 (One thousand one hundred eighty eight dollars)**.

Eberle Traffic Solutions will provide any additional services upon written request on an hourly basis.

Eberle Traffic Solutions has prepared this proposal for the City of Zeeland, and request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

We are looking forward to working with the City of Zeeland on this project! Please feel free to reach out with any questions.

Thank you,

A handwritten signature in blue ink, appearing to read 'Joe Eberle', is positioned above the printed name.

Joe Eberle, PE
Owner



CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and Zeeland City Council

CC: Kevin Plockmeyer, Interim City Manager

FROM: Abby deRoo, City Marketing Director

SUBJECT: 2026 Mural Project – part two

DATE: August 12, 2026

As a continuation of the 2026 Mural Project recommendation presented to City Council in May, the Marketing Department is pleased to present its recommendation for the second downtown public art installation. Marissa Tawney Thaler, a professional artist from the Lansing area with ties to Grand Rapids, responded to the City's call for artists. After reviewing her submission, the Marketing Department was especially drawn to Thaler's portfolio and professional experience, including her indoor murals at the Mason County Library.

The Marketing Department believes Thaler's style complements the murals by Krista Arendsen that have been committed downtown Zeeland. Her proposed artwork has been designed specifically for the west wall of 139 E. Main Avenue, within the downtown passageway. The artwork will be painted on removable wood panels that will be mounted within three distinct inset sections of the passageway wall.

Thaler has designed a coordinated piece for each of the three sections, collectively representing the seasons of Zeeland. The largest panel combines spring and summer, while the remaining panels feature fall and winter as individual works. Together, the three pieces will create a cohesive seasonal collection tailored to the broader downtown environment.

The targeted timeline is to complete and install the artwork by the end of September so the collection can be enjoyed during Pumpkinfest in the first week of October. Although the custom display will be removable, the City intends to enjoy and celebrate the collection for several years. The panel installation also provides flexibility for the City to explore new exhibits in the passageway in the future.

To facilitate the project, the City Attorney has prepared two agreements for City Council consideration and approval:

- 2026 Artwork Agreement between the City of Zeeland and Marissa Tawney Thaler
- 2026 Property Owner License Agreement between the City of Zeeland and VQuest LLC, property owner of 139 E. Main Avenue

The Artwork Agreement outlines the project scope, timeline, rights, responsibilities, and compensation for the artwork. The Property Owner License Agreement authorizes the City to install and display the panel-mounted artwork on the property.

The City of Zeeland budgeted \$25,000 in the 2025-2026 FY budget for this round of downtown murals. The proposal from Krista Arendsen/Art by Krista (approved in May) will use approximately \$14,500. The enclosed proposal from Marissa Tawney Thaler is estimated at \$5000. (The difference in cost is explained by several factors, including, scale/size of art, exterior mural work versus studio work, and proposed professional fee by the artists.) The City of Zeeland will have some cost into the site preparation and installation of the murals and contingency for unforeseen expenses. The Marketing Department projects this project will stay within budget. However, given that the mural projects were not completed within the 2025-2026 fiscal year, we are requesting a budget amendment for this project.

Recommendation:

Staff recommends that City Council approve the 2026 Artwork Agreement between the City of Zeeland and Marissa Tawney Thaler.

Staff recommends that City Council approve the 2026 VQuest Artwork License Agreement between the City of Zeeland and VQuest., LLC.

Staff requests a budget amendment for the mural project, transferring the \$25,000 budgeted amount from the 2025-2026 budget to the 2026-2027 fiscal year budget.



Abigail deRoo, City Marketing Director



Kevin Plockmeyer, Interim City Manager



PUBLIC ARTWORK AGREEMENT

THIS AGREEMENT is entered into this ____ day of August, 2026, by and between the City of Zeeland, a Michigan municipal corporation, whose address is 21 S. Elm Street, Zeeland, Michigan 49464, (hereinafter referred to as the “City”), and Marissa Tawney Thaler, whose address is 601 E. Willard Avenue, Lansing, Michigan 48910, (hereinafter referred to as “the Artist”).

RECITALS

- A. The City has decided to incorporate works of art throughout the City;
- B. The Artist has submitted a proposal which is set forth on Exhibit A, and the City has selected its proposal (the “Project”); and
- C. The parties wish to memorialize their understandings about the Project in a binding contract.

NOW THEREFORE, in consideration of the promises and obligations set forth below, the parties agree as follows:

1. Scope of the Work.

Artist must furnish all of the materials and perform all of the work for the Project as shown on the drawings as described in the specifications attached hereto as Exhibit A and incorporated by reference into this Agreement. The Project consists in general terms as the designing and fabrication of the Project. The Artist’s work must be of high quality, in compliance with generally accepted standards of workmanship, and in conformity with this Agreement.

The City agrees to provide the items and/or services as shown on the attached Exhibit B, and this exhibit is incorporated by referenced into this Agreement.

2. Protection, Prevention of Site Access and Risk.

The Artist must use reasonable efforts at all times to safely guard the Project, the property on which the Project will be installed (the "Subject Property") and the adjacent property, from damage, injury or loss in connection with the Project. Artist shall take such precautionary measures as are reasonably necessary to protect persons, property and the work done under this Agreement.

The Artist assumes all risks of loss or damages under this Agreement arising out of the nature of the work, carelessness of the Artist, or from any other causes which may be encountered in the performance of the work, until final acceptance of the Project by the City, except losses or damages proximately caused by the City, its employees, agents or other contractors.

3. Time of Completion and Formal Acceptance.

The Project shall be fully completed and installed by Artist By September 30, 2026. Unless delays are caused by the City, or by events beyond the control of both parties, at which time the completion date may be amended. Any extensions of time must be agreed to in writing by both parties.

The Artist must notify the City when the Project is fully complete. Upon inspection, the City will formally accept the Project. If the City does not consider the Project to be completed due to unresolved issues or defects, the City shall describe the outstanding issues or defects and the time frame in which the Artist must then cure such defects before the City will accept the Project.

4. City Representative.

The City will designate its project representative who will make all necessary and proper decisions with reference to the Project within the scope of project representative's authority. Artist must direct all requests for clarification or instruction to the City's representatives. Abby deRoo and Kerri VanDorp are the City's representatives to the Project.

5. Design and Construction Fee.

The total design and construction fee paid by the City to Artist under this Agreement will be four thousand (\$5,000) dollars. Such consideration is based on the specifications that were provided by the Artist and on Budget Proposal of the Artist as they are shown in the attached Exhibit A. The fee includes the costs for all design work, materials, labor, insurance, equipment rentals and delivery of the Project.

6. Payment Schedule and Terms.

Payment shall occur as follows:

- 50% upon the signing of this Agreement (\$2,500); and,
- 50% upon the installation and acceptance of the Project by the City (the balance of the project consideration).

Invoices shall be submitted by the Artist to the City for each payment and payment shall be made within 30 days of receipt. Artist shall pay all subcontractors promptly.

The City will not make the final payment until the Project has been completed and accepted and until it has accepted maintenance instructions for the Project.

7. Ownership and Rights Related to the Project.

7.1. Ownership. Ownership of the Project shall pass to the City upon Final Acceptance. Artist shall confirm in writing that ownership of the work belongs to the City. Artist hereby irrevocably assigns, conveys and otherwise transfers to the City and its respective successors and assigns title to the Project.

7.2. Reproduction. In view of the intention that the Project in its final dimensions shall be unique, Artist shall not make any additional exact duplicate reproduction of the final Project, nor shall Artist grant permission to others to do so except with the written permission of the City. Artist hereby grants to the City an irrevocable license to make two-dimensional reproductions of the Project for non-commercial purposes, including, but not limited to, reproductions which may be used in advertising, brochures, media publicity, and catalogues or other similar publications. The Artist, however, may use photographic reproductions of the Project in its portfolio, in critical and scholarly writings, or for non-commercial purposes, including reproductions in advertising brochures, media publicity, and catalogues or other similar publications.

7.3. Copyright Notice. The Artist shall place a copyright notice on the Project that informs the public that a work is protected by copyright, identifies the copyright owner, and shows the year of first publication.

7.4. Registration. If the copyright is registered with the U.S. Copyright Office, the Artist shall provide the City with a copy of the application for registration, the registration number, and the effective date of the registration.

7.5. Rights Under the Visual Artists' Rights Act. To the extent the uses, modification, destruction or removal of the Project under this Agreement affects any rights that Artist may have under the provisions of federal or state law, including the 1990 Visual Artists' Rights Act under 17 U.S.C. §106A(a) and §113, the Artist hereby knowingly waives any rights provided by those laws.

8. Maintenance, Repairs and Restoration.

8.1. Maintenance. The City recognizes that maintenance of the Project on a regular basis is essential to the integrity of the Project. The City will be solely obliged to maintain the Project after Final Acceptance. The City shall nonetheless have the right to determine, in its sole discretion, when and if maintenance, repairs, and restoration to the Project will be made.

8.2. Removal, Relocation, or Destruction. Nothing in this Agreement shall preclude any right of the City, in its sole discretion, to remove the Project from the public display.

9. Warranties.

9.1. Uniqueness. The Artist represents and warrants to the City that the Project is artistically unique and agrees not to create or be involved in the creation of an identical artwork within 100 miles of the City. Additionally, Artist represents and warrants that:

- A. The Project is solely the result of the artistic effort of the Artist;
- B. Except as otherwise disclosed in writing to the City prior to the time of execution hereof, the Project is unique and original and does not infringe upon any copyright and any other property or personal right;
- C. Neither the Project delivered hereunder, nor a duplicate thereof, has been accepted for sale elsewhere; and
- D. The Project is free and clear of any liens or claims or encumbrances from any source whatsoever.

