Council Meeting
Common Council
June 15, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, June 15, 2026. Mayor VanDorp called the meeting to order at 7:03 P.M.

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

Staff Present: City Attorney Jim Donkersloot, Asst City Manager/Finance Director Kevin Plockmeyer, Assessor/Community Development Director Tim Maday, Marketing Director Abby deRoo, Police Chief Tim Jungel, Fire Chief Brad Deppe, Deputy Fire Chief Mitch Harsevoort, and City Clerk Kristi DeVerney

The Invocation was offered by City Attorney Jim Donkersloot.
The Pledge of Allegiance to the Flag

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

Consent Agenda

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

1. Approve minutes of the City Council Work Study of June 1, 2026.
2. Approve minutes of the Regular City Council meeting of June 1, 2026.
3. Approve minutes of the Joint City Council and Board of Public Works meeting of June 11, 2026.
4. Receive for information draft minutes of June 9, 2026, Clean Water Plant Committee meeting.
5. Receive for information draft minutes of June 9, 2026, Board of Public Works meeting.
6. Ratify BPW Action #26.034 – Approve Cash Disbursements and Recommended Cash Transfers.
7. Ratify BPW Action #26.035 – Approve Dixon Engineering Remote Operated Vehicle (ROV) Tank Inspections FY2027.
8. Ratify BPW Action #26.036 – Approve HSI Workplace Compliance Solutions EHS and Safety Platform Services.
9. Ratify BPW Action #26.037 – Approve Fairview Substation 69kV Breaker Replacement – Change Order
10. Ratify BPW Action #26.038 – Approve BPW Office Renovation and Expansion Project – Landscaping Change Order Recommendation
11. Ratify BPW Action #26.039 – Approve Bid Recommendation for SCADA Switch Replacements
12. Ratify BPW Action #26.040 – Approve 2026 Community Grant Award

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

Public Comment
None
Communications
None

City Managers Report

Asst City Manager/Finance Director Kevin Plockmeyer reported:

Joint City Council/BPW Board Meeting – The Council was thanked for their attendance at last Thursday night's joint meeting as the BPW considers electric capacity requirements in this ever-changing environment for electric utilities.

Cemetery and Parks Commission Meeting – The Commission met this this past Wednesday to discuss the Parks and Recreation Master Plan. This was the first meeting on the topic as part of a nearly year-long process to update the plan. The Commission met to review much of the plan's background, revisit our park master plans, and review the public engagement survey. The survey will be conducted in early July to receive feedback from our residents.

Additionally, the Commission discussed residency requirements for cemetery plot purchases and ultimately decided to continue to affirm the language within the ordinance, which defines residency based on a person's "domicile". This affirms Cemetery and Parks Commission and City Council decisions dating back to 2021.

Church Street Construction Project – Beginning June 22, we will begin work on Phase II of the Church Street reconstruction project. This will impact Church Street from Central to just south of Main. This will cause additional disruption as Lincoln, Central, and Cherry will likely be shut down at the same time until at least early July. This is necessary in order to complete the project by November. The community has been amicable regarding the disruption it has caused while only experiences some hiccups on the project.

Public Hearing 7:18 p.m. – 800 E Riley St – JR Automation Technologies, LLC

Motion was made by Councilmember Bult and Supported by Councilmember Perkins to have Mayor VanDorp call the Public Hearing to order at 7:18 p.m. Motion carried. All voting aye.

Community Development Director/Assessor Maday stated JR Automation is seeking an Act 198 – Industrial Facilities Tax Exemption Certificate for their project.

Ryan Ferrier, from Lakeshore Advantage, thanked JR Automation and the Community Development Staff for a great collaboration as the project went smoothly.

Joel Cooper and Sean Ryan (JR Automation Representatives) thanked the Council and Staff for their support on their project.

Motion was made by Councilmember Perkins and Supported by Mayor Pro-Tem Gruppen to close the Public Hearing for the 800 E Riley St – JR Automation Technologies, LLC at 7:25 p.m. Motion carried. All voting aye.

Action Items

26.099 JR Automation Technologies, LLC – Act 198 – Industrial Facilities Tax Exemption Certificate

In 2025, JR Automation Technologies LLC began construction of its new corporate headquarters office building and production facility at 800 E Riley St. JR Automation is now seeking an Act 198 – Industrial Facilities Tax Exemption Certificate for the project.

