

NOTICE Time Change

***The City Council
Work Study Session on Monday,
October 5, 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
October 5, 2026, 5:45 p.m.

DISCUSSION ITEMS:

1. Main/Centennial Four-Way Stop Traffic Control Order
2. Rich Street No Parking Traffic Control Order
3. Library Acoustic Improvement Contract Award
4. Senior Utility Advisor Position
5. GIS Intern – Part-Time
6. Line Supervisor Position
7. Match on Main Grant Agreement – Mandu Escapes
8. 2026 Paser Rating Update
9. Ordinance Amendment - Planning Commission Membership
10. Retiree Health Insurance Renewal
11. Dental Insurance Renewal
12. Utility of the Future Award Recognition – Zeeland Clean Water Plant
13. Closed Session – Purchase of Property
14. Closed Session – Attorney's Opinion

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
October 5, 2026, 7:00 p.m.

CALL TO ORDER:

Invocation – Mayor Pro-Tem Gruppen
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
Zeeland High School Exchange Students
Communications
City Manager's Report

CLEAN WATER PLANT AWARD PRESENTATION

ACTION ITEMS:

1. Main/Centennial Four-Way Stop Traffic Control Order
2. Rich Street No Parking Traffic Control Order
3. Library Acoustic Improvement Contract Award
4. Senior Utility Advisor Position
5. GIS Intern – Part-Time
6. Line Supervisor Position
7. Match on Main Grant Agreement – Mandu Escapes
8. Ordinance Amendment - Planning Commission Membership
9. Retiree Health Insurance Renewal
10. Dental Insurance Renewal

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 September 21, 2026.
2. Approve minutes of the Regular City Council meeting on September 21, 2026.
3. Receive for information minutes of September 10, 2026, Planning Commission meeting.
4. Receive for information draft minutes of September 21, 2026, Personnel Committee meeting.

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 Tuesday, 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 Tuesday, 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

DRAFT



**CITY OF ZEELAND
PLANNING COMMISSION MEETING MINUTES
ZEELAND CITY HALL
ZEELAND, MI
SEPTEMBER 10, 2026
5:45 PM**

-5:46 PM Vice Chair Klompmaker called the meeting to order and requested a roll call of Planning Commissioners.

Present: Commissioners, CJ Otteman, Rebecca Perkins, Sheri Holstege, Aaron Mason and Vice Chair Daniel Klompmaker.

Absent: Commissioners, Bob Blanton, Rick VanDorp

Also Present: City Attorney Jim Donkersloot, Zoning Administrator Timothy Maday, and Planning Consultant Tanya DeOliveira

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

Maday noted that Chairman Elhart had resigned from his position following declaring his northern Michigan property as his principal residence. Maday noted the significant contribution Elhart made in the development of the City since his appointment in 1992.

Maday stated that the Planning Commission bylaws provide that when the Chair resigns, the Vice Chair shall become the Chair for the remainder of the term. Maday stated that in practice, this meant that Klompmaker was now the Planning Commission Chair for the remainder of 2026, and that a new Secretary and Vice Chair would need to be elected at the Commission's October regular meeting.

-Moved by Perkins to approve the Planning Commission meeting minutes of July 9, 2026. Supported by Holstege. Motion carried unanimously by voice vote.

-5:50pm – Chair Klompmaker opened the public hearing for the Site Plan Review Application for the construction of a 600 square foot accessory building at 425 N Fairview Rd – Consumers Energy Zeeland Generating Station

Zach Voogt of Moore and Bruggink Consulting Engineers, engineer for the owner, presented the application.

Maday reviewed the ordinance criteria applicable to this project. He stated that the project complies with the relevant portions of City Ordinance and staff recommends approval of the application.

-5:52pm Moved by Holstege to close the public hearing. Supported by Perkins. Motion carried unanimously via voice vote.

Motion 2026.10

Moved by Holstege to approve the Site Plan Review application for the construction of a 600 square foot accessory building at 425 N Fairview Rd – Consumers Energy Zeeland Generating Station as presented.

Supported by Perkins

Roll Call Vote on Motion 2026.10

Ayes: Otteman, Perkins, Holstege, Mason and Chairman Klompmaker.

Nays: None.

Absent: Blanton, Van Dorp.

Motion Passes

DeOliveira reviewed draft Chapter 4 of the Master Plan update, *Community Facilities & Services*. She explained that the chapter is primarily informational and provides an overview of community facilities and infrastructure, including City and Board of Public Works properties and facilities, schools, transportation and non-motorized infrastructure, parks, and public utilities.

Commissioners reviewed the maps included in the chapter and discussed potential additions and revisions. Commissioners also asked clarifying questions regarding the facilities shown on the maps and how facilities were selected for inclusion.

Commissioners reviewed the questions outlined in DeOliveira's August 20, 2026 memorandum and provided feedback regarding the draft chapter. Maday reported that the chapter had also been distributed to City departments for review and that staff comments had been provided separately to DeOliveira.

DeOliveira stated that she would review the verbal and written comments received and revise the chapter accordingly. Maday stated that he would provide any remaining staff comments to DeOliveira.

DeOliveira then discussed the timing and scope of the community engagement activities planned as part of the Master Plan development, including an open house, a community survey and two topic-specific workshops. She stated that her team would provide draft community survey questions for the City of Zeeland project at the November meeting. Commissioners would then have an opportunity to review, revise, add and delete questions. DeOliveira stated that the survey would be developed to obtain information useful to the planning process while remaining concise enough to encourage participation and completion.

DeOliveira stated that the open house would occur later in the Master Plan process and would provide an opportunity to present the Commission's work and receive community feedback as the plan nears completion.

DeOliveira also reviewed the anticipated format of the topic-specific workshops. She explained that workshops are typically approximately 1½ to 2 hours in length and begin with a brief presentation to provide context and a common base of information, followed by small and larger group activities and discussion.

Commissioners discussed potential workshop topics and formats, including the possibility of holding multiple sessions on the same evening. Commissioners requested that staff and the consultant return with several potential workshop topics for consideration, with the specific format to be determined after the topics are selected.

Maday noted that the Commission's October meeting would include development of the annual Capital Improvements Project List and two public hearings and asked whether the Commission preferred to resume its Master Plan work in November. Commissioners agreed, and Maday stated that the Master Plan materials discussed would be included with the November Planning Commission packet.

-6:55PM Moved by Holstege to adjourn the meeting. Supported by Perkins. Motion carried unanimously by voice vote.

Timothy Maday

Timothy Maday
Community Development Director

MEMORANDUM OF MEETING
Personnel Committee
September 21, 2026-12:00 PM
City Hall Council Chambers

PRESENT: Mayor VanDorp, Councilmember Lam, BPW Chair Boerman, BPW Vice Chair Cooney

ABSENT: Mayor Pro-Tem Gruppen

Staff Present: Interim City Manager/Finance Director Plockmeyer, HR Specialist Hellenthal, BPW General Manager Mulder, Electrical Transmission and Distribution Manager Coots; and City Clerk DeVerney

Mayor VanDorp called the meeting to order at 12:00 PM

Approval of April 16, 2026, Meeting Minutes

A motion was made by Boerman and seconded by Gruppen to approve the April 16, 2026, meeting minutes. All in favor, minutes approved.

Calendar Year 2027 Retiree Health Insurance Contract Renewal

Plockmeyer stated effective January 1, 2026, the City transitioned its retiree Medicare Advantage coverage to Humana, with the plan supported through The Pool and retiree benefit administration assistance provided by Retiree First.

The Humana premium is increasing approximately 5.6%, from \$210.56 to \$222.43 per month. Accordingly, the City's contribution is limited to a 3% increase from the 2026 amount rather than simply maintaining the prior-year percentage of the premium.

Motion was made by Cooney and seconded by Lam to approve renewal of the Humana Medicare Advantage health and prescription drug plan for eligible retirees and spouses effective January 1, 2027, at a monthly premium of \$222.43 per member, and recommend approval to City Council.

Calendar Year 2027 Dental Insurance Contract Renewal

Plockmeyer stated the City has received its 2027 dental insurance renewal through The Dental Pool. The renewal provides for a 4.20% increase effective January 1, 2027. The Pool indicates that the increase is generally consistent with dental provider trends across the State and is intended to maintain the financial stability of the program while minimizing member costs.

The existing benefit structure would remain unchanged. The plan continues to provide 100% coverage for preventive services and 50% coverage for the remaining covered service categories, with a \$1,750 annual maximum and a \$1,500 orthodontic maximum.

Motion was made by Cooney and seconded by Lam to approve the 2027 dental insurance renewal through The Dental Pool at the rates presented.

Calendar Year 2027 Employee Health Insurance Contract Renewals

Plockmeyer stated, for 2027, The Pool is projecting approximately \$564.3 million in total expected medical costs and an overall rate increase of 13.9% to meet those costs. Zeeland's renewal is also 13.9%, with no additional City-specific rate adjustment for 2027.

Plockmeyer noted that the City is limited as to how much they can pay for their employees' insurance due to PA152. Premiums are increasing by over 13% but the PA152 hardcap is only increasing by 3%.

The proposed 2027 plan lineup is based on the following considerations

- The existing \$1,700 single/\$3,400 family HSA plan would be eliminated. Participation in this plan is extremely limited, with only two employee households currently enrolled, making this the clearest plan to remove from the lineup.
- The existing \$2,000 single/\$4,000 family HSA plan with 100% coverage after the deductible would also be eliminated. In its place, staff is proposing the new \$2,500 single/\$5,000 family plan with 100% coverage after the deductible. Although the new option uses an aggregate rather than embedded deductible, it provides employees who want to limit their exposure after satisfying the deductible with a significantly lower-cost alternative.
- The existing \$3,000 single/\$6,000 family HSA plan would be eliminated. Historically, employees selecting this plan have generally been seeking an option with little or no bi-weekly payroll contribution. The new \$3,500 single/\$7,000 family plan is intended to serve the same purpose and would be structured to provide a zero- or near-zero employee contribution.
- Staff is recommending that the existing \$2,000 single/\$4,000 family HSA plan with 80% coverage after the deductible remain in the lineup. This is one of the City's more highly utilized plans, with approximately 29 participants, and staff believe it is important to preserve continuity for employees who are comfortable with this plan design and may wish to remain enrolled.
- Staff is also proposing the new \$2,500 single/\$5,000 family plan with 80% coverage after the deductible. This option creates a lower-priced alternative for employees who are willing to accept additional deductible and coinsurance exposure in exchange for a lower bi-weekly contribution.
- The City would also retain the existing PPO option, resulting in a total of five health insurance plans for 2027.