The Artist shall defend and indemnify the City if a third party asserts a copyright infringement or claim involving the Project.

9.2. Workmanship. Artist warrants to City that all work performed will be performed in a good workmanship like manner.

9.3. Materials. The Project, as fabricated and executed, will use materials that are of good quality, fit for the selected purpose, within manufacturer tolerances and warranties, and free from all faults and defects not inherent in the quality required.

9.4. Defects & Deficiencies. Any work or material that is found to be defective or deficient within one year of acceptance of the Project shall be corrected or repaired by the Artist, without cost to City. Such correction or repair shall be made after the receipt of a written notice from the City unless the City has previously issued a Change Order accepting the defect or deficiency or if the City is the cause of the defect or deficiency. If the City asks Artist to repair damage caused to the Project not related to the design, workmanship, or materials, for example by vandalism, collision, extreme environment conditions, or other unforeseeable causes, the City will reimburse Artist for reasonable material and labor costs for such repairs.

This warranty and guarantee exclude any responsibility on the part of Artist to remedy any defect or deficiency if such defect is caused by any abuse, misuse, or failure to properly maintain the Project by the City and or if the defect is the result of changes or modifications that were not performed by the Artist.

In the event of an alteration or damage to the Project, whether intentional or accidental, the Artist shall have the right to disclaim authorship of the Project. Upon written request of the Artist to the City, the City shall remove the identification signature at its own expense.

10. Indemnification.

The Artist shall defend, release, indemnify and save and hold harmless the City from any and all claims, demands, suits, liabilities, actions, causes of action, or legal or equitable proceedings of any kind or nature, including worker's compensation claims of or by anyone whomsoever to the extent that such claims, losses, damages, or expenses are caused by the Artist's intentional or negligent acts, errors, or omissions, including acts or omissions of the Artist or their officers, employees, representatives, suppliers, invitees, licensees, sub-contractors, contractors, and agents.

Provided, however, the Artist need not indemnify and save harmless the City, its officers, agents, and employees from damages proximately resulting from the negligence of the City's officers, agents, and employees. This indemnity clause shall also cover the City's reasonable defense costs in the event that the City, in its sole discretion, elects to provide its own defense. The insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Artist under the terms of the Agreement. The Artist shall procure and maintain at its own expense and cost any additional kinds and amounts of insurance that in their judgment may be necessary for their proper protection in the prosecution of the services hereunder. This indemnity clause shall survive termination of this Agreement.

11. Insurance.

Artist agrees to procure and maintain in force during the installation of the Art, at its own cost, the following minimum coverages:

- A. Worker's Compensation and Employers' Liability
- B. Commercial General Liability
 - i. Bodily Injury & Property Damage General Aggregate Limit \$1,000,000
 - ii. Personal & Advertising Injury Limit \$1,000,000
 - iii. Each Occurrence Limit \$1,000,000

The policy shall be on an Occurrence Form and shall include the following coverages: Premises Operations; Personal and Advertising Injury; Medical Payments; Liability assumed under an Insured Contract; Independent Contractors; and Broad Form Property Damage.

All insurance policies (except Worker's Compensation) shall include the City of Zeeland as an additional insured.

Artist, or Artist's insurance broker, shall notify the City of any cancellation or reduction in coverage or limits of any insurance within seven (7) days of receipt of insurer's notification to that effect. The Artist

shall forthwith obtain and submit proof of substitute insurance in the event of expiration or cancellation of coverage.

12. Termination/Default.

A. Termination. The City may terminate this Agreement by giving no less than fourteen (14) days written notice to the Artist. In such event, the City will compensate Artist for all services performed and materials provided or procured to the date Artist receives the notice of termination, together with reasonable expenses, unless the parties agree otherwise in writing.

B. Default. Each and every term and condition of this Agreement is deemed to be a material element of this Agreement. If either party fails or refuses to perform according to the terms of this Agreement, it may be declared in default thereof. A declaration of default by either party must be made in writing to the other party, describe how the allegedly defaulting party has failed to perform according to the terms of this Agreement, and shall provide an opportunity for consultation with the other party to review what steps may be necessary to cure the default.

C. Remedies Upon Default. If one party declares the other in default of this Agreement and performance is possible, the allegedly defaulting party will have a period of fourteen (14) days within which to cure the default. If the allegedly defaulting party fails to correct the default or timely performance is not possible, the party declaring default may elect to: (1) immediately terminate the Agreement; (2) treat the Agreement as continuing and require specific performance; and/or (3) avail itself of any other remedy at law or equity. If either party elects to terminate the agreement for default, termination will be effective upon the mailing, by the terminating party, of written notice of termination to the defaulting party and the City will compensate the Artist for all services performed and materials provided or procured in accordance with the terms of this Agreement up to the point of termination. Artist will deliver or otherwise make available all design plans, sketches, fabrications, or other materials that the Artist may have created or purchased in performance of the Agreement up to the point of termination.

13. Miscellaneous Provisions.

A. Assignment. Artist understands that the City enters into this Agreement based on the special abilities of Artist and that the City considers this Agreement to be an agreement for personal services. Accordingly, Artist may neither assign any responsibility nor delegate any duties arising under this Agreement without prior written consent of the City; with the exception that the Artist may have assistance as it performs her work.

B. Independent Contractor. Artist is an independent contractor. The Artist shall not be deemed to be, nor shall Artist represent itself as being an employee or partner of the City. No employee or officer of the City shall supervise the Artist. The Artist is not entitled to worker's compensation benefits and is obligated to directly pay federal and state income tax on the consideration which is earned under this Agreement.

C. License and Business. The Artist must hold, in the Artist's name, all necessary licenses and permits to perform the work. The Artist must have full authority to do business in the State of Michigan and have a designated place of business for making and accepting communications with or from the City. The Artist must maintain a current address and telephone number with the City throughout the term of this Agreement.

D. Notices. No waiver or notice shall be effective unless in writing. All notices, consents, waivers and other communications required or permitted by this License Agreement shall be in writing or in electronic form as hereafter provided and shall be deemed given to a party when (a) delivered by personal service; (b) sent by email with confirmation of transmission by the transmitting equipment; or (c) received or rejected by the addressee, if sent by certified mail return receipt requested, in each case to the attention of the person who signed this License Agreement. Any party to this Agreement may give a written notice of a change of its address to the other party to this Agreement.

E. Governing Law. This Agreement is governed by the laws of the State of Michigan.

F. Authority. Artist warrants that she is authorized to sign this Agreement and is able to bind the Artist to this Agreement.

G. Headings. The captions and headings set forth herein are for convenience of reference only and shall not be construed so as to define or limit the terms and provisions hereof.

H. Severability. If any part, term, or provision of this Agreement is held by the Courts to be illegal or in conflict with any law or the State of Michigan, the validity of the remaining portions or provisions shall be unaffected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

I. Disputes. The parties agree to use the principles of collaboration and cooperation, to identify and engage in measures to prevent and resolve potential sources of conflict before they escalate into disputes, claims or legal actions. The Parties agree that any and all claims, controversies, breaches or disputes arising from or related to this Agreement, including those pertaining to the formation, construction, performance, applicability, interpretation or enforceability of this Agreement, are subject to a mediation requirement prior to filing any lawsuit.

J. Entire Agreement. This document constitutes the entire agreement between the parties and supersedes all prior oral or written understandings and discussions. This Agreement may only be modified in writing by an amendment that is signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

ARTIST:

CITY OF ZEELAND

Marissa Tawney Thaler

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

By: _____
Kristen R. DeVerney, Its City Clerk

EXHIBIT A

Art Specifications and Budget

Marissa Tawney Thaler – concepts for the City of Zeeland mural project.

Total of three individual art pieces to create a series of “removable murals” for Zeeland’s downtown passageway.



Downtown Scene 10'x6'



Winter Scene – 8'x6'



Fall Scene - 7'x6'

Zeeland Mural Project, Budget Proposal

Supplies:

Board Options:

¾" Sande Plywood, 4'x8'- \$70.57/board
x8

Prep/Seal:

PVA (front and back of boards) 1 Gallon: \$15 Gesso
(2-3 coats, sanded)- 1 Gallon: \$34.11

Paint:

Colors- \$5.98/sample
20x 5.98= \$119.60

Sealant:

Mural Guard Clear Anti-Graffiti Coating-1 Gallon: \$44

Supplies Total: \$700-1500

Labor:

\$50/hr

Design-9-20 hrs. \$450-\$1000

Seal/sand/prep-3-5 hrs. \$150-\$250

Paint/Seal-20-30 hrs. \$1000-\$1500

Install (truck rental/travel/install)-3-5 hrs. \$150-\$250

Labor Total: \$1750 -\$3000

Truck rental:

Truck rental total: \$200-500

Liability Insurance: TBD

Project Total:

not to exceed \$5000

EXHIBIT B

Services to be Provided by the City

The services to be provided by the City of Zeeland are as follows:

1. In advance of the artwork's completion, the City of Zeeland will install appropriate mounting hardware on the West wall of 139 E. Main Avenue to as to accommodate three removable art pieces as described in this agreement.
2. Have a City of Zeeland team or assigned contractors of the City of Zeeland on site to install the art when it is delivered by the artist.

MURAL LICENSE AGREEMENT

THIS MURAL LICENSE AGREEMENT is made between VQuest Properties, LLC, a Michigan limited liability company, whose address is 703 – 78th Avenue, Zeeland, Michigan 49464 (hereinafter referred to as the “Grantor”), and the City of Zeeland, a Michigan municipal corporation, whose address is 21 S. Elm Street, Zeeland, Michigan 49464 (hereinafter referred to as “Zeeland”).

