

Council Meeting
Common Council
September 21, 2026

The regular meeting of the Common Council was held at 21 S. Elm Street, Zeeland, MI 49464 on Monday, September 21, 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, Board of Public Works General Manager Robert Mulder, Clean Water Plant Superintendent Doug Engelsman, and City Clerk Kristi DeVerney

The Invocation was offered by Pastor Josh Wall from First Reformed Church.
The Pledge of Allegiance to the Flag

Consent Agenda

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

1. Approve minutes of the City Council Work Study of September 8 2026.
2. Approve minutes of the Regular City Council meeting of September 8, 2026.
3. Receive for information draft minutes of June 10, 2026, Cemetery Parks meeting.
4. Receive for information draft minutes of September 15, 2026, Howard Miller Library Advisory Board meeting.
5. Receive for information draft minutes of September 15, 2026, Board of Public Workers meeting.
6. Ratify BPW Action #26.052 – Approve Cash Disbursements and Recommended Cash Transfers.
7. Ratify BPW Action #26.053 – Approve Washington Pump Station EMCC Main Breaker Addition.
8. Ratify BPW Action #26.054 – Approve 800 E. Riley St. Water Main Upsizing
9. Ratify BPW Action #26.055 – Approve Professional Services for Behind the Meter Generator Interconnection Study (Phases 2 & 3)
10. Ratify BPW Action #26.056 – Accept MPPA Capacity Purchase for Planning Years 2030/31 & 2031/32.
11. Ratify BPW Action #26.057 – Approve Continued Due Diligence and Participation in the MPPA Resource Adequacy and Local Generation Development Initiative.
12. Ratify BPW Action #26.058 – Approve Survalent SCADA Software Support Renewal.

Motion carried. All present voting aye.

Public Comment

None

Communications

A letter from Aurorium was given to each Council Member.

Interim City Managers Report

ICM Plockmeyer reported:

Church Street Construction Project – Progress is continuing between Main Avenue and Central Avenue with snowmelt installation, placement of gravel, concrete work, and installation of brick pavers. Main Avenue and Church Street intersection to be closed for a few days to allow for paving of the intersection.

Utility Ordinance Amendments – Staff have been working through proposed amendments to the City's Sewer Use Ordinance related to PFAS local limits. Due to an industrial customer expressing concerns with the proposed limits, staff are taking additional time to perform their due diligence with additional discussions with EGLE, review with their engineering consultants, and will seek an outside legal opinion from an attorney with specific expertise in this area.

Underground Utility Connection Fees – Council raised questions regarding the City's current requirements for converting electric service from overhead to underground as part of certain street reconstruction or resurfacing projects. Staff are currently assembling additional information for Council regarding how this process has historically been communicated to affected property owners, when those communications occur in relation to project design and construction, and what information is provided regarding customer responsibilities and anticipated costs. We are also reviewing what adjustments to the current process or ordinance language may be appropriate going forward. Once that information has been compiled, staff will take the item back to City Council for further discussion.

Community Enhancement Program – Staff continues to work with the MACC to better understand the Community Enhancement Program contribution structure, including the amounts being contributed by participating communities, which communities are contributing above the established formula, and what level of contribution is being requested or expected from the City of Zeeland. This item will be brought back to City Council once there is a clearer understanding of the contribution framework and expectations going forward.

Personnel Committee Meeting – The Committee reviewed several personnel-related items, including proposed BPW staffing changes and other employee-related matters currently under consideration. The meeting also provided an opportunity for staff to continue discussions regarding health insurance and related employee benefit issues.

Action Items

26.144 Regional Biosolids Committee Pilot Program Contract Acceptance

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Bult to approve participation in the pilot test at a cost not to exceed \$15,923.50, with funding provided through the FY 2026–27 CWP General Administration—Contractual Services budget.

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

26.145 Behind the Meter Generation – Continuing Due Diligence Resolution

Motion was made by Councilmember Timmer and Supported by Councilmember Langeland to approve continuing project due diligence and coordination with MPPA and participating priorities.

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

26.146 MPPA Capacity Purchase Agreement

Motion was made by Councilmember Lam and Supported by Councilmember Timmer to approve the resolution authorizing the General Manager to execute an electric capacity purchase commitment through the Michigan Public Power Agency for the stated volumes, deliverable to MISO Local Resource Zone 7 for Planning Years 2030/2031 and 2031/2032.