An existing Act 198 – Industrial Development District is in place at the 800 E Riley St site, allowing the applicant to submit directly for an Act 198 exemption certificate. The district was established by City Council in September 2025. The company's exemption certificate application was filed in April 2026 and came before the Tax Incentive Committee for review on May 18, 2026. Following review, the Tax Incentive Committee unanimously voted to advance the application to City Council and schedule a public hearing on the request.

That public hearing was held at the June 15th City Council meeting. Following the public hearing, the enclosed resolution approving the exemption certificate application came before Council for action.

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to adopt the resolution approving an Act 198 – Industrial Facilities Tax Exemption Certificate for JR Automation Technologies, LLC at 800 Riley St. for a period of 12 years.

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

26.100 Police Department – Dash/Body Cameras and Taser Electronic Weapons

Motion was made by Councilmember Perkins and Supported by Councilmember Bult to authorize the Police Department to contract with Axon for Dash/Body cameras and Taser electronic weapons for a 5-year price of $282,903.90, broken into 5 payments of $56,064.52.

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

26.101 Fire SCBA Grant Participation

Motion was made by Councilmember Bult and Supported by Councilmember Perkins to pursue this regional AFG grant opportunity with Allendale, Wright-Tallmadge, Crockery and Spring Lake Townships.

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

26.102 Mandu Escapes, LLC, Social District License Holder Resolution

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to approve Mandu Escapes, LLC, doing business as La Crème, as an approved license holder within Zeeland's Social District.

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

26.103 Clean Water Plant Capacity Charge Study Contract Award

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Perkins to award a contract to Utility Financial Solutions, LLC for the Clean Water Plant significant user customer analysis, in accordance with the scope of services and hourly rates included in the UFS proposal, with a good faith estimate of $18,000.

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

26.104 Howard Miller Library Chiller Design Contract Award

Motion was made by Councilmember Bult and Supported by Councilmember Perkins to award a contract to Tower Pinkster for professional design services for the Howard Miller Library and Community Center chiller replacement project in the amount of $49,500.
Ayes: Bult, Mayor Pro-Tem Gruppen, Perkins, Mayor VanDorp
No Vote: None
Absent: Timmer, Lam, Langeland

26.105 FY2026 Budget Amendment

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to approve the budget amendment to the Fiscal Year 2026 budget as presented.

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

26.106 17 E Main Boiler Project Contract Award

ACM Plockmeyer noted that staff has been working on the construction of a boiler plant at 17 East Main Street to support the snowmelt system associated with the Church Street project and other near-term snowmelt expansion areas. City Council has previously discussed the project budget and overall approach, including the unique circumstances associated with the proposed use of Midwest Construction Group as the general contractor for the project.

Because Midwest Construction Group is the owner of the 17 East Main building, staff feels it's prudent to use them as the general contractor for the project as there is work that needs to be completed on the exterior of the building in coordination with the boiler plant project, including the construction of a chase that is required as part of the project. Because of the need to closely coordinate the boiler plant improvements with the building-related work, staff continue to believe it is important to use Midwest Construction Group as the general contractor for the project.

Based on formal bids accepted by Midwest Construction Group, the total project cost is $1,168,258.41. This amount includes a contingency of $27,517.64. Consistent with how we have approached other project awards, staff recommend that the contract be awarded in the amount of the proposal less the included contingency. This results in a recommended contract amount of $1,140,740.77.

Staff also recommended that City Council establish a project budget that includes 10 percent contingency above the contract amount. This would establish a total project budget of $1,254,814.85. From a budgetary perspective, we included $1.3 million for this project in the FY27 budget, so the recommended project budget fits within the amount previously planned for this work.

Midwest's proposal includes General Conditions in the amount of $15,248 and Project Management/Supervision in the amount of $22,040, for a combined total of $37,288. In addition, Midwest has included a contractor fee of $55,035.28, which is approximately 5 percent of the project cost before contingency and the engineering credit. Staff believe Midwest's proposed general conditions, project management, supervision, and contractor fee are fair and appropriate for this project.