Employees will therefore have options ranging from the PPO and lower-deductible plans with greater premium cost and reduced medical-cost exposure to higher-deductible plans with lower or potentially no bi-weekly employee contribution. It was noted that the employees that don't take the City's insurance will receive \$2,500.

Plockmeyer stated that the current Wellness Plan will have some modifications as staff doesn't believe the plan is accomplishing what it was meant to accomplish. He also mentioned that Gallegher Benefits would be coming into the office, in October, to discuss any questions or concerns that employees have.

Motion was made by Boerman and seconded by Lam to table the approval of the proposed 2027 health insurance plans and associated HSA contribution structure.

Employee Comments

Austin Lubbers (BPW Mechanic) noted he formally worked for the City of Kentwood, and they had ASR for health insurance that was cheaper than what insurance is being proposed for the City of Zeeland. He suggested that staff contact the City of Kentwood.

Ryan Galligan (Assistant Assessor) noted that he currently has the HSA Family Plan. With the new proposed insurance, it would be \$3,000 more a year and would decrease his salary. He suggested that staff look into other options.

Lynel Danckaert (Library) is currently on the Family Plan with her son and daughter. Because her son just turned 26, she is wondering if she and her daughter could be considered on the Double Plan instead of the Family Plan. However, the Double Plan is more expensive than the Family Plan.

BPW Line Supervisor Position

Coots stated that due to the staffing associated with the retirement of the current Lead Line Worker and the planned backfill of that role, the proposed structure would establish a position focused on technical support, planning, and employee supervision while allowing the Lead Line Worker to concentrate on directing daily jobs and tasks in the field.

Establishing a dedicated Line Supervisor would provide additional capacity to manage multiple responsibilities and ensure crews have the information, materials, and direction needed to complete their assignments safely and efficiently.

Although the Line Supervisor would have a greater technical and office focus, the position would remain actively involved in field operations as needed, including complex assignments, planned switching, outages, and emergency restoration. Maintaining that connection would support practical planning and timely decisions as operating conditions change.

Motion was made by Boerman and seconded by Cooney to establish the Line Supervisor position to reflect the current operational, technical, and supervisory needs of the Zeeland BPW and City of Zeeland, and to approve the corresponding annual salary range provided by Human Resources: \$96,885 (minimum), \$125,013 (midpoint), and \$153,141 (maximum) and recommend approval to City Council.

GIS Intern Position Extension and Status Change

Coots stated the transition for the existing full-time seasonal GIS Intern position would retain a trained intern and provide continued support for the development and maintenance of COZ and ZBPW GIS systems.

The position's responsibilities include creating and maintaining geographic data in ArcGIS Pro and ArcGIS Online, updating infrastructure records from as-built drawings, preparing utility maps, collecting field data, and incorporating existing records into GIS.

Under the direction of the GIS Analyst and Electric Transmission & Distribution Manager, the intern would assist with routine mapping and data maintenance, help balance competing workload demands, and support continuity during staff absences.

A year-round part-time position would also support workforce development by providing practical experience alongside the intern's education. This arrangement would keep technical skills current, strengthen familiarity with COZ and BPW operations, and support potential future staffing and succession planning needs.

Motion was made by Cooney and seconded by Lam to support transitioning the seasonal GIS Intern position to a year-round part-time position and recommend approval to City Council.

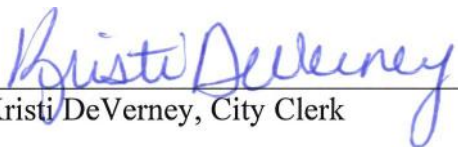
BPW Part-Time Senior Utility Advisor position

Mulder noted that the upcoming BPW General Manager transition creates a near-term need to preserve institutional knowledge and provide experienced support for selected utility initiatives. Staff propose establishing a part-time Senior Utility Advisor position to provide specialized, project-based services.

Assignments may include preparing technical specifications and procurement documents; researching and writing grants; supporting utility planning, cost-of-service, and rate studies; assisting with major customer and stakeholder matters; preparing Board reports and policies; supporting strategic and organizational improvement initiatives; providing executive coaching and succession planning assistance; and facilitating institutional knowledge transfer.

Motion was made by Cooney and seconded by Boerman to approve the establishment of the part-time Senior Utility Advisor position per the job description and recommend approval to City Council.

Motion was made by Boerman and seconded by Cooney to adjourn the meeting at 1:03 PM.


Kristi DeVerney, City Clerk



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

CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and City Councilmembers

FROM: Kevin Plockmeyer, Interim City Manager

SUBJECT: Interim City Manager's Report

DATE: October 2, 2026

Church Street Reconstruction Project – The Church Street project continues to make good progress. This week, crews were able to pour sidewalks between Main Avenue and Central Avenue and complete the crosswalks at the Main Avenue intersection. Due to the rain, crews were unable to pave the roadway south of the Main Avenue intersection as planned. The base course of asphalt is now tentatively scheduled to be installed on Tuesday.

Work also continues north of Main Avenue as crews grade the roadway toward Washington Avenue. Closures on Washington Avenue are expected either late next week or during the week of October 12 as work reaches that portion of the project. We are pleased with the progress being made and are looking forward to seeing the project completed.

Tax Incentive Committee / Mead Johnson – The Tax Incentive Committee will meet on Monday, October 5 at 5:30 p.m. to review two applications from Mead Johnson & Company, LLC. The first is a request to establish an Industrial Development District encompassing its expanded campus, including recently acquired properties. The second is an Act 198 Industrial Facilities Exemption Certificate application for ventilation improvements to its existing facilities at 725 E. Main Avenue. If the Committee advances the applications, they will come before the full City Council at an upcoming meeting.

FY2026 Audit – Brickley DeLong was onsite this week conducting fieldwork for the City's FY2026 annual audit. Finance staff worked with the audit team throughout the week to provide requested schedules, confirmations, and supporting documentation. The audit is continuing through its follow-up phase as the auditors complete their review and work toward finalizing the City's financial statements and audit report. Staff will continue providing any additional information needed as the process moves toward completion. We anticipate bringing the final audit to City Council for presentation and acceptance at a December Council meeting.

FEEL THE ZEEL



Planning Commission Meeting – The Planning Commission held its regular October meeting on Thursday, October 1. The meeting began with a bus tour of the City to begin development of the 2027 Planning Commission Capital Improvement Projects List.

The Commission also held public hearings on two applications and approved both. The first was a site plan review application from Plascore for construction of a new 83,500-square-foot industrial building and related site improvements at 500 E. Roosevelt Avenue. The second was a special land use application for an accessory dwelling unit at 44 W. Garfield Avenue. The City's accessory dwelling unit ordinance was adopted in 2023, and this was the first application considered by the Planning Commission under the ordinance.

Parks & Recreation Master Plan – Work continues on the update to the City's Five-Year Parks & Recreation Master Plan. This week, a capital-improvement priority survey was distributed to members of the Cemetery & Parks Commission to help identify and rank potential projects for inclusion in the plan. Responses are due next week so the results can be compiled and incorporated into the Commission's upcoming discussion. This will help guide the next phase of the planning process as the City works toward establishing priorities for future park and recreation improvements.

Public Power Week / BPW Open House – The Zeeland Board of Public Works will celebrate Public Power Week next week, October 4–10. As part of the celebration, the BPW will host a community open house and ribbon-cutting at its renovated Customer Service Office, 350 E. Washington Avenue, on Thursday, October 8 from 4:00–7:00 p.m. The open house will provide an opportunity for community members to tour the renovated facility, meet BPW staff, and learn more about the services provided by our locally owned electric and water utilities. We appreciate the work of the BPW staff in putting together the event and encourage Councilmembers to stop by if their schedules allow.

Pumpkinfest – Pumpkinfest is underway this weekend, and we look forward to another great community event. As a reminder, the Pumpkinfest Parade will take place on Saturday, and we look forward to participating alongside the many community groups, organizations, and residents who make the event special each year. Thank you again to Zeeland Festivals, City staff, volunteers, and everyone else who puts so much time and effort into planning and carrying out Pumpkinfest. It takes a significant amount of coordination to make the weekend successful, and we appreciate everyone's work.



Attachment – Howard Miller Library Monthly Report.

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

Kevin Plockmeyer, Interim City Manager

Howard Miller Library and Community Center Director's Report

Reporting Period

September 2026

Library Events and Programming Highlights

Adult Programming

- **Medicare 101:** September 8, presented in partnership with Priority Health, a helpful, unbiased information session to make informed healthcare decisions. 4 attended.
- **Fall Fabric Collage:** September 15, a pumpkin-themed fabric collage craft program with local textile artist Vickie Morgan. 11 attended.
- **Author Visit** with local magician and author Maciek Biezunski: September 22, a discussion of his memoir, *Paper Bridges: A Remarkable True Love Story*, which chronicles his journey from life in communist Poland during the Cold War to a long-distance romance with an American woman that ultimately led him to immigrate to the United States. 8 attended.

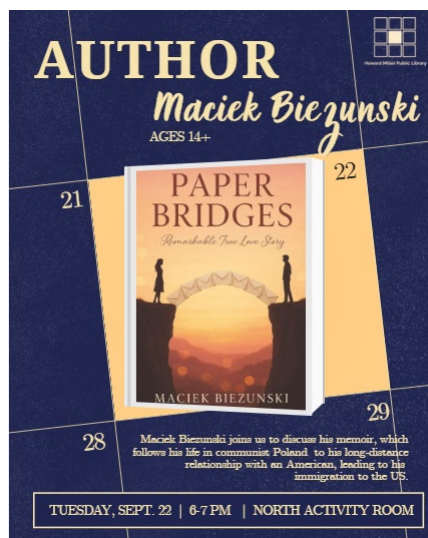


Figure 1: Author visit poster

- **OASD Monthly Movie Day** returned with 31 in attendance to enjoy a movie and free popcorn.

Youth and Family Programs



Figure 2: Toddler and Preschool Storytime poster

- **Pizza and Pages** returned this fall with 5 tweens in attendance for the first gathering.
- Regular storytime sessions have begun for both the Toddler and Preschool age groups on Wednesday and Thursday mornings respectively.
- Staff provided access to the Banquet Room on the ZPS half day of school for the middle school students with 90 in attendance.