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

26.147 303 East Main Developer Selection

Motion was made by Councilmember Langeland and Supported by Councilmember Timmer to authorize staff to enter into negotiations with David Wilson and his representatives regarding the development of a purchase and development agreement for 303 E. Main Ave.

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

26.148 Bethel Park – Contract Award

Motion was made by Councilmember Perkins and Supported by Councilmember Lam to waive the City's normal competitive-bidding requirements based on the use of OMNIA Partners Contract No. 2017001134, award the Bethel Playground relocation and expansion project to Sinclair Recreation/GameTime in the amount of \$224,979.10, and establish a total project budget of \$250,000.

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

26.149 Bethel Playground – Mead Johnson Donation Agreement

Motion was made by Councilmember Bult and Supported by Councilmember Timmer to approve the Donation Agreement between the City of Zeeland and Mead Johnson & Company, LLC for the donation and relocation of the existing playground equipment and Mead Johnson's participation in the broader playground relocation project.

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

26.150 Bethel Playground – Zeeland Public Schools Lease Agreement

Motion was made by Mayor Pro-Tem Gruppen and Supported by Councilmember Perkins to approve the Lease Agreement between the City of Zeeland and Zeeland Public Schools for the

property located at 710 East Main Street for use as a public park and playground.

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

26.151 Project Clarity Funding Request Budget Amendment

Motion was made by Councilmember Timmer and Supported by Mayor Pro-Tem Gruppen to approve a FY2027 budget amendment in the amount of \$10,000 to increase the City's total contribution to Project Clarity from \$10,000 to \$20,000 for the current fiscal year.

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

26.152 UKG Contract Award

Motion was made by Councilmember Lam and Supported by Mayor Pro-Tem Gruppen to approve the contract with UKG Ready in the amount of \$17,136.70 and set a project budget of \$25,935.70 for hardware and additional software necessary for the project.

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

26.153 Vande Luyster Square Gazebo Rehabilitation Contract Award

ICM Plockmeyer stated that included in the Fiscal Year 2026-2027 budget is an allocation of \$50,000 for the rehabilitation of the gazebo located in Vande Luyster Square. Solicited bids for the project included replacement of the existing cedar shake roof, restoration and sealing of the exposed cedar framing, replacement of the existing railings and damaged wood, replacement of the missing post and decorative elements, and preparation and repainting of the existing white-painted wood.

Kartveli Trusted Construction submitted the low bid in the amount of \$26,416. The project is scheduled for final completion by May 1, 2027.

While \$50,000 was included in the FY27 budget for this project, staff recommended establishing a total project budget of \$30,000. This will provide approximately \$3,584 above the contract amount for any minor unforeseen conditions or incidental work that may arise during construction while keeping the project well below the original budgeted amount.

Motion was made by Councilmember Langeland and Supported by Councilmember Lam to award a contract to Kartveli Trusted Construction in the amount of \$26,416 for the reconstruction and rehabilitation of the Vande Luyster Square gazebo and establish a total project budget of \$30,000.

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

26.154 Set Trick-or-Treat Hours

Police Chief Jungel recommended that city-wide Trick-or-Treating hours be established from 5:00 p.m. to 7:00 p.m. on October 31, 2026.

In addition, Events Coordinator Kerri VanDorp has scheduled the Downtown Trick-or-Treating event on Friday, October 30, 2026, from 3:00 p.m. to 5:00 p.m.

Motion was made by Councilmember Perkins and Supported by Councilmember Timmer to set the hours of 5:00 P.M. to 7:00 P.M. for City-wide trick or treating on Saturday, October 31, 2026, and to approve the "Downtown Business Trick-or-Treating" scheduled for Friday, October 30, 2026, from 3:00 P.M. to 5:00 P.M.

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

26.155 Planning Commission Appointment – Phil Dirkse

ICM Plockmeyer stated that due to Bill Elhart's retirement, Phil Dirkse submitted a Consideration for Appointment form to serve on the Planning Commission, filling Bill Elhart's vacated seat.

Motion was made by Councilmember Bult and Supported by Councilmember Timmer to approve the appointment of Phil Dirkse to the Planning Commission with a term expiring January 1, 2027.

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

Closed Session

Motion was made by Mayor Pro-Tem Gruppen and supported by Councilmember Timmer to enter Closed Session at 7:33 P.M. for purposes of reviewing an attorney's opinion. Motion carried by all voting aye.

Motion was made by Councilmember Timmer and supported by Councilmember Langeland to reconvene from Closed Session at 7:56 p.m. Motion carried with all voting aye.