One item that has changed since the prior discussion relates to the additional engineering costs associated with the exterior chase. Staff previously understood that Midwest would be responsible for the full amount of additional engineering costs. After further discussion, it became clear that there was a misunderstanding on our end regarding that item. Midwest has agreed to split the additional engineering costs and has included a $15,000 credit in its updated proposal.

The proposed boiler plant remains important to the City's broader snowmelt strategy. Completing this work this year will allow the City to support the snowmelt system being installed as part of the Church Street project and maintain momentum on the snowmelt improvements previously discussed with City Council.

Because this contract involves a unique project delivery structure and the waiver of standard bidding requirements, staff recommended that the contract award be made subject to review and approval by City Attorney Donkersloot. This will allow staff to finalize the contract documents while ensuring that the City's interests are appropriately protected.

Motion was made by Councilmember Perkins and Supported by Mayor Pro-Tem Gruppen to award a contract to Midwest Construction Group for the construction of the 17 East Main Street Boiler Plant in the amount of $1,140,740.77, subject to approval of the contract by City Attorney Donkersloot and set a total project budget of $1,254,814.85.

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

26.107 North Street CRC Parking Easement

ACM Plockmeyer stated The city has had an easement agreement with North Street CRC since 2012 for the reciprocal use of our parking lots. This agreement was put in place when North Street CRC expanded their church facilities and during that renovation we adjoined our parking lots. The agreement has an end date of December 31, 2037.

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

Recently, City Council amended our agreements with 1st CRC and 2nd Reformed Church to recognize the greater use of those lots by the public. Likewise, we have been in discussions with North Street CRC to also recognize the greater use of their lot by the public.

Staff have presented a proposed 2nd amendment to our easement agreement with North Street CRC. The primary changes to the easement are: (1) the city will have access to 49 spaces (rather than all spaces) as depicted on Exhibit A, (2) the city will pay an initial lease rate of $200 per space. In the previous agreement, the city only paid for the portion of snow removal/maintenance for the city owned spaces. Given the city's use of the North Street spaces Monday – Saturday, a more equitable agreement has us paying a portion of those costs and the preferred method by North Street CRC is a per space rate, versus a percentage of the cost. It should be noted that the city will continue to pay our percentage of the costs for North Street's contractor to remove snow from the city owned spaces.

North Street CRC agrees with the proposed amendments to the easement terms. We appreciate their ongoing willingness to enable the use of their parking spaces during the week for public daytime use.

Motion was made by Councilmember Bult and Supported by Mayor Pro-Tem Gruppen to approve Addendum No. 2 to the Easement between North Street Christian Reformed Church and the City of Zeeland for a joint parking lot.

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

26.108 75 North Division Easement

Mead Johnson & Company LLC is currently undertaking a modernization project at its facility located at 725 E Main Ave. As part of that project, Mead Johnson is proposing a stormwater connection to the Brower Drain that requires a storm drainage easement across a small portion of City-owned property located at 75 N Division Street.

During review of the proposed improvements, staff determined that the stormwater connection would cross onto the City-owned parcel. The City Attorney recommended that a formal easement be granted to define the location of the storm drainage facilities and establish the terms for their installation, operation, maintenance, and replacement.

The proposed easement area is approximately 0.01 acres in size and is located near the City's water tower/lift station property at 75 N Division Street. The easement will allow Mead Johnson to construct and maintain a storm drainage connection associated with its facility improvements.

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Perkins to approve the Storm Drainage Easement to Mead Johnson & Company, LLC and authorize the Mayor and Clerk to execute the easement and related documents.

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

26.109 Board of Review Appointment (Chad Keegstra)

The term of Chad Keegstra, on the Board of Review, expired on May 7, 2026. He is seeking re-appointment for a 3-year term.

Motion was made by Councilmember Perkins and Supported by Mayor Pro-Tem Gruppen to re-appoint Chad Keegstra to a 3-year term on the Board of Review with said term expiring May 7, 2029.

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

Mayor Pro-Tem Gruppen noted the Airport Authority Board had a recent meeting with their newest member, Mark Eardley, who is a great addition.

Councilmember Perkins noted the Planning Commission approved the site plan for Mead Johnson.

There being no further business, motion was made by Councilmember Perkins and Supported by Councilmember Bult to adjourn the meeting at 7:50 P.M. Motion carried. All voting aye.