Staff Highlights

- This month staff removed the collection items from the shelving in the Children's area at the back of the room in preparation for the delivery of an interactive wall manipulative and new furniture and rugs which will make up the new Early Literacy Area geared to engage parents and children ages 0-3 in learning activities.
- Jessica Volkers met with Anita Esquerra- Zwiers to coordinate a new partnership with the nonprofit group, Lactation Collective, which provides lactation education and support in the Holland/Zeland area. Jessica will do a monthly storytime for their group at City on a Hill beginning in November through the school year.
- Library leadership team made progress identifying the strategic framework for the goals and activities of the library for 2027-2029 which build on the foundation created by the achievements resulting from the Library's 2024-2026 strategic plan. Notes are attached for LAB review.

Strategic Plan and Support Goals Update - 2026

City of Zeeland Strategic Action Plan – Proposed Library Support Goals

Goal 1: Train staff in the use of Library IQ, an online collection management tool that integrates with our current Integrated Library System (ILS) to provide real time circulation and cataloging information.

- Status: **Complete**
- Outcome Indicator:
 - 12 of 12 training modules completed by purchasing staff.

Goal 2: Complete sound-absorption installation project for library to treat acoustic issues.

- Status: **Ongoing**
- Outcome Indicators:
 - RFP was reposted on the City website as of August 11, 2026.
 - 4 contractors attended the mandatory pre-bid meeting on August 28, 2026.
 - 2 official bids received from Lakewood Construction and McGraw Construction.
 - Project to be awarded during the October 5, City Council meeting.

Goal 3: Digitize library registration cards and Library of Things waivers.

- Status: **Complete**
- Outcome Indicators:
 - All current library card registration forms have been digitized.
 - It has been determined that digitization of the Library of Things waivers is not necessary since notations in Sierra are made for each patron who signs and they are valid for only 12 months.

Goal 4: Work toward meeting website compliance with WCAG 2.2 AA accessibility standards mandated for April 2028.

- Status: **Ongoing** – Audit activities have begun. Remediation efforts have begun.
- Outcome Indicators:
 - The deadline for compliance has been postponed until April 2028 for communities the size of Zeeland.
 - Currently creating only ADA compliant documents for posting on website.

Update to HML Strategic Plan Goals 2026

Goal 1: Strengthen community engagement through robust core services

- Outcome Indicators:
 - Partnership with new nonprofit lactation support organization, Lactation Collective, to present monthly storytimes at their meetings

Goal 2: Enhance library spaces and operations for maximized usage

- Outcome Indicators:
 - Acoustic testing by ABD Engineering completed in January 2026.
 - RFP for acoustical remediation project posted May 26, 2026.
 - RFP reposted August 18, 2026.
 - Pre-bid contractor meeting hosted 4 contractors on August 28, 2026.
 - 2 bids received for doing the project; bid award on October 5, 2026, at the City Council meeting.

Goal Area 3: Prioritize organizational culture and staff development

- Outcome Indicators:
 - In September, 1 staff member participated in 2 separate webinars for professional development.

Looking Forward

- Gary Schmidt author visit October 8
- Bid award to sound abatement contractor
- Staff Development Day October 12

By the Numbers

HML By the Numbers – September 2026

	September		
	2026	2025	% Change
Visitors	8,617	9,529	-10%
Curbside Delivery	5	5	0%
Digital Downloads	6,057	6,142	-1%
Physical Items (Circulation)	26,978	26,552	2%
Computer Sessions	346	458	-24%

Figure 3: Table showing an increase in visitors and physical items in circulation and decrease in curbside deliveries, digital downloads, and computer sessions

Program Attendance Summary

Children's Programs:

- 14 Programs – 553 Participants

Teen Programs:

- 1 Program – 5 Participants

Adult Programs:

- 4 Programs – 54 Participants

Fieldtrip Programs:

- 0 Programs – 0 Participants

Outreach Programs:

- 0 Programs – 0 Participants

Passive Programs:

- 1 Programs – 90 Participants

Howard Miller Community Center Usage Statistics – September 2026

Number of events:

- 25 Events

Fee-exempt events:

- 1 Events with fee-exempt room usage

Estimated attendees:

- 737 Attendees
 - Estimate based on what event organizers reported – some events do not report attendees

Community Center Events/Updates:

- Nothing to report this month.

HML Strategic Plan 2027-2029

Brainstorm Ideas

- Build upon progress made during the previous planning cycle
- Focus more intentionally on the impact the Library seeks to have in the community
- Renew organizational emphasis on reading and literacy
- Continue to strengthen community connection through improved library spaces and organizational excellence

Strategic Direction 1: Champion reading, literacy and lifelong learning

- Desired 2029 outcome
 - People of all ages are encouraged to read, learn, explore ideas, and build literacy throughout their lives through the help of Library programs and resources
- Suggested core Measures
 - Physical and digital circulation
 - Participation in reading/literacy programs
 - Patron response to “The Library encourages me or my family to read and learn”
- 2027 priority
 - Establish baseline data and coordinate reading-focused services, displays, programs, and early literacy efforts

Strategic Direction 2: Deepen community connection, access to resources, and sense of belonging

- Desired 2029 outcome
 - More residents know about, access, and value library services and opportunities
- Suggested core measures
 - New and active cardholders
 - Outreach and partnership activities
 - Increased patron awareness of library services
- 2027 priorities
 - Review current community partnerships
 - Identify non-users

- Pilot activities to reach non-users

Strategic Direction 3: Create welcoming spaces for reading, learning, and connection

- Desired 2029 outcome
 - Patrons can find library spaces that support quiet reading, study, creativity, technology use, play, and community connection
- Suggested core measures
 - Patron satisfaction with spaces
 - Completion of priority facility improvements (sound abatement)
- 2027 priority
 - Establish a space-use and satisfaction baseline and evaluate the impact of planned facility improvements

Strategic Direction 4: Strengthen organizational capacity and service excellence

- Desired 2029 outcome
 - Staff are informed, prepared, and supported in providing consistent, responsive, and sustainable service at a level of excellence
- Suggested core measures
 - Solicit regular staff feedback on communication efforts across the organization and on how confident they feel in performing their duties
 - Track professional development participation
- 2027 priority
 - Improve cross-shift communication
 - Promote staff-learning plan

In Summary

The 2027–2029 Strategic Plan will build upon the progress made during the previous three-year planning cycle. With many foundational improvements in programming, community engagement, library spaces, technology, and staff development now established, the new plan focuses more intentionally on the impact HML seeks to have in the community.

The plan will place renewed emphasis on reading and literacy while continuing to strengthen community connection, thoughtfully designed library spaces, and organizational excellence. Specific projects and activities will be identified through annual implementation plans, allowing the Library to remain responsive to changing community needs and available resources.

Official plan documents to be developed through October to be presented to the LAB at the November 17 meeting.



Zeeland Police Department

29 W Main Ave, Zeeland, MI 49464 (616) 772-9125 Fax (616) 772-0897

Timothy L. Jungel - *Chief of Police*

To: Mayor VanDorp and City Council
From: Chief Tim Jungel
Date October 2, 2026
Re: Main/Centennial All-Way Stop

The following is a request that the City Council consider installing an **All-Way stop at the intersection of Main Ave. and Centennial St.**

This is a change that residents and members of the community have requested for some time. In the past, the intersection did not meet the applicable warrant requirements for an all-way stop. However, warrant requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) have changed, and we believe it is appropriate for the city to evaluate the intersection under the current MMUTCD guidelines.

Basis for the Request

There are several factors that warrant consideration of an all-way stop at this location, including:

- **Pedestrian/bicyclist traffic:** The intersection experiences pedestrian and bicyclist activity that would benefit from improved traffic control and clearer expectations for both drivers and pedestrians.
- **Students traveling to and from school:** Students regularly travel through the area on their way to and from school, increasing the importance of providing a predictable and safe crossing environment.
- **Vehicular traffic:** The volume and movement of vehicles through the intersection create additional conflicts with pedestrian and cross traffic.

The MMUTCD provides criteria for evaluating all-way stop control. This intersection now meets those criteria. I would recommend that city council approve the All-Way stop at the corner of Main Ave. and Centennial St. and direct that appropriate signage be installed.

Respectfully,

Chief Tim Jungel

City of Zeeland
TRAFFIC CONTROL ORDER

Order Number: 2026-19

Date of Filing: October 1, 2026

In accordance with Section 38-21 of the Zeeland City Code as amended, an investigation of the traffic conditions on Main Ave at Centennial St. has been conducted. Warrant requirements for the 2025 Michigan Manual on Uniform Traffic Control Devices (MMUTCD) have been met. Namely, factors that may not be able to be measured by data alone such as the need to control left-turn conflicts, an intersection of two residential neighborhood streets of similar design, or where heavy pedestrian / bicyclist traffic would support the installation of an all-way stop intersection. Based on these criteria, this location is an intersection of two local streets, and has very heavy pedestrian traffic, particularly when school is in session. The collected traffic data shows a peak of 44 pedestrians per hour crossing Main Avenue at this location and an all-way stop configuration would give the right-of-way to these pedestrians.

As a result of said investigation, I do hereby direct that:

The Intersection of Main Ave. and Centennial St. will be an all-way stop and the existing pedestrian crossing signs on Main Avenue should be removed and replaced with stop signs (R1-1). Each stop sign at the intersection should also have an "ALL-WAY" (R1-3P) plaque installed below the stop signs, including the existing stop signs on Centennial Street. Additionally, stop bars should be painted for each approach, four (4) feet upstream of the existing crosswalks.

As a result, the following Traffic Control Orders are amended: Any and all previous traffic orders regarding traffic flow at the intersection of Main Ave and Centennial St. in the City of Zeeland, Mi.

This order shall not expire.

Traffic Engineer

Date of filing with City Clerk: _____

Received for Filing (date) By: City Clerk _____
Signature

Approved by: Zeeland City Council _____
Date

By: _____
Mayor

By: _____
Clerk



September 16, 2026

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

Re: Centennial Street and Main Avenue All-Way Stop Analysis

Dear Mr. Plockmeyer,

The City of Zeeland has expressed interest in converting the intersection of Main Avenue at Centennial Street from a two-way stop to an all-way stop controlled intersection. Previous analyses of this intersection found that traffic volumes alone do not warrant an all-way stop configuration at this location, however the 2025 Michigan Manual on Uniform Traffic Control Devices (MMUTCD) contains updated guidelines for all-way stop controlled intersections, and the following analysis was performed based on these updated guidelines.