RECITALS

- A. Grantor owns property (hereinafter sometimes referred to as the “Subject Property”) situated in the City of Zeeland and this property is commonly referred to as 139 E. Main Avenue, Zeeland, Michigan 49464.
- B. Zeeland wishes to use the West wall of the Subject Property for purposes of installation of an art project (mural) to extend public art into Zeeland.
- C. The Grantor is willing to grant to Zeeland a license to use the said wall of the Subject Property for purposes of the installation of such a project.

In exchange for and in consideration of the covenants herein contained, the parties agree as follows:

1. **Grant of License.** The Grantor grants to Zeeland a license and Zeeland accepts the grant of a license to use a portion of the West wall of the Subject Property subject to the terms and conditions which are set forth herein. The Subject Property is legally described as follows:

The South 125 feet of the East 23.5 feet of Lot 2, Block 1, EXCEPT the East 6 inches of the South 72 feet; Keppel’s Addition to the Village (now city) of Zeeland, according to the plat thereof recorded in Liber 1 of plats, Page 100, Ottawa County Records, City of Zeeland, Ottawa County, Michigan: PPN: 70-17-18-357-056.

2. **Term.** The term of this License shall commence on August 17, 2026, and shall terminate on August 17, 2036.

3. **Use.** The Subject Property shall be used by Zeeland for the sole purpose of installation of an art project. The exact placement of the project shall be subject to the Grantor's written consent, provided that such consent shall not be unreasonably withheld. The art on the Subject Property will reflect the character, culture and history of Zeeland. The removable art will be mounted directly to the Subject Property with mounting hardware installed by the City of Zeeland or a contractor representing the City of Zeeland.

4. **Consideration.** It is hereby agreed that the City shall not be required to pay any monetary consideration to the Grantor for this license since the Grantor shall have the benefit of the said mural being present on the Subject Property. This license is given without consideration and is exempt from transfer tax pursuant to MCL 207.505(a); MCL 207.526(a)

5. **Grantor's Responsibilities.**

- A. The Grantor commits that it and its successors will not remove, destroy or alter the art project for no less than ten (10) years from the date of the installation of the art project. In addition, the Grantor will not alter the building or obscure the art project for no less than ten (10) years from the date of the installation of the project. This requirement may be waived if the Grantor submits a letter of request to Zeeland that provides legitimate proof that the Grantor must expand or remodel the building prior to the termination date of this license.
- B. Zeeland agrees that it is responsible for the maintenance of the art project during its lifetime, which shall be for no less than ten (10) years. Maintenance includes the repair of cracking bricks or mortar directly related to the mounting system used to hang and display the art.
- C. The Grantor agrees that Zeeland may rotate or change the art display during the contracted time period.
- D. Upon conclusion of this contract, the Zeeland agrees to fill any holes or cracks in the brick or mortar that were made as a direct result of this display.
- E. The Grantor agrees to allow images of the completed art projects to be placed on Zeeland's website, to be reproduced in publicity material, to be used as images in videos, and to be promoted in ways that increase the destination appeal of Zeeland.

6. **Quiet Enjoyment.** If Zeeland performs and complies with all of the covenants and agreements which are to be performed on its part, the Grantor covenants and agrees that Zeeland shall have peaceful and quiet enjoyment of the Subject Property.

7. **Assignment and Sub-Licensing.** This License shall not be assigned or sublicensed by Zeeland to any person or business entity without the prior written consent of the Grantor. This License shall run with the land for the term of this License and shall be binding on the Grantor and on any successors in interest until the expiration of the term.

8. **Acceptance of Premises.** Except as otherwise agreed in writing, at the time of the installation of the art project, the act of Zeeland in taking possession of the West wall of the Subject

Premises shall constitute acceptance of the same by Zeeland on an “as is” basis and acknowledgment by Zeeland that such premises was in a satisfactory and acceptable condition on the possession date.

9. **Compliance With Law.** Zeeland shall comply with and observe all laws, ordinances, rules, regulations and orders of all public authorities in connection with its activities on the Subject Property.

10. **Public Liability and Indemnity.** Zeeland shall indemnify and save harmless the Grantor and its employees and agents from any liability for loss, damage, injury or other casualty to persons or property caused or occasioned by or arising from any act, use, occupancy or negligence by or of Zeeland and any of its agents, servants, visitors, licensees or employees, occurring during the installation of the Art. In case any action or proceeding is brought against Grantor or any of its employees or agents by reason of any such claim, Zeeland, on timely notice from the Grantor, shall resist or defend such action or proceeding by counsel employed by Zeeland which shall include the taking of all permissible appeals, unless full release of the Grantor and its employees or agents is obtained by way of settlement or compromise at the expense of Zeeland or its insurance carrier.

11. **Casualty.** In the event of damage to or destruction of the Subject Property by fire, storm or any other casualty or accident, this License shall terminate. In no event shall the Grantor be responsible for loss or damage to improvements or personal property owned by Zeeland or placed on the Subject Property by Zeeland, which are caused by fire, theft, loss, vandalism or other casualty.

12. **Notices.** No waiver or notice shall be effective unless in writing. All notices, consents, waivers and other communications required or permitted by this License Agreement shall be in writing or in electronic form as hereafter provided and shall be deemed given to a party when (a) delivered by personal service; (b) sent by email with confirmation of transmission by the transmitting equipment; or (c) received or rejected by the addressee, if sent by certified mail return receipt requested, in each case to the attention of the person who signed this License Agreement. Any party to this License Agreement may give a written notice of a change of its address to the other party to this License Agreement.

13. **No Waiver.** The failure of either party to enforce any covenant or condition of this License Agreement shall not be deemed a waiver thereof or of the right of either party to enforce each and every covenant and condition of this License. No provision of this License shall be deemed to have been waived unless such waiver shall be in writing.

14. **Memorandum.** At the request of either party, a memorandum giving notice of this License may be recorded in the Office of the Ottawa County Register of Deeds.

15. **Successors and Assigns.** This License Agreement shall inure to the benefit of and be binding upon the parties hereto and their representatives, successors and assigns, as the case may be; provided, however, that Zeeland may not assign this License, except as provided above.

16. **Title.** Zeeland acknowledges that the Grantor is the owner of the Subject Property and that Zeeland has a License to use such premises according to the terms of this Agreement and no other rights therein.

17. **Laws.** This License shall be interpreted and enforced by the laws of the State of Michigan.

18. **Severability.** If any provision of this License Agreement or its application to any person or circumstance is, for any reason and to any extent, invalid or unenforceable, the remainder of this License Agreement and the application of the provision to other persons or circumstances shall not be affected by it, but rather shall be enforced to the greatest extent permitted by law.

19. **Captions.** Any section titles or captions contained in this License Agreement are for convenience only and shall not be deemed part of the context of this License Agreement.

20. **Modifying the Agreement.** This License Agreement may be modified only by a written agreement which is signed by both parties.

21. **Counterparts.** This License Agreement may be executed in multiple counterparts, and each shall be deemed to be an original.

22. **Effect.** The undersigned hereby acknowledge that they have authority and have been authorized to sign this License Agreement by the respective parties.

23. **Entire Agreement.** This is the entire License Agreement between the Grantor and Zeeland.

(The remainder of this page is intentionally left blank.)

_____ day of August, 2026.

VQUEST PROPERTIES, LLC

By: _____
Jeff VanHuis
Its Member

STATE OF MICHIGAN)
) ss
COUNTY OF OTTAWA)

The foregoing instrument was acknowledged before me on August ____, 2026, by Jeff Van Huis, as a Member of VQuest Properties, LLC, on behalf of such company.

Notary Public
County, Michigan
Acting in the County of Ottawa
My Commission expires:



CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and Zeeland City Council

CC: Kevin Plockmeyer, Interim City Manager

FROM: Abby deRoo, City Marketing Director

SUBJECT: Downtown Skyline, Tree and Patio Lighting Proposal

DATE: August 13, 2026

The City of Zeeland issued an Request for Proposals for the updated supply, installation, maintenance and removal of downtown skyline, tree and patio lighting. The program combines year-round architectural lighting with seasonal tree and landscape lighting to create a coordinated display throughout the downtown district and at key City gateways.

One proposal was received, from Chip's Groundcover, LLC. Chip's has provided the City's professional holiday lighting services since the program began in 2016. City staff has been consistently pleased with the company's dependable service, quality of work and responsiveness. Its crews are highly familiar with the downtown system and installation process and have demonstrated an ability to complete the work efficiently while limiting street and parking disruptions for downtown businesses.

Staff reviewed the proposal against the RFP specifications and finds the proposed pricing fair and reasonable based on the scope of work, included service and maintenance, and the City's experience with comparable prior work. The proposal includes up to 30 service calls and four timer adjustments per calendar year. The City's required insurance documentation has also been provided and meets City expectations.

Warm white skyline lighting will outline most commercial and governmental/municipal buildings along all three blocks of Main Avenue, from State Street to Centennial Street. The skyline system remains installed throughout the year and is powered seasonally or at other times requested by the City.

Edison-style warm white lighting is used to enhance the patios at Elm Street Park, the rear patio behind 152 E. Main Avenue, the Library Alley and the pedestrian passageway next to 137 E. Main Avenue.

Seasonal lighting of trees, landscaping and gateways includes the ornamental curb trees along Main Avenue between State Street and Centennial Street; the Elm Street corridor between Cherry Street and Main Avenue, including the Splash Pad and Elm Street Park; trees, shrubs and arborvitae within Elm Street Park; the evergreen trees in the Main Avenue/Washington Avenue roundabout; and the evergreen trees at the eastern City gateway near Main Avenue, Chicago Drive and the Business Loop.