There being no further business, motion was made by Councilmember Perkins and Supported by Mayor Pro-Tem Gruppen to adjourn the meeting at 7:57 P.M. Motion carried. All voting aye.

Mayor Richard VanDorp III

City Clerk Kristen R DeVerney

MEMORANDUM OF-STUDY SESSION
Zeeland City Hall Council Chambers Monday, September 21, 2026
5:30 P.M.

Mayor VanDorp called the Study Session to order at 5:30 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, Marketing Director Abby deRoo, Board of Public Works General Manager Bob Mulder, Clean Water Plant Superintendent Doug Engelsman, and City Clerk Kristi DeVerney

Regional Biosolids Committee Pilot Program Contract Acceptance

CWP Superintendent Engelsman stated the Regional Biosolids group consists of Holland, Grand Haven, Zeeland, and Grandville and have been collaborating since 2019. The group's goal is to identify a sustainable and cost-effective alternative to the rising costs of land application and landfill disposal while also addressing growing concerns about PFAS in biosolids.

In 2020, the group retained an engineering firm to evaluate available biosolids-drying technologies and narrowed the options to a preferred system.

In 2025, the group began evaluating the feasibility of using dried biosolids as a fuel source to provide the heat needed for the drying process. The concept is intended to achieve the temperature and residence time necessary to destroy PFOS and PFOA.

The group retained NTH Consultants to develop a model and evaluate the concept's feasibility before proceeding with an actual burn test. The modeling results were successful and supported moving forward with the project.

The group now proposes conducting a full-scale burn test to validate the model's findings under actual operating conditions.

Staff recommended approval to participate in the pilot test at a cost not to exceed \$15,923.50, with funding provided through FY 2026-27 CWP General Administration-Contractual Services budget.

Behind the Meter Generation Update – Continuing Due Diligence Resolution

BPW General Manager Mulder stated Patrick Bowland, MPPA's CEO and General Manager, attended September 15, 2026, BPW Board of Commissioners meeting to provide a summary of the actions that have taken place over the past month. These actions include:

- Equipment Provider Manufacturing Facility Visit to gain a better understanding of the product and its potential role in members' current and future power-supply portfolios.
- Vendor Site Visits to evaluate siting, interconnection, and other factors needed to refine site-specific budgetary pricing. The evaluation included two potential sites in Zeeland.
- Electrical Interconnection Evaluation to finalize the scope and initiate the work. BPW contracted with PSE to perform the evaluation which is underway.
- Environmental Assessment (Air Permit/Modeling) engaged NTH Consultants Ltd. to perform

preliminary site-feasibility assessments for potential project sites. The preliminary assessment indicated that the Zeeland sites have favorable prospects for obtaining the required air permits. With recommended project sizes of up to 50 MW in Zeeland now identified, NTH has begun preliminary air-dispersion modeling to further confirm site feasibility.

- Financing and Ownership Model to evaluate preliminary project financing, including the effects of different ownership structures, such as MPPA ownership and joint ownership through a tenants-in-common arrangement. Member step-up provisions and other factors must be addressed to secure favorable financing terms and creditor participation.
- Fuel Supply (Natural Gas) where initial estimates were developed for providing or enhancing service. The estimates will be refined as project sizes are confirmed with discussions with SEMCO Energy.

BPW Staff actions include:

- Site Surveys have been requested by BPW-owned parcels that could support new generation. The surveys will assist with evaluating costs, confirming site suitability, and developing preliminary site plans.
- Evaluate Potential Alternative Sites have been identified, preliminary discussions have been initiated, and initial suitability assessments are underway.
- Legal Services Engagement identified upcoming specialized legal-review needs associated with anticipated facility lease, operating, and power-sales agreements with MPPA, as well as potential vendor agreements.
- Rate Impact Evaluation initiated discussions with Utility Financial Solutions (UFS) to evaluate the proposed project's potential impact on electrical rates. UFS can provide insight into how the project's costs and capacity value compare with those of other utility projects and available market alternatives. The scope of work has been defined, and a proposal is expected in the coming days.
- Reengagement of nFront Consulting, LLC recently completed the BPW's 2026 Integrated Resource Plan (IRP) update, to assist with due diligence related to the generation resources, dispatch models, and economic projections developed by MPPA. Staff determined that this engagement was prudent given nFront's familiarity with the BPW's portfolio and projected positions, as well as its extensive knowledge of market resources, economics, and forward projections.