Existing Conditions

Currently, the intersection of Main Avenue at Centennial Street is a two-way stop with Main Avenue having free-flow eastbound and westbound traffic, and Centennial Street having stop control for northbound and southbound traffic. This intersection is located on the northwest corner of Cityside Middle School, and at the east end of downtown Zeeland. The speed limit on Main Avenue and Centennial Street is 25 mph.

The City of Zeeland provided peak hour traffic counts performed in September 2024 while school was in session.

All-Way Stop Control Warrants

To evaluate this intersection for all-way stop control, the 2025 MMUTCD provides five (5) different warrants to consider. These warrants are listed below:

1. Crash Experience
2. Sight Distance
3. Transition to Signal Control
4. 8-Hour Volume
5. Other Factors

Since a traffic signal is not being considered at this location, focus will be on warrants 1-2 and 4-5.

Warrant 1: Crash Experience

To analyze this intersection for crashes that may be correctable by an all-way stop configuration, the Michigan Traffic Crash Facts website was referenced for all crashes at Centennial Street and Main Avenue in the last 5 years of available data (2021-2024). This analysis found that two angle crashes have occurred in the last 5 years. These crashes may have been mitigated if an all-way stop

configuration was in place, however the MMUTCD recommends considering an all-way stop configuration if 5 or more crashes have occurred in a 12-month period, or 6 or more crashes have occurred in a 36 month period that may be susceptible to correction by an all-way stop controlled intersection.

Based on these criteria, the Centennial Street and Main Avenue intersection does not meet the warrant for crash experience.

Warrant 2: Sight Distance

Warrant 2 recommends considering an all-way stop configuration when a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop. To evaluate Centennial Street at Main Avenue, the existing sight distance was determined using MDOT's sight distance guidelines for intersection sight distance for passenger cars on a 25mph road. These sight distances are 240 feet for right turns and 280 feet for left turns. Figure 1 below shows these sight distances on an aerial image.

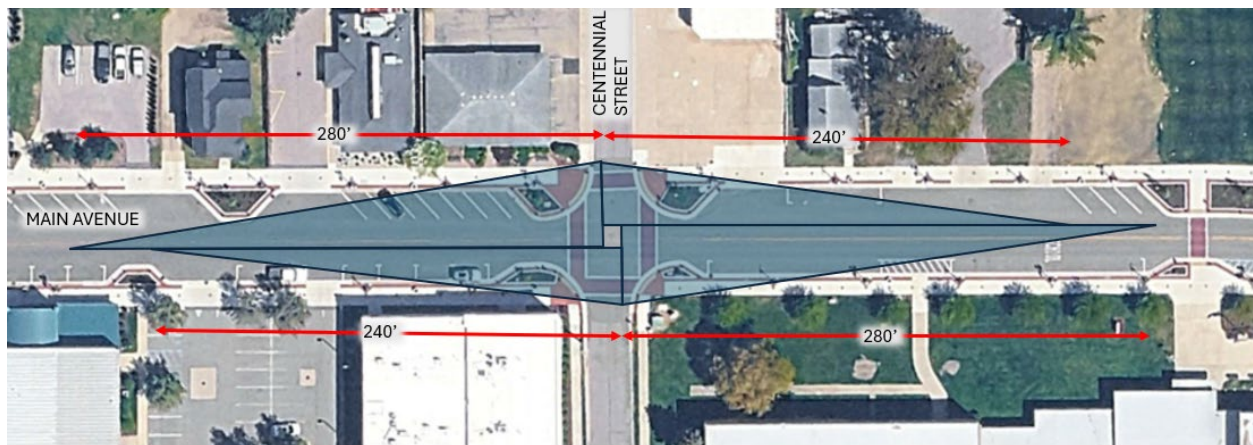


Figure 1 shows that while the recommended sight lines are generally clear of obstructions, vehicles parked on-street can sometimes interfere with the sight distance depending on the vehicle's size. On-street parking is a common sight distance restriction on local roads, and drivers can typically pull forward after stopping to see around them before entering the intersection. In addition to street parked vehicles, the landscaping on each quadrant of the intersection can pose as a slight sight obstruction, although it generally is low level landscaping with a small tree at each corner.

Overall, this intersection is clear of any major sight obstructions, however some sight restrictions can occur from on-street parked vehicles, or from the landscaping, particularly if it grows taller.

Warrant 4: 8-Hour Traffic Volume

Warrant 4 requires the combined motor vehicle, bicycle and pedestrian volume entering an intersection from the major street approaches to be 300 units per hour or greater for each of any eight (8) hours of a typical day AND the combined motor vehicle, bicycle, and pedestrian volume entering the intersection from the minor street approach to be 200 units per hour or greater for the same 8 hours. The traffic data collected in September 2024 only collected data during the morning



and afternoon peak hours; however, Centennial Street had a combined northbound and southbound traffic volume of 136 units per hour in the morning peak, and 125 units per hour in the afternoon peak. These traffic counts show that the peak hours of the day are below 200 units per hour, likely indicating that there is no 8-hour period with traffic volumes exceeding 200 units per hour.

Based on the available traffic data, warrant 4: 8-hour traffic volumes is not met.

Warrant 5: Other Factors

Warrant 5 includes factors that may not be able to be measured by data alone such as the need to control left-turn conflicts, an intersection of two residential neighborhood streets of similar design, or where heavy pedestrian / bicyclist traffic would support the installation of an all-way stop intersection. Based on these criteria, this location is an intersection of two local streets, and has very heavy pedestrian traffic, particularly when school is in session. The collected traffic data shows a peak of 44 pedestrians per hour crossing Main Avenue at this location, and an all-way stop configuration would give the right-of-way to these pedestrians.

Based on the similar design of Main Avenue and Centennial Street, and the heavy pedestrian traffic at this intersection, warrant 5: other factors, is met at this location and an all-way stop configuration is recommended to be implemented.

All-Way Stop Implementation

If an all-way stop configuration is implemented at this location, the existing pedestrian crossing signs on Main Avenue should be removed and replaced with stop signs (R1-1). Each stop sign at the intersection should also have an "ALL-WAY" (R1-3P) plaque installed below the stop signs, including the existing stop signs on Centennial Street. Additionally, stop bars should be painted for each approach, four (4) feet upstream of the existing crosswalks.

Since an all-way stop will be a new traffic control configuration at this intersection, two flags can be installed behind the stop signs on Main Avenue for a temporary period (12 months or less) to draw attention to the new traffic control similar to the below example on a speed limit sign.



Thank you,

A handwritten signature in blue ink, appearing to read "Joe Eberle".

Joe Eberle, PE



Progressive AE
1811 4 Mile Rd NE

Grand Rapids, Michigan, United States 49525
(616) 361-2664

Count Name: Main Ave &
Centennial Street
Site Code:
Start Date: 09/24/2024
Page No: 1

Turning Movement Data

Start Time	Main Ave Eastbound					Main Ave Westbound					Centennial Street Northbound					Centennial Street Southbound					Int. Total
	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	Left	Thru	Right	Peds	App. Total	
7:00 AM	1	31	2	0	34	1	10	10	0	21	0	5	13	1	18	11	2	0	0	13	86
7:15 AM	2	59	0	0	61	6	21	12	1	39	1	12	35	5	48	19	1	0	1	20	168
7:30 AM	0	17	0	0	17	3	15	5	1	23	0	6	12	0	18	6	1	1	0	8	66
7:45 AM	0	10	0	0	10	1	7	8	2	16	0	2	2	1	4	5	1	1	1	7	37
Hourly Total	3	117	2	0	122	11	53	35	4	99	1	25	62	7	88	41	5	2	2	48	357
8:00 AM	2	8	0	0	10	1	11	6	0	18	1	5	2	0	8	2	4	2	0	8	44
8:15 AM	0	11	0	0	11	1	13	5	0	19	1	2	2	0	5	2	1	4	0	7	42
8:30 AM	1	10	0	0	11	2	20	5	0	27	1	3	0	0	4	7	2	1	0	10	52
8:45 AM	0	11	0	0	11	2	26	7	0	35	2	1	1	1	4	7	1	4	0	12	62
Hourly Total	3	40	0	0	43	6	70	23	0	99	5	11	5	1	21	18	8	11	0	37	200
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2:00 PM	0	11	0	0	11	1	11	3	0	15	2	3	4	0	9	13	5	4	0	22	57
2:15 PM	1	20	0	0	21	3	14	4	0	21	0	2	7	0	9	13	3	1	0	17	68
2:30 PM	1	15	1	2	17	4	22	19	2	45	2	10	10	38	22	9	5	2	1	16	100
2:45 PM	2	14	0	0	16	3	18	2	0	23	1	3	6	6	10	13	5	2	2	20	69
Hourly Total	4	60	1	2	65	11	65	28	2	104	5	18	27	44	50	48	18	9	3	75	294
3:00 PM	1	9	1	0	11	2	3	8	0	13	1	3	4	1	8	10	6	2	0	18	50
3:15 PM	0	10	0	0	10	1	13	4	0	18	0	2	3	1	5	5	4	2	0	11	44
3:30 PM	2	12	0	1	14	2	16	8	0	26	2	2	0	0	4	9	0	2	1	11	55
3:45 PM	0	14	1	1	15	0	18	4	0	22	4	1	1	3	6	8	4	2	0	14	57
Hourly Total	3	45	2	2	50	5	50	24	0	79	7	8	8	5	23	32	14	8	1	54	206
Grand Total	13	262	5	4	280	33	238	110	6	381	18	62	102	57	182	139	45	30	6	214	1057
Approach %	4.6	93.6	1.8	-	-	8.7	62.5	28.9	-	-	9.9	34.1	56.0	-	-	65.0	21.0	14.0	-	-	-
Total %	1.2	24.8	0.5	-	26.5	3.1	22.5	10.4	-	36.0	1.7	5.9	9.6	-	17.2	13.2	4.3	2.8	-	20.2	-
Lights	11	255	5	-	271	33	238	107	-	378	18	45	99	-	162	134	43	29	-	206	1017
% Lights	84.6	97.3	100.0	-	96.8	100.0	100.0	97.3	-	99.2	100.0	72.6	97.1	-	89.0	96.4	95.6	96.7	-	96.3	96.2
Mediums	2	6	0	-	8	0	0	3	-	3	0	17	3	-	20	4	2	1	-	7	38
% Mediums	15.4	2.3	0.0	-	2.9	0.0	0.0	2.7	-	0.8	0.0	27.4	2.9	-	11.0	2.9	4.4	3.3	-	3.3	3.6
Articulated Trucks	0	1	0	-	1	0	0	0	-	0	0	0	0	-	0	1	0	0	-	1	2
% Articulated Trucks	0.0	0.4	0.0	-	0.4	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0	-	0.0	0.7	0.0	0.0	-	0.5	0.2
Pedestrians	-	-	-	4	-	-	-	-	6	-	-	-	-	57	-	-	-	-	6	-	-
% Pedestrians	-	-	-	100.0	-	-	-	-	100.0	-	-	-	-	100.0	-	-	-	-	100.0	-	-



Zeeland Police Department

29 W Main Ave, Zeeland, MI 49464 (616) 772-9125 Fax (616) 772-0897

Timothy L. Jungel - *Chief of Police*

To: Mayor VanDorp and City Council
From: Chief Tim Jungel
Date October 2, 2026
Re: "No Parking" Rich Ave.