The lighting program has become an important part of the character and identity of Downtown Zeeland. By tracing the rooflines of the traditional downtown buildings, the warm skyline lighting highlights Zeeland's small-town atmosphere and gives the district a charming, welcoming appearance throughout the year. It provides a picturesque backdrop for evening events and creates additional warmth and visibility for pedestrians using the downtown before sunrise and after sunset.

The display is especially meaningful during the holiday shopping season, when the skyline, patio, tree and landscape lighting work together to create the nostalgic experience of shopping and gathering in a traditional downtown. The lighting complements downtown storefronts, supports seasonal celebrations and complements Zeeland's downtown snowmelt system and outdoor fireplace to create a comfortable and inviting setting during the colder months. Together, these amenities reinforce the City's continued investment in an attractive, memorable and welcoming business district and its commitment to making Downtown Zeeland a four-season experience.

Proposal Pricing

2026 Initial Contract	Cost
Skyline lighting installation and service	\$21,245
Patio lighting installation and service	\$3,395
Tree lighting installation, service and seasonal takedown	\$7,295
New lighting materials	\$5,865
Total 2026 contract	\$37,800

Chip's proposed a fixed annual price of \$24,340 for each consecutive year from 2027 through 2030, consisting of \$16,895 for skyline lighting, \$1,650 for patio lighting and \$5,795 for tree lighting. The lower consecutive-year pricing is anticipated to reflect efficiencies associated with the City's ownership of the lighting materials, the year-round installation of the skyline system and reduced setup or installation needs following the initial year. The total proposed cost for the five-year period is \$135,160.

Although the proposal was structured as a one-year contract with optional extensions, staff has worked with Chip's to recommend a five-year agreement in light of the City's successful ten-year working relationship with the contractor. Staff has worked with Chip's to include a cancellation clause for the City's benefit. The City may cancel the agreement after any contract year by paying the applicable cancellation amount below:

Cancellation Timing	Amount
After Year 1	\$5,856
After Year 2	\$4,392
After Year 3	\$2,928
After Year 4	\$1,464
After Year 5	\$0

Since the skyline display extends across privately owned downtown buildings, the City partners directly with property owners who are willing to connect individual sections of the display to their private electrical outlets. Chip's tracks the applicable lighting zones, operating hours and estimated electricity use. Using this information, the City reimburses participating property owners twice each year for the electricity used by the public lighting display. Estimated annual electricity cost is \$1000.

Recommendation

Staff recommends that City Council accept the proposal from Chip's Groundcover, LLC and authorize a five-year agreement for Downtown Skyline, Tree and Patio Lighting services covering 2026 through 2030. The agreement includes an initial 2026 cost of \$37,800 and an annual cost of \$24,340 for each year from 2027 through 2030. The agreement would remain subject to annual budget appropriation, satisfactory performance, a cancellation clause permitting the City to terminate after any contract year upon payment of the applicable contract terms.



Abigail deRoo, City Marketing Director



Kevin Plockmeyer, Interim City Manager



ADDENDUM A

CITY OF ZEELAND DOWNTOWN SKYLINE LIGHTING, TREE LIGHTING & PATIO LIGHTING RFP CRITERIA

PLEASE USE ADDITIONAL PAGES, AS NEEDED.

Please include breakdown of specific rates: See attached.

YEAR 1 - what is included? See attached

YEAR 2 - what is included? See attached

YEAR 3 - what is included? See attached

YEAR 4 - what is included? See attached

YEAR 5 – what is included? See attached

Estimated cost for electrical usage: See attached.

Please state what specific equipment and labor is included: See attached

Complete Company Name Chips Groundcover llc

Address: 11931 E Lakewood Blvd. Holland Mi 49424

Phone: 616-546-9196

Email Address: nick@chipsgroundcover.com

Corporation(s):

State in which incorporated: Michigan

Offices:

Partnerships:

Name of Partners:

Primary Project Contact: Nicholas Weaver

Please sign & date proposal  7-7-26

THE CITY OF ZEELAND RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY INFORMALITIES/IRREGULARITIES IN THE PROPOSAL ACCEPTED. PROPOSALS WILL BE REVIEWED INTERNALLY BY THE CITY OF ZEELAND.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210
Locations on Lakewood Blvd. & Quincy St. (Holland). Online at www.chipsgroundcover.com

07-03-26

Abby Deroo, City Marketing Director
Zeeland City Hall
21 South Elm St
Zeeland Mi. 49464

RE: RFQ: City of Zeeland Downtown Skyline Lighting, Tree Lighting & Patio Lighting.

Dear Abby,

We appreciate the opportunity to bid for renewal for lighting in various areas of Downtown Areas. We've been proud to supply these services for the City since 2016 and hope to continue working with the City for the foreseeable future.

Proposed work detail is as follows:

Year 1 (2026):

- Skyline lights: Installation & Service as described in bid packet; Items 3a – 3o.
 - Skyline spacing not to exceed 15". Installation & Service to be completed utilizing lifts or bucket trucks or ladders, working from street-sides of buildings. Materials to be fastened without silicone or fasteners as much as possible, using magnet clips, parapet clips (with shingle tab), all-in-one clips, or other various clips designed for Christmas Lighting use. (Pictures included). Skyline material to be installed year-round; being "powered on" seasonally; mid-September through mid-March, or as requested by the City.
 - Skyline Pricing, Year 1: \$21,245
- Patio lights: Installation & Service as described in bid packet; Items 4a-4d. bulb spacing not to exceed 36". Pricing, Year 1: \$3395
- Tree Lighting: Installation, Service & seasonal take-down as described in bid packet; Items 5a-5e. Bulb spacing not exceed 6". Tree wrapping method to be consistent as outlined in bid packet. Pricing Year 1: \$7295

Note: Pricing does not include the sale of material (see below for service and warranty information). Sale of material additional \$5865.

Year 2, 3, 4, 5 (2027-2030): (Includes service and installation of items listed in Year 1, consistent with bid packet. Non-working materials to be replaced or repaired as needed annually upon contract renewal. Skyline Materials to be replaced with new during 2028 calendar year)

- Skylight Light annual renewal price: \$16,895
- Patio Light annual renewal price: \$1,650
- Tree Lighting annual renewal: \$5,795



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210
Locations on Lakewood Blvd. & Quincy St. (Holland). Online at www.chipsgroundcover.com

Service & Material Warranty Information: Up to 30 service calls per calendar year. Most materials warrantied for 1 season (3 months) through manufacturer warranty. After manufacturer warranty, materials needing replacement due to normal wear and/or workmanship covered through Chips Groundcover upon annual renewal / bid acceptance. Material needing replacement due to rodents, vandalism, or act of nature to be billed additional. Note: most seasonal Christmas Lighting goods are UL rated for seasonal use. Year-Round use may void UL rating. No Sunday or Holiday call-outs. Service calls typically completed within 3 business days of notification. Includes up to 4 timer setting adjustments / year.

Additional information:

Work to be completed consistent to specifications detailed in bid packet.

Skyline Lighting work may necessitate parking and traffic closures for crew safety.

Based on approximately 6 months of use; electricity cost for skyline system estimated at approximately \$600. Estimated power usage report supplied annually, or upon City request, and to reflect detail requested in item 8 of bid packet. (Note: report is estimated based on bulb wattage and published Zeeland BPW kWh cost. Actual cost of electricity may vary.)

Chips Groundcover has provided professional Christmas Lighting Installation services since 2006. Current and Past Clients include: City of Zeeland, City of Holland, City of Saugatuck, City of Douglas, City of Fennville, City of South Haven, Village of Paw Paw, Holland BPW, Windmill Island (Magic at the Mill), and various commercial and residential clients. Pictures of various completed displays are included.

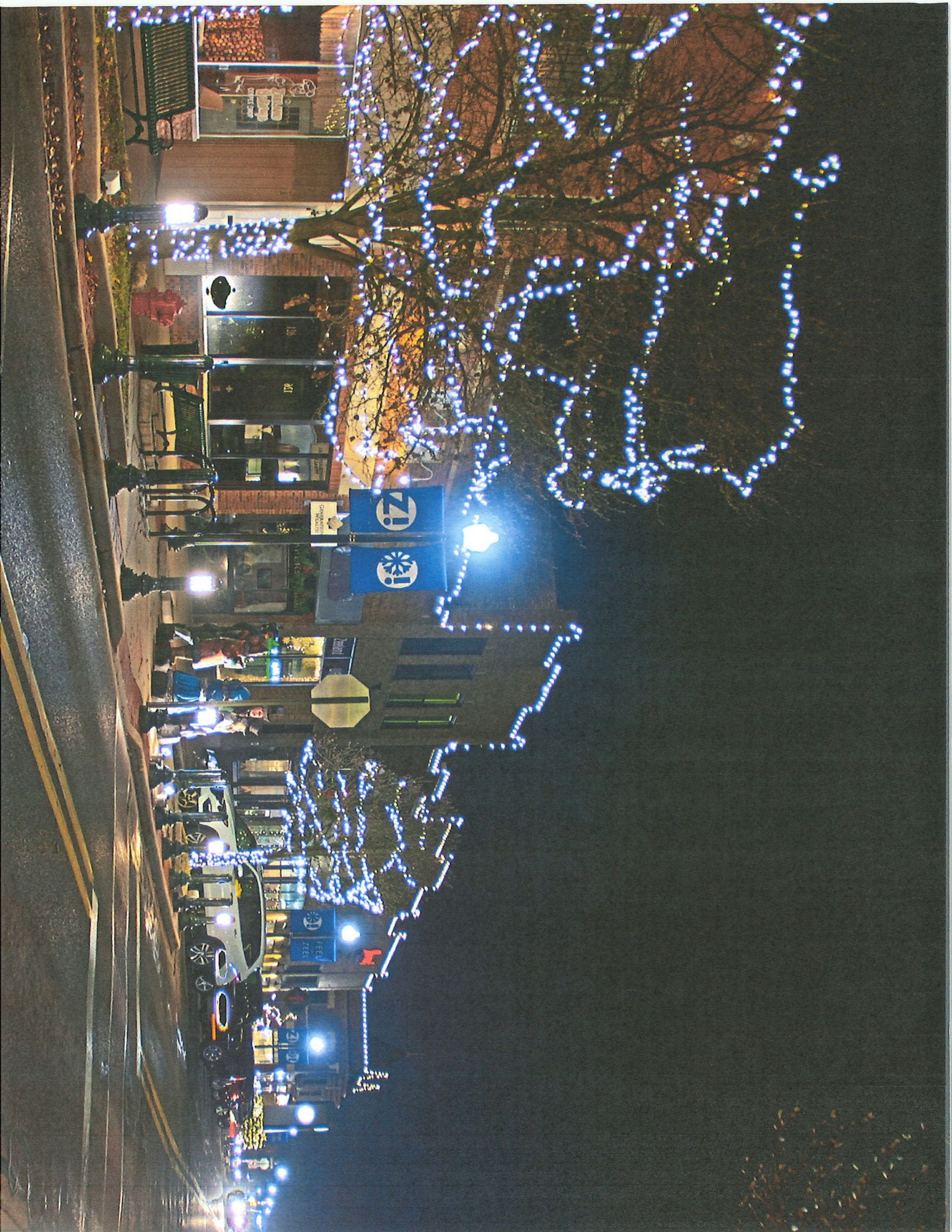
Thank you again for this opportunity. Don't hesitate to reach out if you have questions.