Next Steps for MPPA and participating members anticipate the following:

- September-October: Obtain best-and-final pricing following OEM and EPC site evaluations; complete Phase II environmental work and distribution-system impact studies; and verify natural gas availability, interconnection costs, contractual requirements, and schedules.
- November: Provide updated investment models and final project recommendations to participating members. Identify any gaps in meeting projected needs and develop strategies to address them.
- By year-end: Substantially complete due diligence and applicable operating and power-sales agreements, allowing project plans and supporting documentation to be finalized during the first quarter of 2027 for the BPW's PA 341 capacity-demonstration filing with the MPSC.
- Ongoing BPW Activities: Continue pursuing additional properties that support near- and long-term strategic siting priorities.

Staff recommended continuing project due diligence and coordination with MPPA and participating Members.

MPPA Capacity Purchase Agreement

BPW General Manager Mulder stated the State's Public Act 341 requires electric utilities to annually demonstrate sufficient capacity resources to meet 95% of their forecasted peak load plus reserves for the

upcoming four (4) MISO Planning Years. As staff have noted for some time, the bilateral capacity market is constrained, prompting BPW and MPPA, on behalf of its members, to pursue the development of new generation resources to meet a portion of our future resource adequacy needs.

In conjunction with this initiative, MPPA is recommending that the BPW participate in a bilateral capacity transaction for MISO Planning Year 2030/31 and 2031/32. The recommended transaction amounts are listed in the table below.

Planning Year	Season	ZRC (MW)	% of Forecasted MISO Capacity Requirement
PY 2030/31	Summer	1.4	1.40%
PY 2030/31	Fall	1.2	1.27%
PY 2030/31	Winter	1.2	1.61%
PY 2030/31	Spring	1.5	1.65%
PY2031/32	Summer	1.4	1.38%
PY2031/32	Fall	1.2	1.25%
PY2031/32	Winter	1.2	1.61%
PY2031/32	Spring	1.5	1.63%

Staff would note that the 4,500 kW bilateral transaction for MISO Planning Year 2030/2031 approved in June of 2026, for Planning Year 2030/31, has not been executed, due to business changes involving the counterparty. MPPA staff remain encouraged that a deal can still be executed, however, the terms of that transaction are likely to change. The average price (\$/kw-Month) of the recommended transaction is the same as the transaction approved in June.

Staff recommended approving the MPPA electric capacity purchase for MISO Planning Years 2030/2031 and 2031/2032, at the seasonal quantities identified in the resolution and for a total financial commitment not to exceed \$286,200.

303 East Main Developer Selection

Community Development Director Maday stated the City received three proposals from David Wilson/GL Rentals, Midwest Construction Group/Geerlings Development, and MONDAY Impact Development and its development team. Each proposal presented a viable approach to redevelopment of the property and brings different strengths to the project.

After requesting additional information from all 3 development teams to better understand their concepts, development experience, financing assumptions, parking plans, project schedules, and other elements of their proposals, staff recommended that City Council select David Wilson and his development team as the City's preferred development partner and authorize staff to enter into negotiations to determine whether mutually acceptable terms can be reached for redevelopment of the property. This identifies the development team that staff believes most closely aligns with the City's objectives and provides the strongest opportunity to move the property from a conceptual proposal toward a successful redevelopment project.

The Wilson project incorporates a multi-story mixed-use building, an elevator, high-quality building materials, Main Avenue orientation, private project financing, parking, and space for the City's downtown snowmelt boiler system.

Specifically, this project would highlight the following elements of the proposal:

- Building and Site Design
- Project Feasibility and Experience
- Private Financing and Project Schedule
- Mixed-Use Development
- Parking
- 44 N Elm Street Public Parking
- Downtown Snowmelt

Several elements of the Wilson proposal will require additional work before a project can move forward. Staff and the developer will need to establish an acceptable parking plan, refine the mix of ground-floor commercial and residential uses, identify available local and State redevelopment incentives, and negotiate the terms of the sale and redevelopment of the property.

Mr. Wilson stated that he wants to continue to develop properties in the City of Zeeland because it's such a great city to be a part of.

Staff recommended to Council to authorize staff to enter into negotiations with David Wilson and his representatives regarding the development of a purchase and development agreement for 303 E. Main Avenue.

Planning Commission Membership Ordinance Amendment

ICM Plockmeyer stated the City of Zeeland Planning Commission consists of nine members which has included the Mayor, one member of City Council, and one City employee serving in the administrative appointee position, with the remaining positions filled by members of the public. In the past, the City Manager/City Superintendent have served as the administrative representative on the Planning Commission.