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Mayor Richard Van Dorp III

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City Clerk Kristi DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, June 15, 2026
5:45 P.M.

Mayor VanDorp called the Study Session to order at 5:45 P.M.

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

ABSENT: Timmer, Lam, Langeland

Staff Present: City Attorney Jim Donkersloot, Asst City Manager/Finance Director Kevin Plockmeyer, Assessor/Community Development Director Tim Maday, Marketing Director Abby deRoo, Police Chief Tim Jungel, Fire Chief Brad Deppe, Deputy Fire Chief Mitch Harsevoort, and City Clerk Kristi DeVerney

Police Department – Dash/Body Cameras and Taser Electronic Weapons

Police Chief Jungel reported that the Police department is currently using Motorola (formerly Watchguard) Dash/Body cameras for patrol officers. Our original purchase had a 5-year warranty on the cameras. That warranty expired in Fall 2025. We decided to run the cameras without warranty coverage to time our next purchase with surrounding police agencies as their terms expired. We have entered negotiations with Axon as a consortium of Ottawa County agencies to benefit from group pricing.

The other agencies within Ottawa County have chosen Axon as their next camera solution. Both Motorola and Axon cameras provide quality videos and electronic evidence storage. The Axon solution is more expensive but provides several other features such as Live Mapping/Streaming, Taser electronic weapons and virtual reality training that Motorola does not. If the Motorola solution is selected, we must also include the cost of Taser weapons. We currently carry an older version of the Taser electronic weapon. This model has reached the end of its useful lifecycle and must be replaced (included with Axon).

The Ottawa County Prosecutors office requires that we submit cases to their office using Axon digital evidence program. We have a solution to transfer our current videos from Motorola system to Axon, but this requires extra steps for the front office staff.

The 5-year Axon price is $282,903.90, broken into 5 payments of $56,064.52.
The 5-year Motorola price is $140, 084.96 plus the cost of a separate Taser contract with Axon of $70,000 over 5 years for a total of $210,084.96 with 5 yearly payments of $42,016.92.

Given the enhanced virtual reality training solutions, live mapping and streaming, front office time savings and integration with the other Ottawa law enforcement agencies, I would request that City Council authorize the Police Department to contract with Axon for Dash/Body cameras and Taser electronic weapons.

Fire SCBA Grant Participation

Fire/Rescue Chief Deppe stated that their SCBA committee was tasked with evaluating the upcoming replacement of our current Scott SCBA Air packs for the 28/29 FY. In our exploration of funds needed and what is available or will be available at the time of purchase, it was discovered that our Ladder Truck 1942 is scheduled to be replaced in the same year. To ease the financial burden of the city spending a significant amount of money on these items in one year, a suggestion was made to move the SCBA replacement up a year. Our communication with the local sales representatives found that a group of townships were exploring an AFG Grant as a regional opportunity. We also found that these townships were working with a similar timeframe of replacement and age of air packs. Typically, an SCBA Airpack has a replacement time of 15 years due to parts availability and age limit of the air bottle.

If Zeeland Fire Rescue purchased SCBAs this year, without a grant opportunity, we would be spending approximately $420,000-$510,000 depending on the brand chosen and department needs. Over the past 3-4 years, this market has seen a 15-20% increase in overall cost. The available SCBA replacement funds at the end of FY 25-26 will be $227,999.76. This will likely be underfunded even in FY 28/29 without grant funding, at its current pace, with contributions of $34,000 annually. The regional grant opportunity is headed by Allendale Charter Township, but includes Wright-Tallmadge, Crockery and Spring Lake Townships. The AFG Grant has a $1,000,000 limit based on combined population with a 10% cost share applied, bringing the total grant potential to $900,000. Should the grant be awarded to its full potential, the shared grant revenue would give each department $180,000 towards new and updated air packs. If Zeeland Fire Rescue participates in the grant, we could reduce our overall cost by nearly 50%, making our current SCBA replacement fund balance available without additional funds requested.

Staff recommend City Council approve of our desire to pursue this regional AFG grant opportunity with Allendale, Wright-Tallmadge, Crockery and Spring Lake Townships. We believe applying for this grant is fiscally responsible for the department, the city and the citizens we serve. This grant and shifting our replacement timeline will allow us to more effectively budget and anticipate cost for replacement in 2041.