This memo requests consideration of establishing a no-parking restriction along the north side of Rich Street between S. Peck St. and S. Maple St. to improve traffic flow and pedestrian safety.

Justification

Rich Street experiences periods of significant congestion, particularly when activity at the park increases. Vehicles parked along the north side of the street reduce the available roadway width and contribute to congestion and conflicts between vehicles traveling in opposite directions.

An additional concern is the number of children crossing Rich Street to access the park on the south side of the street. When vehicles are parked along the north side, visibility between approaching motorists and children attempting to cross the street can be restricted. Children may also be required to cross around parked vehicles or between vehicles, creating an unpredictable situation for both pedestrians and motorists.

Removing parking from the north side of Rich Street would:

- Improve the available roadway width and reduce congestion.
- Improve sight distance for motorists approaching pedestrian crossing areas.
- Provide drivers with a clearer view of children and other pedestrians crossing toward the park.
- Reduce conflicts between parked vehicles, moving traffic, and pedestrians.
- Create a more predictable and orderly traffic environment during periods of increased park activity.

Recommendation

Given the recurring congestion and the presence of children crossing Rich Street to access the park, establishing a no-parking restriction on the north side of Rich Street would provide additional roadway capacity and improve visibility and pedestrian safety.

We recommend that the City Council approve the attached Traffic Control order for No Parking on the North side of Rich Ave. between Peck St. and S. Maple St. and direct that the appropriate signage be installed.

Respectfully,

Chief Tim Jungel

City of Zeeland
TRAFFIC CONTROL ORDER

Order Number: 2026-20

Date of Filing: October 2, 2026

In accordance with Section 38-21 of the Zeeland City Code as amended, an investigation of the traffic conditions on Rich Ave. between S. Peck St and S. Maple St. has been conducted.

As a result of said investigation, I do hereby direct that:

The North Side of Rich Ave. between S. Peck St. and S. Maple St. be designated “No Parking”.

R7-13 (No Parking this side of Street) signs be posted identifying the area impacted by this order.

As a result, the following Traffic Control Orders are amended:

Any and all previous traffic orders regarding parking on the North Side of Rich Ave. between S. Peck St. and S. Maple St. in the City of Zeeland, Mi.

This order shall not expire.

Traffic Engineer

Date of filing with City Clerk: _____

Received for Filing (date) By: City Clerk _____
Signature

Approved by: Zeeland City Council

Date

By: _____
Mayor

By: _____
Clerk



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

CITY COUNCIL MEMORANDUM

TO: Kevin Plockmeyer, Interim City Manager

FROM: Amanda Hanson, Howard Miller Library & Community Center Director
Ben Kiewiet, Facilities Maintenance Supervisor

SUBJECT: October 5th City Council Meeting Agenda – Atrium Acoustics Remediation Project – Contractor Award Recommendation

DATE: September 24, 2026

Background

Library staff and patrons have consistently expressed concerns regarding sound levels within the Howard Miller Public Library. The building's open atrium and stairwell design allows sound to travel throughout both floors of the library, and the lack of sufficient acoustic buffering becomes particularly noticeable during busy periods.

In January 2026, Acoustics By Design (ABD) conducted an acoustic study of the library and prepared a report identifying several treatment options to improve sound absorption and reduce reverberation within the building.

Following completion of the study, Library Director Amanda Hanson and Facilities Maintenance Supervisor Ben Kiewiet developed a Request for Proposals (RFP) to solicit qualified contractors to complete the recommended acoustic improvements in accordance with the ABD report.

The RFP was initially issued in May 2026. No bids were received, in large part because construction firms were committed to summer projects, particularly school construction work. The City reissued the RFP in August, and two construction firms submitted proposals by the September 18, 2026, bid deadline.



BID RESULTS

The following bids were received:

Contractor	Bid
Lakewood Construction – Treatment Option #3	\$105,659
McGraw Construction, Inc.	\$176,000

Lakewood also provided separate pricing for each of the three treatment options identified in the project documents: \$59,738 for Treatment Option #1, \$86,544 for Treatment Option #2, and \$105,659 for Treatment Option #3.

Following receipt of the proposals, Ben Kiewiet and Amanda Hanson contacted Lakewood Construction to confirm its pricing for completion of the total project using **Treatment Option #3**, the preferred treatment level selected from the remediation options presented in the ABD acoustical report. The confirmed project price is \$105,659.

Staff Review and Recommendation

Staff recommends awarding the Atrium Acoustics Remediation Project to Lakewood Construction for \$105,659.

In addition to being approximately \$70,341 lower than the McGraw proposal, Lakewood's submission provided staff with greater detail regarding its proposed approach and pricing. Lakewood provided separate pricing for all three treatment options as well as unit pricing for installed acoustical wall panels, high-NRC ceiling tile, and impact-resistant acoustical wall panels.

The proposals also differed in the amount of certainty they provided regarding project execution. McGraw's submission identified a number of qualifications and items to be determined following award, including negotiation of the construction schedule, subcontractors to be identified after award, and other project assumptions. Its proposal nevertheless confirmed a lump-sum price of \$176,000.



Staff believes the significant difference between the two bids reflects, in part, Lakewood's familiarity with this type of work and its organizational resources to complete the project efficiently. Lakewood's more detailed submission, proposed schedule, and the City's previous experience working with the company provide staff with confidence in Lakewood's understanding of the project requirements and ability to successfully complete the work.

Funding

The project will be funded through the Howard Miller Library Endowment Fund, which currently has a fund balance of approximately \$261,000. A total of \$150,000 has been requested in the FY 2026–27 budget for this project. The recommended Lakewood contract of \$105,659 is approximately \$44,341 below the amount budgeted for the project.

In addition to the contract amount, staff recommends establishing a \$10,000 project contingency allowance, approximately 10% of the contract price, to address unforeseen conditions or additional work that may become necessary during construction. This would establish a total authorized project budget of **\$115,659**. Any unused contingency funds would remain in the Endowment Fund.

Completion of the acoustics remediation project is also one of the Library's operational goals identified through City Council's 2026 goal-setting process.

Recommended Action

Staff recommends that City Council award a contract to Lakewood Construction in the amount of \$105,659 and establish a total project budget of \$115,659, which includes a \$10,000 contingency allowance for unforeseen construction conditions, and authorize City staff to execute the necessary contract documents and proceed with the project.



Suggested Motion:

Motion to award the Howard Miller Public Library Atrium Acoustics Remediation Project, Treatment Option #3, to Lakewood Construction in the amount of \$105,659 and set a total project budget of \$115,659, including a \$10,000 contingency allowance, and authorize staff to execute the necessary contract documents and proceed with the project.

Thank you.

Amanda Hanson

Amanda Hanson, Director, Howard Miller Library & Community Center

Attachments:

1. Atrium Acoustics Remediation Project Bid Tab Sheet
2. Lakewood Construction Proposal
3. McGraw Construction, Inc. Proposal

Atrium Acoustics Remediation Project

Bid Tab Sheet

Friday, September 18, 2026 @ 10:00 AM

Bidder	Bid Quote
McGraw Construction Inc.	\$ 176,000.00
Lakewood Construction:	
Treatment Option #1	\$ 59,738.00
Treatment Option #2	\$ 86,544.00
Treatment Option #3	\$ 105,659.00
Deductive Alternate (Phase 2 completed during one-day library closure)	\$ 3,500.00



PROPOSAL

Howard Miller Library

Atrium Acoustics Remediation Project

Submitted to:

City of Zeeland
14 S. Church Street, Zeeland, MI 49464

Submitted by:

Lakewood Construction
11253 James Street, Holland, MI 49424

September 18, 2026

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Tab 8 — Exceptions, Assumptions, and Deviations

TAB 1

COVER LETTER

Howard Miller Library Atrium Acoustics Remediation Project

September 18, 2026

City of Zeeland

14 S. Church Street

Zeeland, MI 49464

Re: Proposal for Howard Miller Library Atrium Acoustics Remediation Project

To Whom It May Concern,

Thank you for the opportunity to submit our proposal for the atrium acoustics remediation project. We are pleased to provide our proposal for your consideration and appreciate the opportunity to participate in this process.

Our team has reviewed the project requirements and developed a proposal that reflects our understanding of the work, commitment to quality craftsmanship, and dedication to completing the project safely, efficiently, and in accordance with the project specifications.

We are confident in our ability to deliver a successful installation that meets the performance and aesthetic goals of the project. Our experienced installation team is committed to maintaining open communication, adhering to project schedules, and providing exceptional service throughout the duration of the work.

Please find our complete proposal enclosed for your review. Should you have any questions or require additional information, please do not hesitate to contact me directly.

We hereby confirm that our proposal pricing and terms shall remain firm and valid for a period of **one hundred eighty (180) days** from the date of submission.

We appreciate your consideration and look forward to the opportunity to work with you on this project.

Sincerely,

Rachel DeGood

Project Manager

Lakewood Construction

11253 James Street, Holland, MI 49424

Phone: 425.327.8095

Email: rdegood@lakewoodinc.com

TAB 2

PROJECT EXPERIENCE

Similar Project Experience and References

Lakewood Construction has provided the following three references from three of the four projects listed in our project experience.