Attorney Donkersloot noted State law limits elected officials and City employees to no more than one-third of the Planning Commission membership. Attorney Donkersloot also concluded that State law provides the City with the ability to appoint one non-resident to the Planning Commission, subject to appropriate criteria being established by the City. Implementing such a change would require an amendment to the City's existing Planning Commission Ordinance.

Staff recommended the City maintain the historical structure of the nine-member Commission while establishing that the administrative appointee may be a non-resident of the City. The intent would be to preserve a position for an administrative representative of the City while providing greater flexibility regarding who may fill that role in the future.

The Commission is working through several important planning and development matters, including the update of the City's Master Plan, while effectively operating with three vacancies or unavailable members. Maintaining consistent membership and ensuring the Commission can reliably achieve a quorum is particularly important during this period.

In addition, staff believe there continues to be value in having an administrative representative of the City participate directly in Planning Commission discussions. The Commission routinely considers matters involving City infrastructure, development policy, long-range planning, zoning, and other issues that overlap with City operations. Having a City administrative representative at the table provides an important connection between the Commission's work and broader City operations.

The proposed change would not require that the administrative appointee be a non-resident. Instead, it

would simply provide the City Council and Mayor with the flexibility to appoint the appropriate administrative representative regardless of whether that individual resides with the City.

Some Council members were not in favor of allowing a non-resident, especially the administrative appointee, be a member of the Planning Commission. However, they did want to continue to have a City employee, (i.e. manager/assistant manager), on the Planning Commission. Attorney Donkersloot noted that the State only allows one member, on the Planning Commission, to be a non-resident.

Staff recommended that City Council direct the City Attorney to prepare the necessary amendment to the Planning Commission Ordinance to allow the administrative appointee position to be filled by an individual who is not a resident of the City.

Bethel Playground – Contract Award and Agreements

ICM Plockmeyer stated, as part of Mead Johnson's proposed expansion, the existing playground equipment located on Mead Johnson property at 515 East Main Street will need to be relocated. Over the past several months, the City, Mead Johnson, Zeeland Public Schools, Bethel Church, and other project partners have worked cooperatively to develop a plan to relocate and expand the playground on Zeeland Public Schools property located at 710 East Main Street.

Through the involvement and financial participation of the various project partners, the proposed park has grown in size and scope and will provide an enhanced neighborhood and community amenity. The project represents a significant community effort, combining the reuse of existing equipment with new playground equipment and improvements in a location that will remain accessible to the general public.

Bethel Playground Project Award

Staff recommended that City Council formally authorize the Bethel Playground relocation and expansion project and award the project to Sinclair Recreation/GameTime as they are the supplier associated with the existing GameTime equipment being relocated. The proposed project includes the relocation of the existing playground equipment along with new playground equipment, swings, surfacing, fencing, excavation, timber edging, and installation. The Sinclair Recreation/GameTime proposal totals \$224,979.10 which is consistent with the stakeholder group's targeting budget of \$225,000.

Timing is also important. In order to take advantage of the available GameTime grant opportunity (approximately \$50,000) incorporated into the project pricing, the equipment must be ordered by mid-October. Staff recommend establishing a total project budget of \$250,000. This will provide sufficient flexibility for incidental site-related costs and other project expenses that may arise as the relocation and installation are completed.

Bethel Playground Project Funding

The proposed \$250,000 project budget will be supported through the following funding sources:

Mead Johnson Contribution – \$125,000
Zeeland Public Schools Contribution – \$25,000
Zeeland BPW Community Grant – \$25,000
Previously Designated Park Improvement Funds – \$35,000
City of Zeeland – \$15,000 to \$40,000 (previously designated park improvement funds)

The project is a strong example of the City, schools, utilities, local business, church, and other community partners working together to preserve and improve a recreational amenity for the community.

Staff recommended that City Council waive the City's normal competitive-bidding requirements based on the use of OMNIA Partners Contract No. 2017001134, award the Bethel Playground relocation and expansion project to Sinclair Recreation/GameTime in the amount of \$224,979.10, and establish a total project budget of \$250,000.

Mead Johnson Donation Agreement

Under the Donation Agreement, Mead Johnson will donate the existing playground equipment to the City and will be responsible for removing the equipment from its existing location and relocating and installing it at the new playground site in accordance with the approved plans. Ownership of the playground equipment will transfer to the City through a bill of sale following installation at the new site.

In recognition of this expanded project, Mead Johnson's participation will include its donation of the existing playground equipment, relocation of that equipment, and a \$125,000 contribution toward the broader park project.