Mandu Escapes, LLC, Social District License Holder Resolution

Marking Director deRoo noted that Downtown Zeeland restaurant La Crème, purchased by Mandu Escapes, LLC in December 2025, is requesting appointment to the City of Zeeland Social District. La Crème previously participated in the Social District from 2023 through 2024; however, the prior ownership elected not to renew the establishment's Social District participation when the original license expired.

After approximately six months of operating the business, owner Joanna Udo has expressed interest in reintroducing Social District participation as part of La Crème's business model.

In preparation for this request, the City Manager has approved a right-of-way license for the restaurant. Outdoor seating will consist of four café-style tables with two chairs each, located directly adjacent to the storefront. While table service may be provided at these outdoor tables, alcoholic beverages must be purchased inside the restaurant and carried outside in an approved Social District disposable cup.

Mandu Escapes, LLC, doing business as La Crème, will be added as a participating establishment within Zeeland's Social District. Staff will update the Social District map, participant listings, Social District guidelines, and the City's Maintenance and Management Plan to reflect the addition of the new license holder.

The establishment's participation in the Social District does not expire through the City's approval process; however, the associated liquor license and Social District authorization must be renewed annually through the Michigan Liquor Control Commission (MLCC).

Recommendation is to pass a resolution to approve Mandu Escapes, LLC, doing business as La Crème, as an approved license holder within Zeeland's Social District.

Clean Water Plant Capacity Charge Study Contract Award

ACM Plockmeyer reported, at its recent meeting, the City Council Clean Water Plant Committee reviewed information regarding Mead Johnson's request to send additional wastewater flows to the Zeeland Clean

Water Plant and related collection system. Staff presented a high-level summary of the technical review completed to date, including the plant modeling work, collection system considerations, and the need to determine the financial value of the system capacity that would be used if the City ultimately accepts the Mead Johnson flows.

The modeling work completed to date indicates that the Clean Water Plant appears to have the ability to accept and treat the Mead Johnson wastewater streams under the modeled conditions, provided that the wastewater characteristics remain consistent with the assumptions used in the model. The review also identified additional items that must continue to be evaluated, including confirmation of Mead Johnson's flow and loading characteristics, the ability of the City's collection system to convey the flows, sludge handling impacts, operational requirements, monitoring requirements, and any necessary improvements.

Separate from the technical and operational review, the City must also determine the appropriate financial treatment of this potential new large load customer. If the City determines that it is willing and able to accept the Mead Johnson flows, Mead Johnson would be utilizing a portion of the Clean Water Plant and related system capacity. The City therefore needs to determine the value of that capacity, the appropriate system development fee or related charge, potential impacts to existing customers, and any applicable rate or contractual considerations.

Utility Financial Solutions LLC, the City's rate consultant, has provided a proposal to assist with this analysis. The proposed scope of work includes a review of the system development fee methodology, an equity method analysis, a general cost of service review, an update to the financial projection model, and a review of potential impacts to the Holland Township and Zeeland Township contracts. The work would be completed on an hourly basis, with a good faith estimate of $18,000.

After reviewing the information presented, the Clean Water Plant Committee recommended that City Council authorize staff to engage Utility Financial Solutions, LLC to complete the proposed analysis. This work is necessary so the City can better understand the value of the capacity Mead Johnson may use, the potential financial impacts on the Clean Water Plant system and existing customers, and the appropriate charges or terms that should be incorporated into any future agreement.

Currently, the requested action does not constitute final approval to accept the Mead Johnson wastewater flows. Rather, it authorizes the financial analysis needed to support future policy decisions. Any final decision to accept the flows would remain subject to further technical, financial, legal, and operational review, as well as the development of appropriate agreement terms between the parties.

Recommendation is to award a contract to Utility Financial Solutions, LLC, for the Clean Water Plant significant user customer analysis, in accordance with the scope of services and hourly rates included in the UFS proposal, with a good faith estimate of $18,000.

<u>Howard Miller Library Chiller Design Contract Award</u>

ACM Plockmeyer noted the Fiscal Year 2026 budget includes $200,000 for the replacement of the chiller serving the Howard Miller Library and Community Center. The existing chiller is at the end of its useful life and, unlike some of the City's other chiller equipment, cannot be rebuilt due to its age and the inability to obtain necessary replacement parts.

