

AGENDA

Cemetery-Parks Commission Meeting

Wednesday, September 9, 2026 @ 5:00 PM

Zeeland City Hall, 21 S. Elm Street, Zeeland, MI 49464 / 2nd Floor Council Chambers

Commissioners:

- Mayor Pro Tem Sally Gruppen, City Council Representative
- John Query, Cemetery & Parks Commission Chair
- Susan Lucas, Commissioner
- Thom Parker, Commissioner
- Ashley Kiekintveld, Commissioner
- Lynette Lam, Commissioner
- Sabina Otteman, Commissioner

Additional Attendees:

- Kevin Plockmeyer, Assistant City Manager & Finance Director
- Susan Moore, Administrative Assistant

1) Bus Tour – The commission will take a tour of the City Parks beginning at 5 PM

2) Approval of August 12, 2026, Meeting Minutes

3) Parks Master Plan Update

4) Other Items

a) Burial Report – Since 8/6/2026

Burials:

Felch: 0 Resident / 0 Non-Resident

Lincoln: 1 Resident / 2 Non-Resident

Columbarium: 0 Resident / 0 Non-Resident

Sales:

Felch: 1 Resident / 1 Non-Resident

Lincoln: 0 Resident / 1 Non-Resident

No columbarium sales, transfers or sellbacks during this time.

b) Public Concerns – Nothing Noteworthy

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MEETING MINUTES

DATE: Wednesday, August 12, 2026

COMMISSION MEMBERS: Sally Gruppen, Mayor Pro Tem
John Query, Commission Chair
Thom Parker, Commissioner
Lynette Lam, Commissioner
Sue Lucas, Commissioner
Sabina Otteman, Commissioner

ABSENT: Ashley Kiekintveld, Commissioner

CITY STAFF: Kevin Plockmeyer, Assistant City Manager/Finance Director
Susan Moore, Administrative Assistant

GUEST: Tiffany Smith, MCSA Group
Melinda Whitten, MCSA Group
Brett Geertsma, Director, Zeeland Recreation

I. Approval of June 10, 2026, Meeting Minutes

Motion: Lynette Lam

Support: Sabina Otteman

All in favor, minutes approved.

II. Parks Master Plan – Section Reviews

Tiffany Smith & Melinda Whitten from MCSA Group presented the Goals & Objectives outlined in the new draft Master Plan. Zeeland Recreation Director Brett Geertsma also addressed the commission about the plan with his initial thoughts and his desire for continued proactive cooperation & collaboration with the city; would love to help brainstorm best uses of park spaces; he will continue to review the survey more thoroughly and share any additional thoughts with Commission Chair Query and Kevin Plockmeyer.

Melinda also presented an updated Capital Improvement Schedule snapshot:

- Vande Luyster Gazebo (repairs)
- Lawrence Park Phase I (playground)
- Huizenga Park (pathway, fishing access)
- Huizenga Park (shade sails in playground)
- Michigan Street Tot Lot (barrier free access)
- Paw Paw Footbridge (more viewing platforms, trail meet barrier free guidelines)
- Huizenga Park (skate park)
- Vande Luyster Gazebo (full renovation)
- Huizenga Park (basketball court)

Commissioners were asked to “dream big” and to think about other projects to add as they consider what to prioritize. Kevin Plockmeyer suggested revisiting sand volleyball courts & lighting at the pickleball courts at Huizenga Park. Commissioner Lucas stated that everyone looking at Huizenga Park together would be very helpful; staff will coordinate a bus tour of all city parks for their next meeting in September.

Mayor Pro Tem Gruppen asked if the schools would be open to the opinions of this group regarding their recreation projects; would love to enhance that spirit of collaboration, share more on both sides. Kevin Plockmeyer suggested that large, shared resource projects (i.e., something like a community pool or community center) could be opportunities to do that; continue to build on these relationships.

III. Lawrence Park Grill

The grill structure at Lawrence Park is in disrepair, has not been used in many years and staff would like the commission's thoughts on removing it. There is a plaque on the grill that staff would endeavor to return to next of kin of the family involved with the installation of the grill. Failing that, staff would offer it to the Zeeland Historical Society or store at the street garage. Commissioners did not oppose its removal.

VIII. Burial Report: (from packet since June 3, 2026)

Burials

13 at Lincoln – 1 Residents and 12 Non-Residents

2 at Felch – 2 Residents and 0 Non-Residents

Sales

1 at Lincoln – 1 Resident and 0 Non-Residents

1 at Felch – 0 Residents and 1 Non-Residents

Columbarium – 0 Residents and 2 Non-Residents

Transfers – 2 (Lincoln to Felch)

Sale Back to City – 1 at Felch

Other Items:

- **Church Street Project:** Kevin Plockmeyer informed the commission that due to this ongoing project, the Veteran's Section (at Lincoln Cemetery) still has no irrigation. The white flowers in the cross area have been removed and will be replanted next spring.

The meeting was adjourned @ 6:15 PM.

NEXT MEETING: Next regularly scheduled meeting is Wednesday, September 9, 2026, at 5:00 PM.

RECORDED BY:

Susan Moore, Administrative Assistant



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INTEROFFICE MEMORANDUM

TO: Cemetery and Parks Commission
FROM: Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance
SUBJECT: Parks Master Plan
DATE: September 4, 2026

At our previous meetings, the Commission reviewed the overall planning process, the existing conditions of the City's parks, the goals and objectives from the previous plan, and the results of the community survey. The next step in the process is to begin translating those goals, objectives, and community priorities into an Action Program and Capital Improvement Schedule.