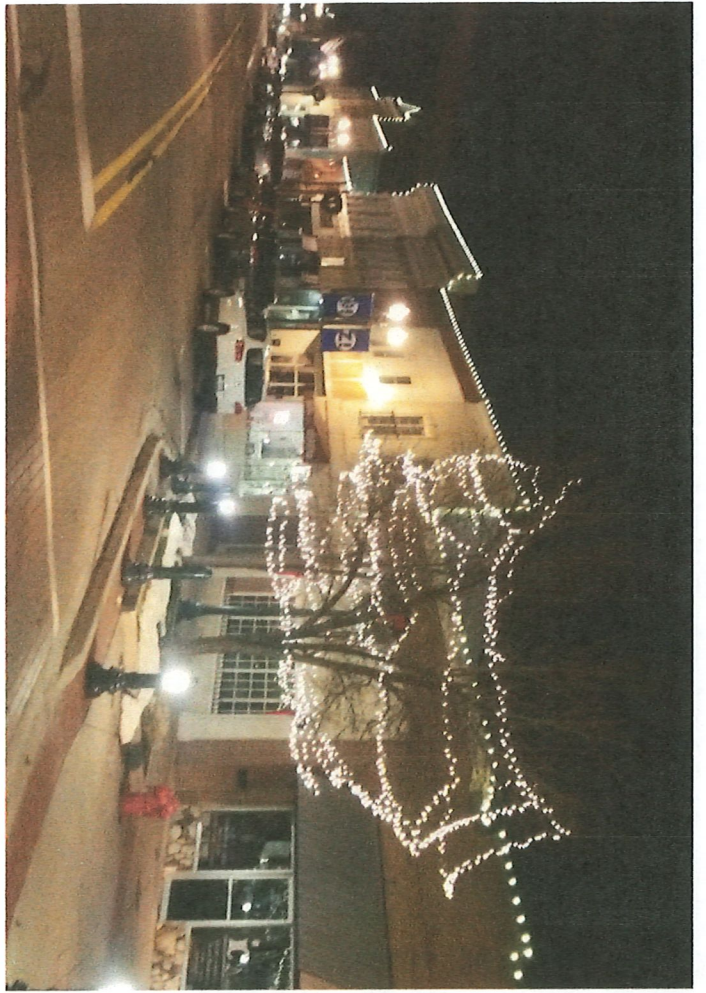
Sincerely,

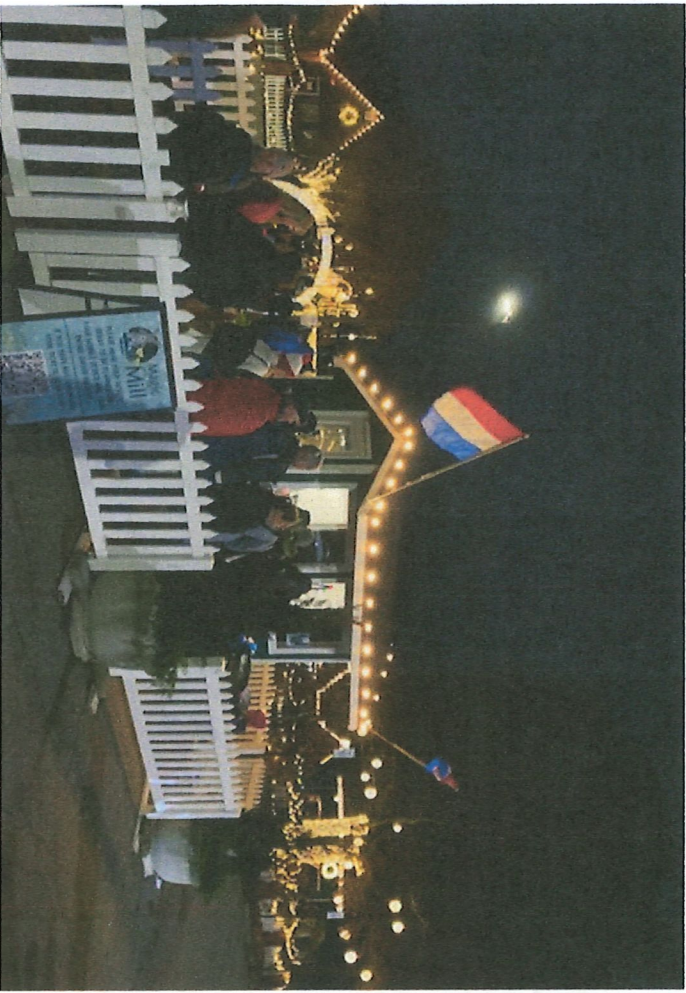
7-7-26

-Nick
Nicholas Weaver
Managing Member
Chips Groundcover LLC.
616-546-9196
nick.chipsgroundcover@gmail.com



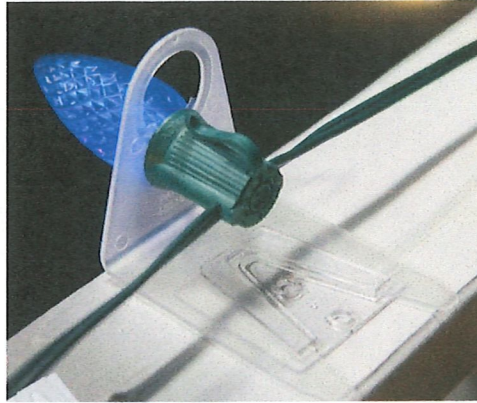








Common Clips for Christmas Lights:



Example: Parapet Clip with Shingle Tab



Example: Magnet Clip



Example: All-In-One Clip



ADDENDUM B

CITY OF ZEELAND STANDARD INSURANCE REQUIREMENTS

Provide Liability Insurance and a Certificate of Insurance showing the City of Zeeland as additional insured with a liability coverage of at least \$2,000,000. As is such, the successful bidder shall be required to hold the City of Zeeland harmless from any liability in connection with the required work.



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

MEMORANDUM

DATE: Wednesday, August 12, 2026

TO: Kevin Plockmeyer, Interim City Manager

FROM: Tim Maday, Community Development Director

RE: **August 17th City Council meeting agenda – Updated Designated Assessor Interlocal Agreement**

Background: In 2020, following changes to Michigan law under Public Act 660 of 2018, the City joined with the other assessing jurisdictions in Ottawa County in approving an interlocal agreement naming Brian Busscher of the Ottawa County Equalization Department as the City's Designated Assessor.

Public Act 660 established a process for the State Tax Commission to periodically audit local assessing practices. If a local unit is found to be out of substantial compliance, it is provided an opportunity to complete a corrective action plan and undergo a follow-up review. If the unit remains noncompliant, additional corrective action is required and the unit may ultimately need to utilize its Designated Assessor or pursue another remedy permitted by the State.

The City's current Designated Assessor agreement expires December 31, 2026. Ottawa County has prepared an updated interlocal agreement naming Brian Busscher, Ottawa County Equalization Director, as the Designated Assessor beginning January 1, 2027.

Staff believes it is unlikely that the City will need to activate the agreement. During the 2025 PA 660 audit of Ottawa County local units of government, the City of Zeeland was one of eight jurisdictions to receive a perfect score.

The proposed agreement is substantially similar to the agreement previously approved by the City. The primary substantive change is that, rather than expiring on a fixed date, the new agreement will remain in effect until Brian Busscher's employment with Ottawa County ends. There is no annual cost to participate; costs would only be incurred if the City were required to activate Designated Assessor services.

The agreement has been reviewed by the City Attorney and found to be acceptable as to form and substance.