As part of the City's continued facility planning efforts, including the space use analysis project, staff have also been evaluating the long-term needs of the Howard Miller Library and Community Center. Because a potential future expansion could affect the size and capacity requirements for a replacement chiller, it is important that the new system be appropriately designed to serve both current building needs and potential future improvements.

Tower Pinkster has submitted a proposal to provide professional design services for the chiller replacement project. The base scope includes design services for replacement of one air cooled chiller, one base mounted chilled water pump, and one inline chilled water pump, with connection to existing piping and reuse of existing electrical systems where appropriate. The scope also includes architectural, structural, mechanical, and electrical engineering services, code review, construction administration, and coordination for integration into the City's building management system.

The base fee for these services is $39,000, plus reimbursable expenses estimated at $500. Tower Pinkster also provided an add alternate in the amount of $10,000 to provide design services for the same replacement systems but sized to accommodate potential future building improvements.

Staff is recommending approval of both the base bid and the add alternate. Including the add alternate will allow the design team to evaluate and size the replacement chiller in a manner that accounts for the potential building expansion being studied through the space use analysis project. This approach will help ensure that the City does not invest in a replacement system that may be undersized if future improvements are pursued.

The total recommended award is $49,500, consisting of the $39,000 base fee, the $10,000 add alternate, and estimated reimbursable expenses of $500. The Fiscal Year 2026 budget includes $200,000 for this project, which is sufficient to cover the proposed design services and leave remaining funds available for construction costs associated with the chiller replacement.

Recommendation is to have City Council award a contract to Tower Pinkster for professional design services for the Howard Miller Library and Community Center chiller replacement project in the amount of $49,500.

FY2026 Budget Amendment

ACM Plockmeyer explained, at the beginning of every calendar year, budget season starts for city staff. We go through the process of putting together reasonable estimates as to how much it is going to cost to run the city for the next fiscal year. Nearly a year and a half pass by between when that budget is prepared and when the budget year ends. Many things can happen in that year and a half and while we do our best to keep City Council informed of major changes to the budget throughout the year, there is still a need to amend the budget at the fiscal year end. From an overall budgeting standpoint, we did very well and are expecting fund balance growth greater than was expected. In the General Fund alone, when we adopted the budget, we anticipated a budget deficit of $622,078 and as of the writing of this memo, we are estimating that we will generate a surplus which is more than $600,000 better than we expected. The following amendment summarizes those activities which need to be adjusted because the expenditures exceeded the budgeted activity amount.

General Fund

Account Number	Description	DR	CR
101-191-820.000	Contractual Services	$ 30,000.00	
	(Finance Activity)		
		Fund Balance Impact	$ (30,000.00)

The Financial Sustainability Study budgeted for FY25 carried over into FY26 resulting in additional expenditures.

Account Number	Description	DR	CR
101-228-814.102	Computer Services - Billable	$ 25,000.00	
	(Data Processing Activity)		
	Fund Balance Impact		$ (25,000.00)

Actual IT costs allocated to the City Hall function were more than anticipated. This was largely driven by more than expected licensing costs.

Account Number	Description	DR	CR
101-240-956.000	Contingency		$ 20,000.00
101-314-702-000	Wages, Full-Time	$ 20,000.00	
	(Police Activity)		
	Fund Balance Impact		$ -

We had budgeted some contingency for the impact of union contract negotiations in the police department. Between the impact of the negotiations and staffing transitions in the department, we needed to utilize this contingency.

Account Number	Description	DR	CR
101-371-822.000	Inspection Fees	$ 500,000.00	
101-000-487.000	Building Permits		$ 500,000.00
	(Building & Zoning Activity		
	Fund Balance Impact		$ -

We issued more building permits than we expected which resulted in additional inspection fees. The permit fee revenue offset the additional expenses. We experienced several large building permit fees this year associated with JR Automation and Mead Johnson projects.

Account Number	Description	DR	CR
101-443-820.000	Contractual Services - Other	$ 17,000.00	
101-443-943.000	Leases	$ 2,500.00	
	(Satellite Parking Activity)		
	Fund Balance Impact		$ (19,500.00)

We performed more snowplowing than we had expected in our satellite parking lots resulting in additional costs. We also leased more spots in the Huntington Bank parking lot, increasing our lease expenditures.