The playground equipment will be donated to the City in its existing condition without warranties from Mead Johnson. Once installation is completed and the City accepts the equipment, the City will assume responsibility for the ownership, operation, maintenance, repair, and use of the playground equipment.

Staff recommended that City Council approve the Donation Agreement between the City of Zeeland and Mead Johnson & Company, LLC for the donation and relocation of the existing playground equipment and Mead Johnson's participation in the broader playground relocation project.

Zeeland Public Schools Lease Agreement

The Lease Agreement with Zeeland Public Schools provides the City with approximately 25,200 square feet, or approximately 0.58 acres, of property located at 710 East Main Street for use as a public park and playground. The lease term is 20 years and the total rent for the term is \$1.00.

Under the agreement, the City will improve the property in accordance with plans approved by Zeeland Public Schools. The playground will be open to the general public, including Zeeland Public Schools students, generally consistent with the hours and regulations applicable to other City parks.

The City will be responsible for maintaining and repairing the property and improvements in a safe and useable condition. However, the City is not required to replace the playground equipment that has reached the end of its usable life.

The City will also maintain insurance for the property consistent with the coverage provided for other City parks and will assume responsibility for claims arising from use of the premises, except for gross negligence or intentional wrongful acts of Zeeland Public Schools.

At the end of the lease, Zeeland Public Schools may elect to retain the improvements located on the property. If the School District does not elect to retain some or all of the improvements, the City would be responsible for removing those improvements and substantially restoring the property.

Staff recommended that City Council approve the Lease Agreement between the City of Zeeland and Zeeland Public Schools for the property located at 710 East Main Street for use as a public park and playground.

Project Clarity Funding Request Budget Amendment

ICM Plockmeyer stated City Council reviewed the request for additional funding for Project Clarity at its previous meeting on September 8, 2026. The request sought an annual City contribution of \$20,000 over a five-year period. City Council supported increasing the City's contribution to \$20,000 for the fiscal year but did not commit to the requested five-year funding period as they would like to continue evaluating Project Clarity funding on a year-by-year basis through the City's annual budget process.

In order to implement City Council's direction for the current fiscal year, a budget amendment is necessary to increase the appropriation by an additional \$10,000.

Funding for FY2028 and future years will be considered separately as part of the annual budget process.

Staff recommended City Council approve a FY2027 budget amendment in the amount of \$10,000 to increase the City's total contribution to Project Clarity from \$10,000.00 to \$20,000 for the current fiscal year.

UKG Contract Award

ICM Plockmeyer stated the purpose is to request City Council's approval to implement a time and attendance cloud-based software designed to improve the City's employee timekeeping and payroll processes.

Currently, our timekeeping process is a manual paper-based process which can pose potential errors in incorrectly reported hours, overtime calculation errors, holiday pay discrepancies, and inaccuracies in paid time off balances.

Staff initially hoped that a cloud-based BS&A solution could address the City's time and attendance needs. However, BS&A's current timekeeping functionally did not provide the level of automation, real-time visibility, and time and attendance functionality identified as necessary for the City's operations.

Following the vendor reviews (UKG, HR Cloud, BS&A, NeoGov), UKG was ultimately selected because it provided the best overall fit for the City's existing payroll environment and operational needs.

The UKG system will modernize the City's timekeeping by providing a centralized electronic platform for recording, reviewing and approving employees' time. Integration with payroll will reduce manual processing, improve payroll accuracy, and minimize errors and miscommunication.

Key benefits include:

- A consistent timekeeping practice across all City departments
- Electronic time entry and review for employees
- Real-time supervisor review and approval of employee time records
- Reduce manual data entry and administrative processing
- Improve accuracy and timeliness of payroll
- Electronic record of time entries, edits, and approvals
- Enhanced visibility into overtime, leave balances, schedules, and other key data
- Flexibility to accommodate departmental needs, employee classifications, schedules, and collective bargaining agreements

The City's FY 2026/27 budget for HR includes \$25,000 for software implementation, we are estimating costs to be \$935.70 more than originally planned. Beginning in subsequent fiscal years, the estimated ongoing software cost is approximately \$17,403 annually, which will be incorporated into the IT

department's annual budget.

Staff recommended City Council approve the contract with UKG Ready in the amount of \$17,136.70 and set a project budget of \$25,935.70 for hardware and additional software necessary for the project. There being no further items to discuss, Work Study was adjourned at 6:55 P.M.

Kristen R DeVerney, City Clerk