Staff Recommendation:

Approve the Interlocal Agreement with Ottawa County designating Brian Busscher as the City's Designated Assessor beginning January 1, 2027.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Ottawa County, a majority of the assessing districts in Ottawa County, and the individual put forth as the proposed Designated Assessor. Ottawa County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Ottawa, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. Background Information

1. Ottawa County proposes that Brian Busscher (R-8823), in his capacity as Equalization Director serve as the Designated Assessor for the following assessing districts within Ottawa County; Allendale Charter Township, Blendon Township, Chester Township, Crockery Township, Georgetown Charter Township, Grand Haven Charter Township, Holland Charter Township, Jamestown Charter Township, Olive Township, Park Township, Polkton Charter Township, Port Sheldon Township, Robinson Township, Spring Lake Township, Tallmadge Charter Township, Wright Township, Zeeland Charter Township, Coopersville City, Ferrysburg City, Grand Haven City, Holland City, Hudsonville City, Zeeland City, constituting

the complete roster of assessing districts within the geographic and political boundaries of Ottawa County.

2. Included as an addendum to this AGREEMENT are the Ottawa County SEV totals by class, including special act values, those properties deemed unique or complex by a local assessing district, and a listing of the total number of parcels, by classification, including special act rolls, within each assessing district.
3. Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location:

Ottawa County Equalization Department
12220 Fillmore Street
West Olive, MI 49460

4. The Parties further agree that specific hours will be negotiated in the event an assessing district is subject to the designated assessor process.
5. If Brian Busscher leaves the employment of Ottawa County, the designation of Brian Busscher as designated assessor is voided, and a new Interlocal Agreement must be executed. This agreement will stay in effect until such a time.

B. Qualifications of Proposed Designated Assessor:

1. Included as an addendum to this AGREEMENT, the Ottawa County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:
 - a. Resume providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor of Ottawa County.
 - b. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.
2. It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and, when required to serve as the Designated Assessor for an assessing district in Ottawa County, shall act as the Assessor of Record for that assessing district. When acting as the Assessor of record for an assessing district. When acting as the Assessor of Record for an assessing

district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

3. Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Assessment Rolls*.

C. DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR AND OF OTTAWA COUNTY AND ASSESING DISTRICTS WITHIN OTTAWA COUNTY

1. The Parties agree to the following duties and responsibilities:
 - a. The Designated Assessor will receive the assistance of Ottawa County Equalization Department staff.
 - b. The Designated Assessor will satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
 - c. Within days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.
 - d. The Designated Assessor will do all of the following; Correct all deficiencies found in the State Tax Commission audit. Classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. Process accurately all assessable personal property that is in the Assessing District. Use the methods prescribed by the Michigan State Tax Commission Audit. Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Ottawa County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
 - e. All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.

- f.** The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- g.** The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in Section 1(o) of this Agreement.
- h.** The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- i.** The master file shall be the property of the Assessing District. Ottawa County will maintain the master file at the Ottawa County Fillmore Complex with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located in the Equalization Department office.
- j.** All parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Designated Assessor to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations should be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.
- k.** It will be the obligation of local unit staff to collect the mail, and collect any assessing department-related forms, letters etc. brought in to the local unit. It is not the intention of the Designated Assessor to use local unit staff in the performance of his duties, other than those specified above. Existing local unit staff may be hired by Ottawa County to assist the Designated Assessor in the performance of his duties.
- l.** When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing District on the computer equipment owned by Ottawa County will be coordinated with a representative of the Innovation and Technology Department of the County to avoid conflicts in configuration and application issues.

- m.** It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- n.** The Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- o.** The Designated Assessor will attend Board of Review meetings. Staff may assist the Designated Assessor in preparing for, conducting and implementing any changes resulting from the required meeting of the Boards of Review.
- p.** The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the Designated Assessor, shall represent the Assessing District in all property assessment appeals and in proceedings filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.
- q.** Ottawa County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information should adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- r.** The Designated Assessor and the Assessing district shall utilize Ottawa County's geographical information system in implementing this Agreement. An independent agreement with Ottawa County may govern this function
- s.** Non-exclusivity of assessing services. The Designated Assessor may serve as the assessor of record for other assessing districts.

- t. At all times and for all purposes under this Agreement, the relationship of the designated assessor, through Ottawa County, to the Assessing District shall be that of an independent contractor. All employees of Ottawa County, who perform services under this Agreement, shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.
 - u. Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.
 - v. The Assessing District will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the Assessing District and its officers, employees and agents as additional named insureds on a policy of insurance for all risks or in its Memorandum of Coverage from the Ottawa County, Michigan Insurance Authority. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide workers' compensation coverage on its employees. Written proof of the existence of such insurances will be supplied by the Assessing District and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter, as Ottawa County or the Assessing District may reasonably require.²
2. The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.

D. Cost and Compensation for Designated Assessor:

1. Payment for Services Provided:

- a) The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.
- b) Payment for Designated Assessor services shall be paid to Ottawa County as provided under this agreement. Except as otherwise provided, payment for Designated Assessor services shall be set at \$32 per parcel for 2027 with 5% per year increases through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels, ad-valorem, special acts and exempt. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel for 2027 with 5% per year increases through the life of this contract. The County will submit monthly invoices on the first day of each month.

The monthly invoices from the County will be processed and paid for by the Assessing District in accordance with standard Assessing District procedures.

- c) Upon completion of the first two years of Designated Assessor Services, payments provided under this Agreement shall be reviewed. From this review, the per parcel cost referenced in D1. b) above may be reduced to a level sufficient to cover the County's costs.
- d) Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- e) The Designated Assessor will not charge an annual retainer for Designated Assessor Services to Ottawa County Assessing Districts. Charges will only be incurred once an Assessing District turns over Assessment Administration duties to the Designated Assessor.
- f) This interlocal agreement shall become effective upon the execution hereof by the parties hereto.
- g) Brian Busscher's annual salary, as paid by Ottawa County, will be considered compensation for Designated Assessor services.
- h) The State Tax Commission may revoke the Designated Assessor and provide for an interim Designated Assessor if the Designated Assessor dies, becomes incapacitated, or is otherwise not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

2) Other expenses:

- a) The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to the Designated Assessor. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

3) Miscellaneous:

- a. The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and

this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

- c. In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- d. All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. This Agreement may be executed in any number of counterparts, and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. This Agreement does not create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.

Signature of the Designated Assessor, the County Board of Commissioners, Township Supervisors and City Mayors within Ottawa County

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

DESIGNATED ASSESSOR

Brian Busscher, Equalization Director

Date

COUNTY OF OTTAWA

Josh Brugger, Chairperson
Ottawa County Board of Commissioners

Date

Justin F. Roebuck, County Clerk/Register

Date

ALLENDALE CHARTER TOWNSHIP

Adam Elenbaas, Supervisor

Date

BLENDON TOWNSHIP

Don Vander Kuyt, Supervisor

Date

CHESTER TOWNSHIP

Troy Goodno, Supervisor

Date,

CROCKERY TOWNSHIP

Erik Erhorn, Supervisor

Date

GEORGETOWN CHARTER TOWNSHIP

Jim Wierenga, Supervisor

Date

GRAND HAVEN CHARTER TOWNSHIP

Mark Reenders, Supervisor

Date

HOLLAND CHARTER TOWNSHIP

Russell TeSlaa, Supervisor

Date

JAMESTOWN CHARTER TOWNSHIP

Laurie VanHaitsma, Supervisor

Date

OLIVE TOWNSHIP

Al Nienhuis, Supervisor

Date

PARK TOWNSHIP

Steve Spoelhof, Supervisor

Date

POLKTON CHARTER TOWNSHIP

Ted Costigan, Supervisor

Date

PORT SHELDON TOWNSHIP

Mike Sabatino, Supervisor

Date

ROBINSON TOWNSHIP

Adam MacMillan, Supervisor

Date

SPRING LAKE TOWNSHIP

Jerry Rabideau, Supervisor

Date

TALLMADGE CHARTER TOWNSHIP

Mark Bennett, Supervisor

Date

WRIGHT TOWNSHIP

Steve VanTimmeren, Supervisor

Date

ZEELAND CHARTER TOWNSHIP

Kerri Bosma, Supervisor

Date

CITY OF COOPPERSVILLE

Brian Mooney, Mayor

Date

CITY OF FERRYSBURG

Richard Carlson, Mayor

Date

CITY OF GRAND HAVEN

Robert Monetza, Mayor

Date

CITY OF HOLLAND

Nathan Bocks, Mayor

Date

CITY OF HUDSONVILLE

Mark Northrup, Mayor

Date

CITY OF ZEELAND

Richard Van Dorp III, Mayor

Date

**Interlocal Agreement for Ottawa County to Approve the Designated
Assessor for the period beginning January 1, 2027**

Addendum A:

1. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each assessing district:

(A.) Real Property SEV, as of 2026 March BOR:

- Agricultural Real--1,098,014,300; 4,183 Parcels
- Commercial Real--3,337,931,525; 5,354 Parcels
- Industrial Real-- 1,581,384,200; 1,669 Parcels
- Residential Real--21,033,391,857; 101,689 Parcels
- Timber-Cutover--None Classified
- Developmental-- None Classified

(B.) Personal Property, as of 2026 March BOR:

- Agricultural Personal--0; 0 Parcels
- Commercial Personal-- 232,830,700; 8,023 Parcels
- Industrial Personal-- 344,958,900; 592 Parcels
- Residential Personal--None Classified
- Utility Personal-- 409,399,200; 208 Parcels.