The Action Program is intended to identify the proposed course of development or improvement for the next five-year planning period. The Capital Improvement Schedule then organizes those priorities into a more specific list of potential projects, estimated costs, funding sources, and anticipated timing.

As noted in the attached materials, the Action Program and Capital Improvement Schedule are not intended to complete every desired park improvement within the next five years. Rather, they are intended to identify the projects that appear most achievable during the planning period, while maintaining flexibility as funding, grants, partnerships, and other opportunities become available.

At the September 9 meeting, the Commission will be asked to review the draft Action Program and Capital Improvement Schedule and provide feedback on whether the priorities and general sequencing reflect the direction the Commission would like to pursue. This discussion will help MCSA Group and staff refine the draft plan before it is made available for public review and ultimately submitted as part of the final Parks and Recreation Plan.

Staff looks forward to continuing this process and to the Commission's discussion on Wednesday evening.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

FEEL THE ZEEL

Action Program and Capital Improvement Schedule

ACTION PROGRAM

The Action Program and Capital Improvement Schedule for the City of Zeelands' Community Park and Recreation Plan states the proposed course of development or improvement that will be taken over the next five years. The Goals and Objectives, from the previous section, serve as guidelines for the development of the Action Program. The Capital Improvement Schedule which follows will focus on the needs identified in the Action Program and will project potential expenditures for the five-year action period on a year-by-year basis. The five-year period will begin in 2027 and extend through 2032. This period will not be sufficient to accomplish all the goals and objectives but begins to prioritize those projects that may be achievable within the initial five years.

The Action Program focuses on reduction of deficiencies and expansion and improvements of facilities in a manner that not only meets current needs, but also diversifies the type and quality of recreational opportunities within the City. The Community Park and Recreation Plan identifies these needs in general terms in the Recreation Needs and Deficiencies section; the Action Plan describes specific actions to be taken to address these needs; and the Capital Improvement Schedule specifically itemizes those projects which will be most feasible during the next five years. The proposed schedule will allow for flexibility as funds become available and as opportunities are presented.

ACTION PROGRAM

The following actions are comprehensive and will require more than five years to complete. Master Plans illustrating the proposed improvements are included for each park.

Lawrence Street Park

The improvements will be in two phases. The first phase will include removal and replacement of the playground and improvements to the access to the restrooms. Phase two improvements will include improvements to the parking, improved accessibility at the ballfields, a walking trail and replacement of the multipurpose courts.

Paw Paw Footbridge

Improvements to this park include replacement of the accessible route to the Macatawa Greenway Trail and a timber viewing platform.

Huizenga Park

This Park has had many improvements over the years. Future phases may include the addition of pathway connections, fishing access improvements, shade for the new playground, removal and replacement of the basketball court and skate park, and pickleball lights.

Vande Luyster Square Park

Phase one improvements at this park will include the removal and replacement of the gazebo with one that matches the architectural character but is lower maintenance. Phase two improvements include entry columns, a drinking fountain and improvements to the brick pavers.

Michigan Street Tot Lot Park

Improvements to this park include a new shelter, new playground equipment, entrance improvements and a new drinking fountain.

CAPITAL IMPROVEMENT SCHEDULE

As stated in the Action Program, improvements and development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support.

The City will take maximum advantage of any job training and related work programs to assist in clean-ups and basic miscellaneous construction and general recreation facility maintenance projects. The City will also seek funding assistance from all available sources such as trusts, charitable foundations, private contributions, and all Federal and State funding programs.

The following schedule is a breakdown of the anticipated projects and projected funding for the next five years. Projections are based upon order-of-magnitude 2026 costs and will be detailed with refined programs and plans. Changes in the program may occur if projected funding levels increase or decrease but it is anticipated that the changes would be related more to adjustments in the time schedule rather than specific projects themselves. Refer to the following site concept plans for more site-specific information.

CAPITAL IMPROVEMENT SCHEDULE				
PROJECT	CITY	OTHER FUNDS*	TOTAL PROJECT COSTS	YEAR
<u>Vande Luyster Square Park</u> Gazebo Repairs			\$80,000	2027
<u>Lawrence Park Phase One</u> New Playground Concrete Walkways	\$380,000	Land and Water \$500,000	\$1,080,892	2028
<u>Huizenga Park</u> Pathway and Fishing Access	\$202,500	Trust Fund \$202,500	\$405,000	
<u>Huizenga Park</u> Shade at Playground			\$40,000	
<u>Michigan Street Tot Lot</u> New Shelter New Playground Equipment Drinking Fountain			\$527,033	
<u>Paw Paw Footbridge</u> Accessible Trail Replacement Timber Viewing Platform	\$217,478	Trust Fund \$217,478	\$434,956	
<u>Huizenga Park</u> Skatepark			\$250,000	
<u>Vande Luyster Square</u> New Gazebo Entry Column Brick Pavers Drinking Fountain			\$480,346	
<u>Huizenga Park</u> Basketball Court			\$65,000	
<u>Huizenga Park</u> Pickleball Court Lighting				
<u>Huizenga Park</u> Volleyball Courts (2)				
<u>Lawrence Park</u> Basketball/Courts Renovations				

*Other funds include Michigan Natural Resources Trust Fund (MNRTF), Passport to Recreation; Michigan Land and Water Conservation Fund; other State or Federal funding sources; Foundation Grants; Private Contributions; School District; and others.