Herrick District Library — Main Branch Renovations**Reference:**

Natalie Williams | 616.355.3724 | nwilliams@herrickdl.org

Pigeon Creek — New Event & Recreation Space**Reference:**

Mike Kuyers | 616.836.0247 | Mike.kuyers@gmail.com

Ivy House — Award-Winning Venue (New Build)**Reference:**

Brian Grant | 616.299.0693 | Brain.grant77@yahoo.com

PROJECT EXPERIENCE

A modern interior space featuring a curved wooden floor that transitions into a grey carpeted area. On the left, a long white countertop with teal cabinets underneath and above it holds a small potted plant. A vibrant red wall is in the background, next to a glass partition with a black frame. The ceiling is dark with several recessed lights, and a curved architectural element is visible on the right side of the frame.



SOUNDOFF SIGNAL

MASTER PLANNING FOR GROWTH

PROJECT SCOPE

Comprehensive master planning to expand, renovate, and build new office space, innovation hubs, and manufacturing centers.

- Work within highly confidential and secure facilities
- Mezzanine and office fit-outs
- Front office vestibules and branding improvements

PROJECT SUMMARY

Lakewood has a strong relationship with SoundOff Signal and is their design-build partner whenever they need to expand or update their spaces. From the secure vestibule to the expanded Royal Court facility and improved traffic flow along Central Parkway, we've created functional, future-ready spaces. Our expertise in complex mix-use facilities ensures each project phase aligns with SoundOff's operational needs.

LOCATION

HUDSONVILLE, MI

BUDGET

\$20M+

PROJECT TYPES

RENOVATIONS
EXPANSIONS

DESIGNED BY



LAKWOOD CONSTRUCTION / ARCHITECTURE 3

HERRICK DISTRICT LIBRARY

MAIN BRANCH RENOVATIONS



PROJECT SCOPE

Complete design-build solution, from design and architectural, to logistics and construction management. Project includes extensive renovation including logistical upgrades, structural changes, key feature adjustments and building improvements.

- Reinvent people movement throughout the space, including the main staircase
- Choreograph logistics to phase renovations while remaining open to the public.
- Intentionally incorporate community input into the design and build elements.

PROJECT SUMMARY

The Herrick team desired a design build partner who could revitalize their flagship space and realize their vision for a new community hub of modern learning for decades to come. From leaky roofs to glass feature designs that caused frequent condensation water damage to outdated layouts and designs, Lakewood worked alongside the Herrick team to not only solve current problems, but shape the dreams for lasting beacon for the community.

LOCATION

HOLLAND MI

BUDGET

\$5.7M

PROJECT TYPE

OCCUPIED SPACE
RENOVATION

DESIGNED BY



PIGEON CREEK

NEW EVENT &
RECREATION SPACE



PROJECT SCOPE

New event center space with bridal suite, grooms quarters, golf simulator and full cocktail bar—with the unique combination of serving as an indoor pickleball facility during weekdays.

PROJECT SUMMARY

As Pigeon Creek golf course continued to expand, they sought a design partner who could develop a multi-purpose facility that could capitalize on the growing pickleball demand while also providing a new revenue opportunity through weddings and events.

LOCATION

WEST OLIVE, MI

BUDGET

\$2.9M

PROJECT TYPE

NEW BUILD

DESIGNED BY



LAKEWOOD CONSTRUCTION / ARCHITECTURE 5



IVY HOUSE

AWARD WINNING VENUE

PROJECT SCOPE

- Overcome material delays and supply chain shortages from pandemic to still complete the project before wedding season
- Tailor design a venue that feels remote while being close to the heart of downtown
- Optimize space and flow through the design process to elevate guest experience

PROJECT SUMMARY

After partnering with Lakewood Construction on Port 393, owners Brian and Candice Grant engaged our team to develop a second event venue on a seven-acre site in Saugatuck. Lakewood assessed the property within 24 hours and transformed the overgrown land into a modern, flexible wedding and event facility. The venue includes open, adaptable spaces and a 300-guest reception hall designed with clean architectural lines, natural wood beams, and efficient back-of-house functionality to support a wide range of events.

With weddings already booked and an extremely tight schedule, Lakewood managed material delays and weather challenges to deliver the project on time for the venue's first event. The design focused on flexibility, operational efficiency, and long-term usability. Ivy House completed a successful inaugural season and continues to generate strong demand, demonstrating the effectiveness of the project approach and execution.

LOCATION

SAUGATUCK, MI

BUDGET

\$2.2M

PROJECT TYPE

NEW BUILD

DESIGNED BY



[illegible]

TAB 3

PRODUCT DATA

Product Data and Materials

The following product data and materials information is provided in accordance with Tab 3 requirements. Manufacturer cut sheets, NRC documentation, and fire rating certificates are attached as supporting exhibits.

- Proposed Products and Manufacturers
- NRC (Noise Reduction Coefficient) Documentation
- Fire Rating Documentation
- Finish Information
- Edge Details
- Mounting Systems



HardSide

ACOUSTICAL WALL PANELS

A COMBINATION OF GREAT APPEARANCE, SUPERIOR ACOUSTICAL PERFORMANCE, AND DESIGN FLEXIBILITY MAKES HARDSIDE ACOUSTICAL WALL PANELS THE PERFECT SOLUTION FOR MANY INTERIOR REVERBERANT NOISE PROBLEMS.

HardSide is a traditional acoustical wall panel offering design versatility. A variety of shaped edges and panel thicknesses allow you to design for the desired appearance and acoustics. The perfect solution for many reverberant noise problems, HardSide delivers superior performance.

The core of this panel is a 6-7 PCF fiberglass board. The edges are chemically hardened for durability.

Fabric facing, from the FR-701 collection from Guilford of Maine or factory-approved, customer-selected fabric, is stretched over the panel, wrapped and bonded around the edges for a crisp, finished look. Vinyl finishes are also available.

Design for panel sizes up to a maximum 4 ft. x 10 ft. or custom shaped panels with angled or contoured perimeter cuts.

Quiet study areas

HardSide / Acoustical Wall Panels

DESCRIPTION

- A versatile fiberglass acoustical wall panel wrapped in a wide selection of fabrics or vinyls
- Available with hardened shaped edges
- Engineered sound control with thicknesses from 1" to 4" and sizes up to 4 ft. x 10 ft.
- 5 ft. x 10 ft. option available with 66" wide fabric

FIRE TEST DATA

Class A per ASTM E84

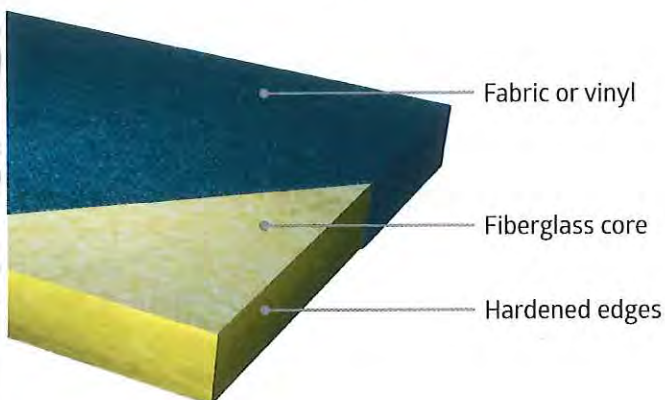
ACOUSTICAL PERFORMANCE

Sound Absorption per ASTM C-423, Type A Mounting

Frequency (Hz)	125	250	500	1K	2K	4K	NRC
1" Thick	0.04	0.30	0.77	1.04	1.06	1.03	0.80
2" Thick	0.28	0.90	1.15	1.17	1.08	1.07	1.10
3" Thick	0.71	1.09	1.19	1.19	1.12	1.06	1.15
4" Thick	0.82	1.21	1.30	1.27	1.16	1.10	1.25

COMPOSITION

- 6-7 PCF density fiberglass core
- Chemically hardened edges
- Wrapped in fabric from Guilford of Maine, or factory-approved customer-selected material



APPLICATIONS

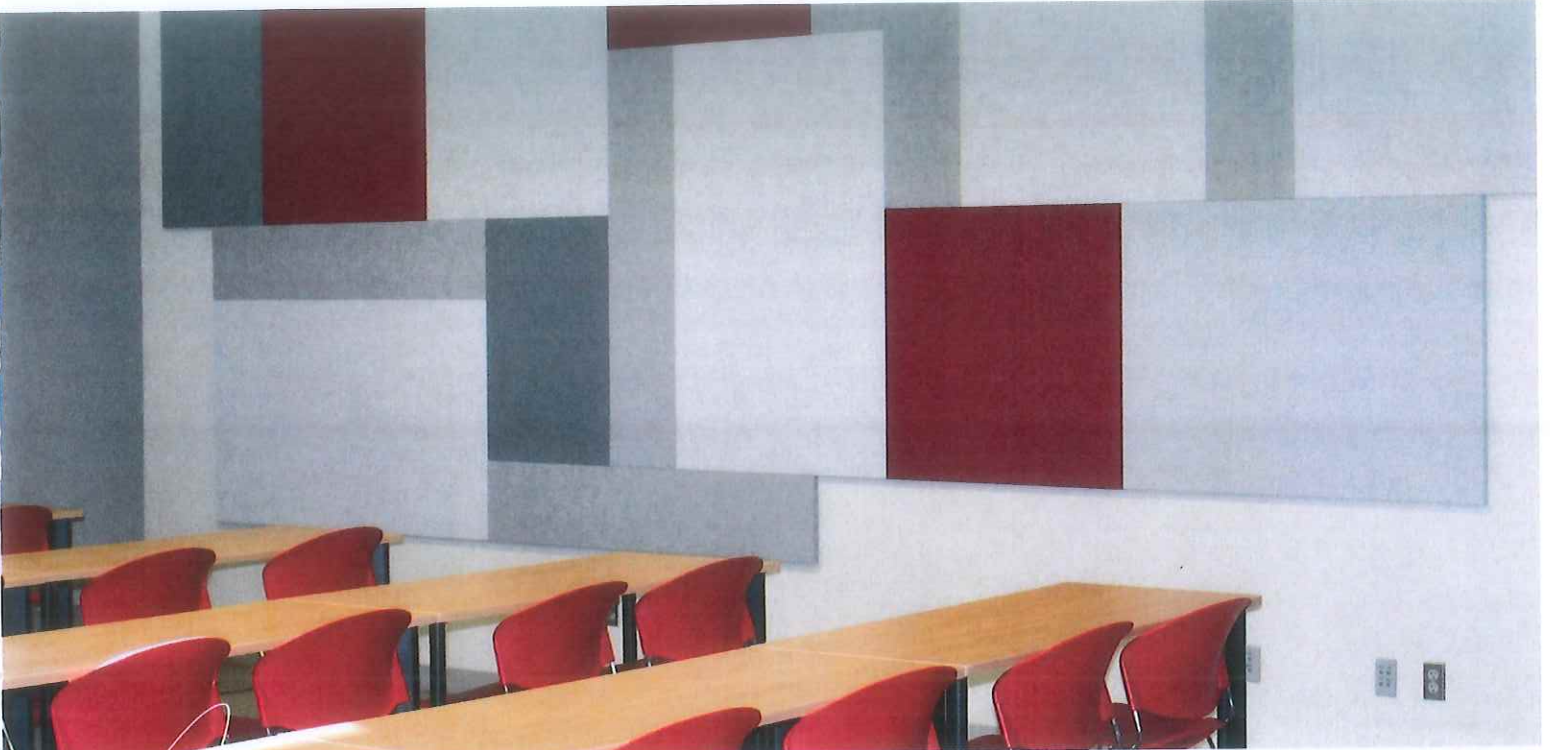
- Interior surfaces where superior acoustical performance is required
- Conference rooms
- Schools /classrooms
- Auditoriums
- Media rooms
- Multi-purpose rooms
- Churches
- Office spaces
- Reception areas
- Home theaters
- Pro theaters