(C.) Equivalent SEV of Special Acts as of 2026 March BOR:

- Industrial Facilities Exemption (Act 198 of 1974)-- 402,968,000; 326 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)—25,048,500; 33 Parcels
- Commercial Redevelopment Act Roll (PA 255 of 1978)—1,089,100; 2 Parcels
- Obsolete Property Rehabilitation Act (P.A. 146 of 2000) –664,200; 4 Parcels
- Neighborhood Enterprise Zone Act (PA 147 of 1992)-- 8,069,400; 11 Parcels
- Residential Housing Facilities Act (P.A. 237 of 2022)—269,800; 1 Parcel
- DNR-PILT Rolls-- 36,299,000; 57 Parcels

2. List of any unique, complex or high value properties within the County:

- Consumers Energy-Generating Station-Zeeland City-425 N Fairview St
- Consumers Energy-Generating Station-Port Sheldon Township-7700 Margaret Ave.
- ARC Holland Real Estate Holdings-Freedom Village Senior Living Center-Holland City-145 Columbia Ave.
- Gentex Corp-Manufacturing-Zeeland City-600 Centennial St.
- CS Facilities-Continental Dairy-Coopersville City-999 Randall St.
- Mead Johnson & Company-Manufacturing of Baby Food-Zeeland City-725 E. Main Ave.
- Herman Miller Inc-Manufacturing-Zeeland City-855 E. Main Ave.
- Alden GV Owner LLC-Student Housing-Allendale Township-10897 48th Ave.

Interlocal Agreement for Ottawa County to Approve the Designated Assessor for the period beginning January 1, 2027

Addendum B:

Qualifications of Proposed Designated Assessor:

Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Ottawa County.

1. Current assessor certification level and number:

Michigan Master Assessing Officer R-8823

2. Identification of current employment status and specific assessing or equalization Responsibilities:

The herein named Designated Assessor, Brian L. Busscher, is currently employed by Ottawa County as the Equalization Director. The division provides assessing services for the following local units:

- Blendon Township
- Crockery Township
- Georgetown Township
- Polkton Township
- Coopersville City
- Grand Haven City
- Hudsonville City

3. Description of prior local unit assessing experience of the proposed Designated Assessor:

In addition to serving as assessor of record for the units outlined in item #2 above, prior assessing work includes local unit reappraisal services to various townships in Allegan County. Also currently serve as Assessor of Campbell Township in Ionia County and Monterey Township in Allegan County.

3. Conflict of interest disclosures:

None in contract as written.



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: Alice Avenue Drain Jurisdictional Agreement
DATE: August 14, 2026
CC: City Council Work Study and Action Items August 17, 2026

BACKGROUND

The Alice Avenue Drain Drainage District was established by the Ottawa County Water Resources Commissioner on March 7, 2019, following a petition submitted under the Michigan Drain Code. The Drainage District encompasses approximately 28.89 acres within the City of Zeeland and Holland Township.

The drainage improvements associated with the Alice Avenue Drain were incorporated into the reconstruction of Alice Avenue, which occurred in 2021. As part of that reconstruction project, the City's contractor constructed a majority of the drainage improvements associated with the Alice Avenue Drain, along with additional storm sewer infrastructure intended to remain under City ownership and jurisdiction. The City was reimbursed by the County for the construction costs associated with the county drain improvements.

The purpose of the proposed agreement is to formally document the respective jurisdiction and responsibilities of the City and the Alice Avenue Drain Drainage District for this infrastructure.

JURISDICTIONAL AGREEMENT

Under the proposed agreement, the portions of the storm sewer system shown in blue on Exhibit A, including both the open channel and enclosed portions of the drain and their associated structures and appurtenances, will be placed under the jurisdiction of the Alice Avenue Drain Drainage District and administered as a county drain under the Michigan Drain Code.

The Drainage District will be responsible for the Alice Avenue Drain in accordance with the Drain Code. The City will have no responsibility or liability for that portion of the system except as specifically provided in the agreement.



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The portions of the system shown in orange on Exhibit A, along with other storm sewer infrastructure constructed by the City that is not part of the Alice Avenue Drain, will remain under City ownership and jurisdiction. The City will continue to be responsible for the operation, maintenance, repair, and replacement of this infrastructure.

The proposed agreement confirms that the storm sewer system has been fully constructed and paid for and that the Drainage District has no additional obligation to reimburse the City for the design, engineering, or construction of the system. Construction reimbursement associated with the county drain improvements was addressed as part of the 2021 Alice Avenue reconstruction project.

Staff has reviewed the proposed drainage district boundaries shown on Exhibit A and agrees that the boundaries accurately reflect the area and infrastructure intended to be included within the Alice Avenue Drain Drainage District. The proposed jurisdictional agreement has also been reviewed by City Attorney Donkersloot.

RECOMMENDATION

Staff recommends that City Council approve the Agreement Regarding Jurisdiction of the Alice Avenue Drain Storm Sewer Infrastructure. Staff is comfortable with the drainage district boundaries and the allocation of jurisdiction and maintenance responsibilities established by the agreement.

The agreement provides a clear division of ownership, jurisdiction, and future maintenance responsibility between the City and the Alice Avenue Drain Drainage District and will eliminate uncertainty regarding which entity is responsible for the respective portions of the storm sewer system.

SUGGESTED MOTION

City Council approve the Agreement Regarding Jurisdiction of the Alice Avenue Drain Storm Sewer Infrastructure between the City of Zeeland and the Alice Avenue Drain Drainage District.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

**AGREEMENT REGARDING JURISDICTION OF
THE ALICE AVENUE DRAIN STORM SEWER INFRASTRUCTURE**

This Agreement Regarding Jurisdiction of the Alice Avenue Drain Storm Sewer Infrastructure (this “Agreement”) is made and entered into as of the _____ day of _____, 2026 (the “Effective Date”), by and between the Alice Avenue Drain Drainage District (the “Drainage District”), a drainage district and body corporate organized and existing under the Public Act 40 of 1956, as amended, MCL 280.1 *et seq.* (the “Drain Code”), acting by and through the Ottawa County Water Resources Commissioner (the “Commissioner”), whose address is 12220 Fillmore Street, West Olive, Michigan 49460, and the City of Zeeland (the “City”), a Michigan municipal corporation, whose address is 21 S. Elm St., Zeeland, Michigan 49464. The Drainage District and the City are each referred to as a “Party” and together as the “Parties.”

RECITALS

- A. A petition was filed under the Drain Code seeking the location, establishment, and construction of a drain known as the Alice Avenue Drain.
- B. By Order Laying Out and Designating a Drainage District dated March 7, 2019, the Ottawa County Water Resources Commissioner established the Alice Avenue Drain Drainage District, comprising approximately 28.89 acres and located in Section 24, Town 5 North, Range 15 West, City of Zeeland and Holland Township, Ottawa County, Michigan.
- C. In coordination with the Drainage District and consistent with the petition project, the City constructed storm sewer infrastructure that includes both (i) the drain intended to be placed under the jurisdiction of the Drainage District and (ii) additional storm sewer infrastructure intended to remain owned by and under the jurisdiction of the City.
- D. The City constructed the entire storm sewer system, and the project was paid in full by the City at its sole cost and expense.
- E. To avoid uncertainty regarding responsibility for the constructed infrastructure, the Parties desire to memorialize and clarify which portions of the infrastructure are under the jurisdiction of the Drainage District and which portions remain owned by and under the jurisdiction of the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

- 1. The Recitals set forth above are incorporated into this Agreement by reference.
- 2. The City constructed the storm sewer system, comprising both the Alice Avenue Drain and the City Infrastructure (each as defined below), and the project has been paid in full by the City at its sole cost and expense.
- 3. The Drainage District has no obligation to reimburse the City for the design, engineering, or construction of the system.
- 4. The portions of the storm sewer infrastructure depicted in blue on the map attached as Exhibit A (comprising both the open-channel and enclosed drain alignments so depicted), together with the associated structures and appurtenances located within easements or rights-of-way held by or conveyed to the Drainage District (collectively, the “Alice Avenue Drain”), are and shall be under the jurisdiction of the Drainage District as a county drain, subject to the Drain Code.

5. The Drainage District shall be responsible for the Alice Avenue Drain in accordance with the Drain Code, and the City shall have no responsibility or liability for the Alice Avenue Drain except as expressly provided in this Agreement.
6. The portions of the storm sewer infrastructure depicted in orange on the map attached as Exhibit A (labeled “Drain Alignment - City of Zeeland”), together with all other storm sewer infrastructure constructed by the City that is not part of the Alice Avenue Drain (collectively, the “City Infrastructure”), are and shall remain owned by, and under the jurisdiction of, the City.
7. The City shall be solely responsible for the operation, maintenance, repair, and replacement of the City Infrastructure. The Drainage District shall have no jurisdiction over, and no responsibility or liability for, the City Infrastructure.
8. The Parties shall reasonably cooperate and shall execute and deliver such further documents and instruments as may be reasonably necessary to carry out the purposes of this Agreement.
9. This Agreement, together with Exhibit A, constitutes the entire agreement of the Parties concerning its subject matter and supersedes all prior understandings, whether written or oral. This Agreement may be amended only by a written instrument signed by both Parties.
10. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
11. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. This Agreement is not intended to, and does not, create any rights in any third party.
12. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.
13. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. Electronic and scanned signatures shall be treated as originals.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

Alice Avenue Drain Drainage District

By: _____
Joe Bush
Its Ottawa County Water Resources Commissioner

City of Zeeland

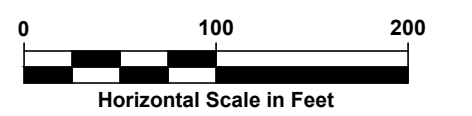
By: _____
Richard J. Van Dorp III, Mayor

By: _____
Kristi DeVerney, Its City Clerk

SECTION 24
T5N R15W
CITY OF ZEELAND AND HOLLAND TOWNSHIP,
OTTAWA COUNTY, MICHIGAN



- DRAIN ALIGNMENT (OPEN CHANNEL)
- DRAIN ALIGNMENT (ENCLOSED)
- DRAIN ALIGNMENT – CITY OF ZEELAND
- ORDER FOR LAYING OUT & DESIGNATING
A DRAINAGE DISTRICT (3–7–2019)
- PARCEL LINES
- SECTION LINES
- TOWNSHIP LINE
- COUNTY LINE
- ROADS
- SECTION NUMBERS



PROJECT#: 19-005
DRAWN BY: NDJ
DATE: 07/2026
AQC: KJV



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INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and City Council Members
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Streets Pickup Replacement Bid Award
DATE: August 14, 2026
CC: City Council Work Study and Action Items August 17, 2026

Included in the FY27 budget is the replacement of the 2017 ½-ton pickup truck used by the Streets Department. For this replacement, staff pursued a ¾ ton, extended cab, short box, four-wheel drive pickup. This continues the direction established in 2023 when the City moved from a 1/2-ton pickup to a ¾-ton pickup for the Streets Department. At that time, staff noted that the department was regularly hauling heavier loads and that the additional capacity would allow the vehicle to pull the articulated tractor on a trailer and the sewer jet, neither of which could be pulled with the 1/2-ton vehicle. Staff determined that the additional flexibility and towing capacity justified moving to the larger truck.