Account Number	Description	DR	CR
101-965-995.464	Transfers – Out Municipal Street Fund	$ 400,200.00	
	Fund Balance Impact		$ 400,000.00

As part of the FY27 budget adoption, we planned for an additional transfer to the Municipal Street Fund in order to fund the Church Street Construction project. A formal amendment is necessary to reallocate the funds.

Streets Allocation

Account Number	*Description*	DR	CR
202-466-940.000	Rentals		$ 20,000.00
202-468-940.000	Rentals	$ 10,000.00	
202-469-940.000	Rentals	$ 25,000.00	
202-478-940.000	Rentals		$ 15,000.00
203-466-940.000	Rentals		$ 15,000.00
203-468-940.000	Rentals	$ 5,000.00	
203-469-940.000	Rentals	$ 7,500.00	
203-474-940.000	Rentals	$ 2,500.00	
		Fund Balance Impact	$ -

Due to how the equipment hours were spent on specific activities, certain activities cost more than expected and others cost less than expected. This amendment aligns the budgeted cost for the activities with the actual costs.

Legal Contingency Fund

Account Number	Description	DR	CR
257-452-826.000	Legal Fees	$ 20,000.00	
		Fund Balance Impact	$ (20,000.00)

In Fiscal Year 2026, we unexpectedly used funds for the defense of a lawsuit associated with the reopening of the 84th Street railroad crossing.

Account Number	Description	DR	CR
295-595-831.000	W MI Airport Authority Tax	$ 25,000.00	
		Fund Balance Impact	$ (25,000.00)

This amendment reflects the payment of additional tax collections from the Personal Property Tax Reimbursement to the West Michigan Airport Authority.

Personal Property Tax Stabilization Fund

Account Number	Description	DR	CR
259-963-995.295	Transfers Out – WMAA	$ 25,000.00	
		Fund Balance Impact	$ (25,000.00)

This amendment reflects the additional transfer to the West Michigan Airport Authority for their portion of the Reimbursement Payment from the State of Michigan.

Library Endowment Fund

Account Number	Description	DR	CR
272-790-820.000	Contractual Services - Other	$ 50,000.00	
		Fund Balance Impact	$ (50,000.00)

This amendment is to account for the Zeeland Record Digitization project which was budgeted in FY25 but carried over into FY26.

Snowmelt Operation Fund

Account Number	Description	DR	CR
297-530-740.000	Operating Supplies	$ 3,000.00	
297-530-820.000	Contractual Services	$ 2,500.00	
297-530-920.000	Utilities	$ 70,000.00	
		Fund Balance Impact	$ (75,500.00)

This is a relatively new fund, and we underestimated how much we would spend on the operation of the snowmelt system this past year. We needed to make some repairs to the system. Additionally, the utilities cost more than expected due to the winter. We will look to continue to refine the operating costs for the snowmelt system as we experience more winters with the system.

City Park Improvement Fund

Account Number	Description	DR	CR
408-756-970.008	Hoogland Park Improvements	$ 180,000.00	
		Fund Balance Impact	$ (180,000.00)

This amendment is to account for the work on the project that was budgeted for in FY25 but completed in FY26.

Municipal Streets Fund

Account Number	Description	DR	CR
464-451-818.048	Church Street	$ 2,500,000.00	
464-452-818.051	Taft Street	$ 750,000.00	
		Fund Balance Impact	$ (3,250,000.00)

This amendment is to account for the shifting of the timing of our street construction projects in the Fiscal Year. Overall, the project costs are within their authorized budgets but constructed differently than expected.

Snowmelt Construction Fund

Account Number	Description	DR	CR
497-444-970.010	Main Avenue Snowmelt	$ 35,550.00	
497-444-970-004	17 E Main Boilers	$ 29,670.00	
		Fund Balance Impact	$ (65,220.00)

This amendment is to account for final unexpected punch list items on the Main Avenue project that occurred in FY26, and the contract amendment for the design work for the boiler project at 17 East Main.

Recommendation is to approve the budget amendment to the Fiscal Year 2026 budget as presented.

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

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Kristi DeVerney, City Clerk