MOUNTING

- HardSide Impaling Clips with Adhesive
- Rotofast Clips for ceilings
- Z-Clips (movable)
- Velcro (movable)
- See HardSide cloud panels for ceiling suspension

EDGE OPTIONS





High Impact HardSide

ACOUSTICAL WALL PANELS

HIGH IMPACT HARDSIDE PANELS ARE A MORE ABUSE RESISTANT MODEL OF THE STANDARD HARDSIDE PANEL. SOUND ABSORPTION COEFFICIENTS ARE HIGHER AND THE IMPACT RESISTANT FACE IS ALSO TACKABLE.

For applications where excellent appearance and superior acoustical performance must be teamed with greater durability, the **High Impact HardSide** acoustical wall panel is the answer.

A two-part composite panel, the High Impact HardSide panel has a 6-7 PCF density core with a 1/8" thick, high density impact resistant skin laminated on the core face. The higher density face gives the High Impact HardSide panel greater abuse resistance, tackability, and higher sound absorption.

This panel can be wrapped with fabric from the FR 701 collection from Guilford of Maine or with a factory approved, customer-selected fabric. Vinyl finishes are also available. Select panel sizes up to 4 ft. x 10 ft. or custom-designed panels with angled or contoured perimeter cuts.

Same color as HardSide

High Impact HardSide / Acoustical Wall Panels

DESCRIPTION

- A fiberglass acoustical wall panel with an impact resistant facing
- Fabric or vinyl wrapped from a wide selection of finishes
- Available with hardened shaped edges
- Thicknesses range from 1-1/8" to 4-1/8" and sizes up to 4 ft. x 10 ft.

FIRE TEST DATA

Class A per ASTM E84

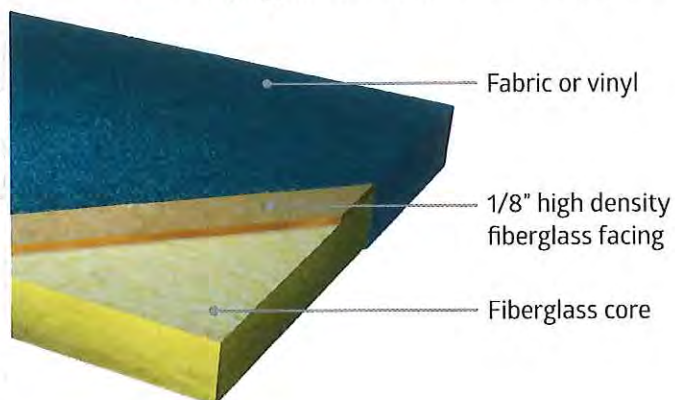
ACOUSTICAL PERFORMANCE

Sound Absorption per ASTM C-423, Type A Mounting

Frequency (Hz)	125	250	500	1K	2K	4K	NRC
1-1/8" Thick	0.15	0.53	1.09	1.21	1.09	1.00	1.00
2-1/8" Thick	0.44	0.75	1.14	1.15	1.11	1.05	1.05
3-1/8" Thick	0.70	1.00	1.06	1.06	1.01	0.95	1.05
4-1/8" Thick	0.80	1.07	1.20	1.18	1.10	1.04	1.15

COMPOSITION

- 6-7 PCF density fiberglass core
- 1/8" high impact "skin"
- Chemically hardened edges
- Wrapped in fabric from Guilford of Maine, or factory-approved customer-selected material



APPLICATIONS

- Interior surfaces where superior acoustical performance must be teamed with greater durability and abuse resistance
- Schools /classrooms
- Auditoriums
- Lobbies and corridors
- Churches
- Gymnasiums
- Recreation centers
- Cafeterias (vinyl facing)

MOUNTING

- HardSide impaling clips with adhesive
- Rotofast clips
- Z-Clips (movable)
- Velcro (movable)

EDGE OPTIONS



For both Hardside and High Impact Hardside panels

JUNO | Acoustical Fabric



200
Midnight Sun



086
Sockeye



095
Kenai



096
Borealis



097
Katmai



194
Blue Ice



191
Lake Clark



193
Glacier Sky



091
Big Dipper



090
Night Sky



089
Bering Sea



186
White Pass



106
Halibut



187
Beluga



104
Lynx



107
Otter



105
Caribou



103
Seal



188
Pollock



189
Steelhead



102
Grey Wolf



190
Narwhal



101
Humpback



100
Black Bear

JUNO | Technical Information

Content 100% Post Consumer Recycled Polyester
(PFAS Free)



This meets or exceeds ACT® Performance Guidelines.



*ACT® Registered Certification Marks

Ends / Picks 44 / 43

Weight 15.0 oz. / lin yd.

Repeat Not Applicable / Directional

Roll Size / Width 45-50 yds. / 66"

Cleaning Code W-S

Flammability¹ ASTM E-84 / Cal. TB 117-2013
NFPA 260 / UFAC

Dye lots may vary from samples shown. Final determination of the suitability of this product for an application rests with the user.

A Proposition 65 Warning may be applicable for this product.

¹Flammability: This term and any corresponding data refer to the typical performance in the specific tests indicated and should not be construed to imply the behavior of this or any other material under actual fire conditions.

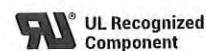
Additional Information



This is a directional fabric. Please use caution when cutting and applying.



This fabric is part of the Earth Friendly Collection. The Earth Friendly Collection provides fabric options for reducing a negative impact on the environment.



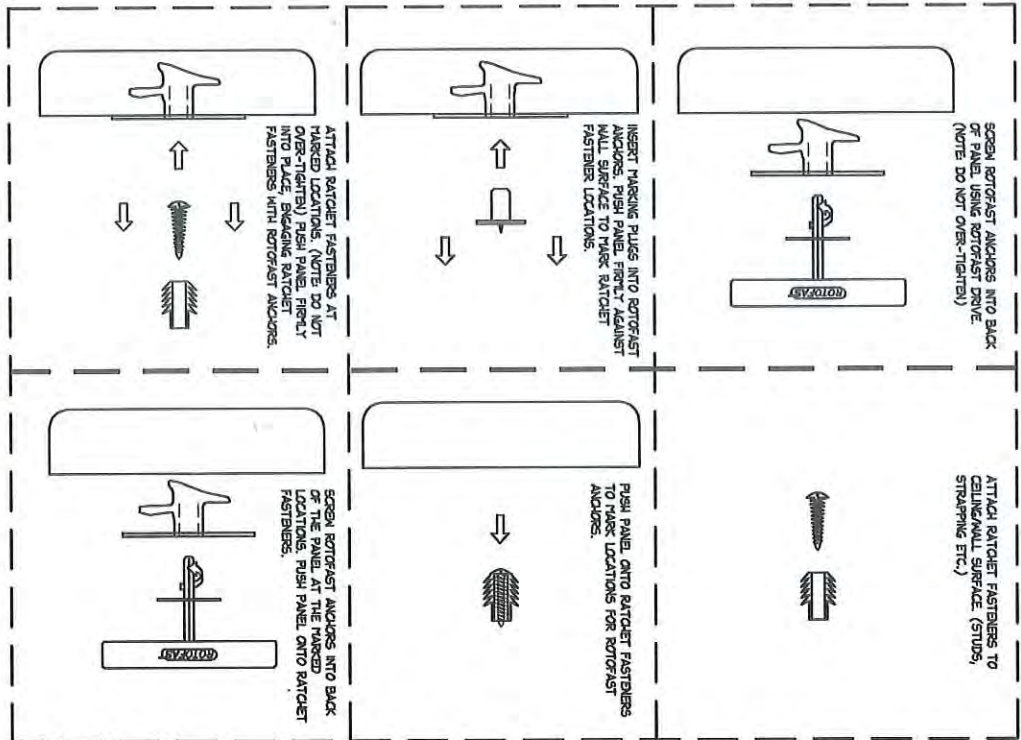
This fabric can be applied without need for further testing to any office panel system which has been authorized for use with fabrics included in UL's Fabric Recognition Program.