The City requested bids for a 2026 or 2027 ¾-ton pickup and received one bid from Barber Ford, Inc. in the amount of \$45,285. From a budget perspective, we had \$46,213 included in the FY27 budget for this purchase. The Barber Ford bid of \$45,285 is \$928 under budget.

Recommendation

Approve the purchase of a Ford F 250 ¾-ton pickup truck from Barber Ford, Inc. in the amount of \$45,285.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

REQUEST FOR BID FOR THE CITY OF ZEELAND, MICHIGAN

Please quote a 2026 or 2027 3/4-ton, extended cab, short box, 4x4 Pick-up Truck per the guidelines listed in this form.

BID GUIDELINES

One SIGNED copy of the bid proposal shall be submitted by August 4, 2026 at 10:00 AM to:

CITY CLERKS OFFICE
ZEELAND CITY HALL
21 SOUTH ELM STREET
ZEELAND, MI 49464

Submission of Proposals

All Proposals must be made on the form furnished with the bidding documents. The form must be fully completed and executed when submitted. Erasures or changes in the Proposal must be initiated by the Bidder.

The Proposal shall be submitted in the sealed envelope provided for that purpose with the Bidding Documents. The Bidder shall write his name in the space provided in the front of the envelope. If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope and sent to the address indicated in the Proposal. Do not submit the envelope sealed without a valid Proposal enclosed.

Any Proposal submitted after the time and date specified shall not be considered and shall be returned to the Bidder unopened.

Bid Prices

The bid prices shall cover the costs of all parts and labor for the requested vehicle. **No tax shall be charged.**

Acceptance of Proposals

The City of Zeeland may waive any informalities or minor defects or reject any and all Proposals. Any Proposal may be withdrawn prior to the above-scheduled time for the opening or authorized postponement thereof. No bidder may withdraw a Proposal within 30 calendar days after the actual date of opening thereof. Should there be reasons why the vehicle purchase cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder. Bids will be

opened at 10:00 am at Zeeland City Hall in the council chambers. Bids will be awarded after approval of purchase by City Council.

Rights of Refusal

The City of Zeeland reserves the right to reject any or all bids based on the dealership's ability to provide an exterior color match to the City department's existing fleet.

Payment Plan

The Bidder will invoice the City of Zeeland upon delivery of the vehicle.

Specifications for a 3/4 Ton, extended cab, 4x4 Pick-up

The vehicle may be purchased after August 4, 2026 after approval by City Council.

CONTACT

Kevin Plockmeyer, Assistant City Manager/Finance Director
21 South Elm Street
Zeeland, MI 49464-1783
Office Telephone: 616-772-0871
Email: kplockmeyer@cityofzeeland.com

DEADLINE

Sealed bids are due at 10:00 a.m. on August 4, 2026 at
City Clerk
21 South Elm Street
Zeeland, MI 49464-1783

DESCRIPTION

2026 or 2027 3/4 Ton, 4-Door Extended Cab, Short box Pick-Up, 4x4

POWER TRAIN

V-8 engine
Automatic Transmission.
4 Wheel Drive

EXTERIOR

Chrome front bumper
Black Running boards
Tow Package
Plow package
Color: Deep Blue or comparable

INTERIOR

Cloth 40/20/40 Front seat (Grey)

Vinyl Floor

AM/FM Stereo, Back-up camera

Electrical Package (Cruise control, Power doors, Locks, Etc.)

A/C

Specifications for a 3/4 Ton, extended cab, 4x4 Pick-up

Proposal to be received until
10:00 a.m. Tuesday, August 4, 2026
At the Office of the City Clerk (2nd floor)
City of Zeeland City Hall
21 South Elm Street
Zeeland, MI 49464

We the undersigned being familiar with the bid documents and specifications, propose to furnish the equipment:

Amount of Total Package: 845,285

Complete Company Name and Address:

Barber Ford, Inc
640 E 8th St
Holland, MI 49423

Phone and Fax Numbers: Matt Bol 616-396-2361 - Ext 13
matt.bol@barberford.net

In submitting this proposal, it is understood that the right is reserved by the City of Zeeland to reject any or all Proposals and to waive any irregularities in bidding. It is agreed that this Proposal may not be withdrawn for thirty (30) calendar days from the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Zeeland and the Bidder.

It is anticipated that the City of Zeeland may award this Contract at the Council meeting following the bid opening.

Barber Ford, Inc
* Name of Company

640 E 8th St
* Address

Holland, MI, 49423
* City, State, Zip Code

616-396-2361
* Phone

Matt Bol Sales
* Name and title of Signatory

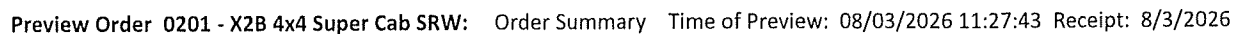
Matt Bol
Signature

8-3-26
* Date

If the Bidder is a Corporation, the Proposal shall be signed by its duly-authorized officers and authority for the signatures shall be attached thereto.

If the Bidder is a Partnership, the Proposal shall be signed by all partners.

* Printed or typewritten.



Sales Code : F48617

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 SUPERCAB PICKUP/148	\$51335	SNOW PLOW PREP PACKAGE	\$350
148 INCH WHEELBASE	\$0	.350 AMP ALTERNATOR	\$0
TOTAL BASE VEHICLE	\$51335	SPARE TIRE AND WHEEL	\$0
NEPTUNE BLUE	\$395	JACK	\$0
CLOTH 40/20/40 SEAT	\$100	PRICE CONCESSION INDICATOR	\$0
MEDIUM DARK SLATE	\$0	REMARKS TRAILER	\$0
PREFERRED EQUIPMENT PKG.600A	\$0	DUAL BATTERY	\$210
.XL TRIM	\$0	CONN PKG:1 YR INCL W/FORD APP	\$0
.AIR CONDITIONING -- CFC FREE	\$0	SECURITY PACKAGE: 1 YR INCL	\$0
.AM/FM STEREO MP3/CLK	\$0	XL CHROME PACKAGE	\$425
.7.3L DEVCT NA PFI V8 ENGINE	\$0	.FOG LAMPS	\$0
.10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
3.73 RATIO NON LTD SLIP AXLE	\$0	FUEL CHARGE	\$0
JOB #1 ORDER	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	PRICED DORA	\$0
PLATFORM RUNNING BOARDS	\$445	ADVERTISING ASSESSMENT	\$0
10000# GVWR PACKAGE	\$0	DESTINATION & DELIVERY	\$2795
50 STATE EMISSIONS	\$0		
			MSRP
TOTAL BASE AND OPTIONS			\$56055
DISCOUNTS			NA
TOTAL			\$56055

ORDERING FIN: QE861 END USER FIN: QE861

Customer Email:



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

CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, Assistant City Manager/Finance Director
SUBJECT: Designation of Voting Delegates for MML Annual Meeting
DATE: August 14, 2026
CC: City Council Work Study and Action Items August 17, 2026

BACKGROUND

Each year, the Michigan Municipal League requests that City Council designate by action one official who will attend the MML Annual Convention as the City of Zeeland's official representative to cast the City's vote at the Annual Meeting. If possible, the League also requests that one other official be designated to serve as alternate.

The 2026 Michigan Municipal League Annual Convention will be held in Traverse City October 7 through October 9, 2026. The League's Annual Meeting is scheduled for 4:30 P.M. on Wednesday, October 7, at the Grand Traverse Resort.

Business at the Annual Meeting will include the election of five members of the Board of Trustees for four-year terms, a vote on the Core Legislative Principles document, consideration of any resolutions presented to the membership by the League Board of Trustees, and other business that may properly come before the meeting.

The City must submit its voting delegate and, if designated, alternate delegate information to the Michigan Municipal League no later than September 7, 2026.

REQUESTED ACTION

To designate _____ as the City's official representative to cast the vote of the City at the Michigan Municipal League Annual Meeting and to designate _____ to serve as alternate.

Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

FEEL THE ZEEL

July 30, 2026

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 7-9, 2026. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 7 in Governors' A at the Grand Traverse Resort. The meeting will be held for the following purposes:

1. Election of Trustees. To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 7, 2026.**

3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 7, 2026.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **September 7, 2026**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.

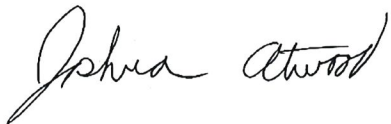


3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 6, 2026, at Grand Traverse Resort for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Joshua Atwood
President
Commissioner, City of Lapeer



Daniel P. Gilmartin
Executive Director & CEO

We love where you live.