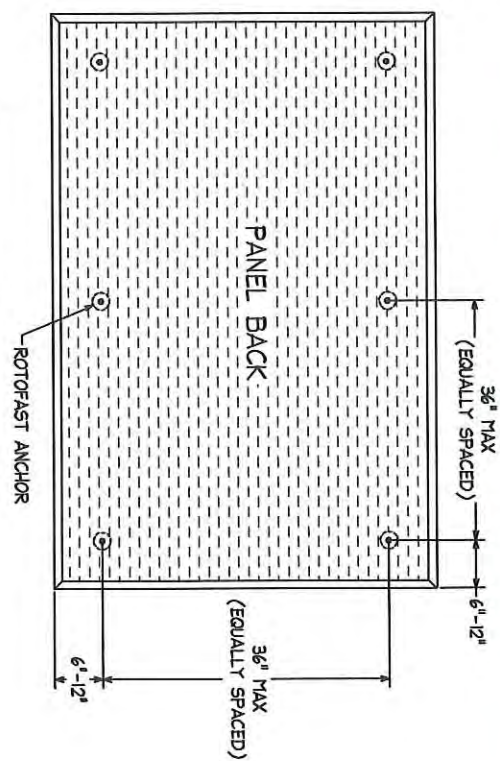
This fabric meets the industry standard requirements for acoustic use using ASTM C423*.
*Standard Test Method for Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method

This pattern has an NRC rating of 0.80

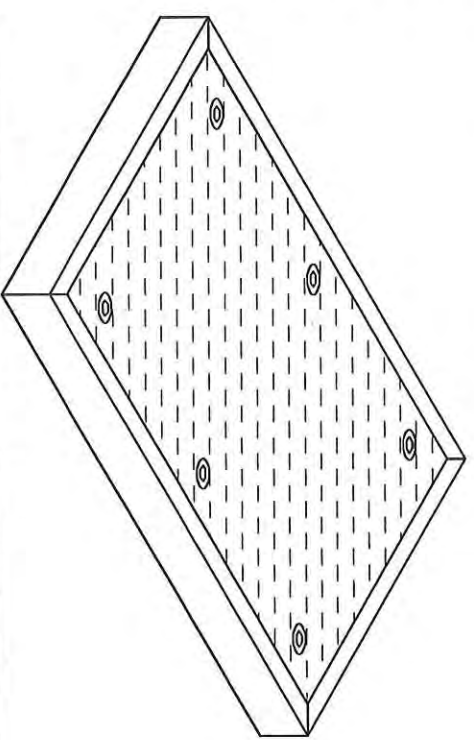
DRYWALL, WALL BOARD OPEN STUDS, BLOCK



- (ROTOFAST ANCHOR QUANTITY EXCEPTIONS)
- 4" HARDSIDE PANEL > 35.7 SF: (10) ANCHORS
 - 4" HIGH IMPACT HARDSIDE PANEL > 32.7 SF: (10) ANCHORS
 - 3" TAD PANEL > 34.7 SF: (10) ANCHORS
 - 4" TAD PANEL 28.0-34.8 SF: (10) ANCHORS
 - 4" TAD > 34.9 SF: (12) ANCHORS
 - 3" VERSATUNE PANEL > 34.4 SF: (10) ANCHORS
 - 4" VERSATUNE PANEL 31.0-38.5 SF: (10) ANCHORS
 - 4" VERSATUNE PANEL > 38.6 SF: (12) ANCHORS

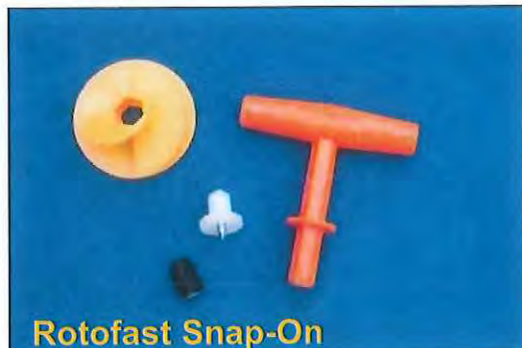


HARDSIDE HIGH IMPACT HARDSIDE TAD VERSATUNE SPORTSBOARD CONFORM SPORTSBOARD ELITE		
LONGEST EDGE OF PANEL	# OF ANCHORS	
48" AND LESS	4	
OVER 48" TO 84"	6	
OVER 84" TO 120"	8	



Rotofast Snap-On Anchor

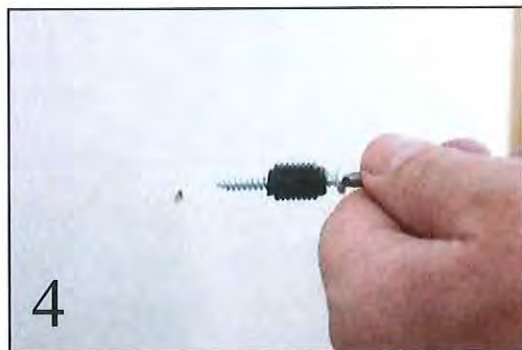
Rotofast Snap-on Anchors are a secure and fast solution for acoustical panel installation. For ceilings or walls, the Rotofast Snap On anchor is the answer.



Everything you need to install a panel in 5 EASY STEPS.



Insert marking plugs into the Snap-On anchors.



Screw ratchets to wall at marked locations. (#8 screws recommended)



Screw Rotofast Snap-On Anchors into the back of the panel using the Rotofast driver tool.



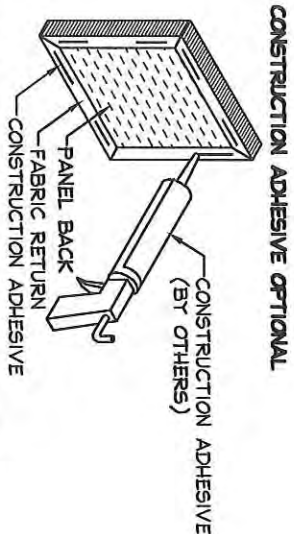
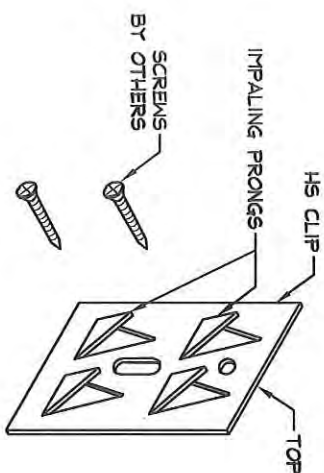
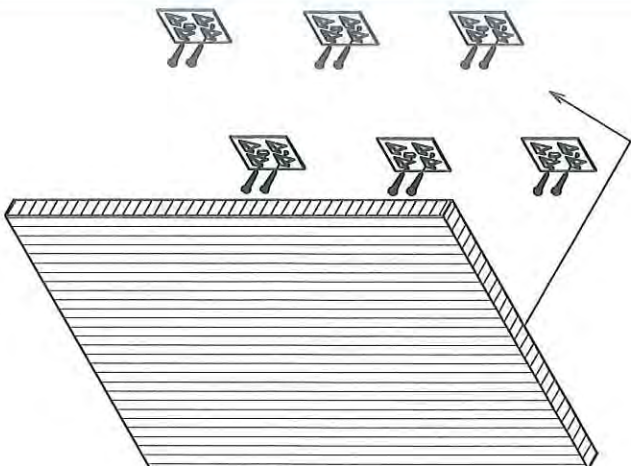
Push panel against wall to mark anchor locations.



Firmly push panel onto ratchets to complete installation.

Ask your panel manufacturer or Rotofast representative for recommended anchor locations and quantities per panel.

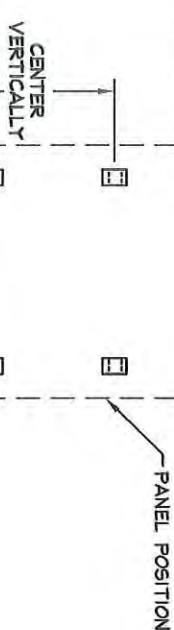
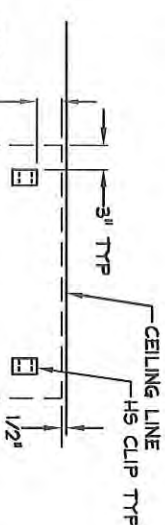
Rotofast
Panel Anchors



CONSTRUCTION ADHESIVE OPTIONAL

(ADHESIVE TO BE APPLIED TO FABRIC RETURN ONLY)

B



NOTE: SEE CHART FOR TYP NUMBER OF CLIPS PER PANEL

C

- DETERMINE WHERE PANELS ARE TO BE INSTALLED (ALLOW 1/2" GAP BETWEEN PANEL AND CEILING.)
- SCREW HS CLIPS INTO PLACE ON WALL PER DETAIL B AND CLIP CHART BELOW
- CLEAN WALL SURFACE AND APPLY CONSTRUCTION ADHESIVE TO PANEL BACK AS SHOWN IN DETAIL C. (ADHESIVE TO BE APPLIED TO FABRIC RETURN ONLY)
- POSITION PANEL APPROXIMATELY 1/2" HIGHER THAN DESIRED PANEL RESTING POSITION AND IMPALE PANEL ONTO CLIPS WITH A DOWNWARD MOTION.

PANEL LENGTH	# OF CLIPS
UP TO 60"	4
61" TO 120"	6

NOTE: IMPALING PRONGS MAY BE BENT FURTHER TO ELIMINATE 1/2" GAP (CONSTRUCTION ADHESIVE MUST BE USED WHEN PRONGS ARE ADJUSTED)

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Tegular
fine texture



CAD/Revit® drawings at:
armstrongceilings.com/cadrevit

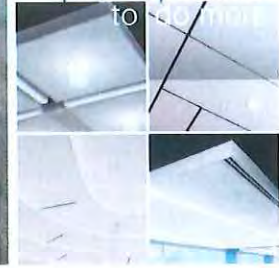


DESIGNFlex®
A New World of Choice
for Ceiling Systems



Optima Tegular 24" x 48" panels with Suprafine 9/16" suspension system

plus capabilities
to do more



armstrongceilings.com/capabilities
See more photos at:
armstrongceilings.com/photogallery

Fine-textured panels with more large-size, standard panel options than any other product family. Offers high sound absorption.

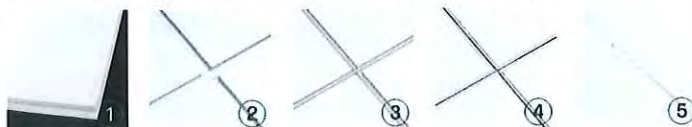
KEY SELECTION ATTRIBUTES

- DesignFlex® options include shapes and made-to-order sizes available to ship in 3 weeks
- Optima® PB panels are part of the Sustain® portfolio and meet the most stringent industry sustainability compliance standards today
- Smooth, clean, durable finish – Washable, Impact-resistant, Scratch-resistant, Soil-resistant
- Items with PB suffix are manufactured with a plant-based binder
- Outstanding acoustical performance for open plan areas, both Articulation Class 180-190 and NRC 0.90-1.00
- CleanAssure™ family of products – includes disinfectable panels, suspension systems, and trim
- Mold- and mildew-resistant surface
- Energy saving high light-reflective finish
- Non-directional visual reduces scrap and installation time
- Sag-resistant large-size panels
- Compatible with TechZone® Ceiling Systems
- 30-Year Limited System Warranty against visible sag, mold, and mildew
- Available with factory-cut holes for USAI® trimless downlight fixture integration
- Made in the U.S.A. of domestic and global content
- Build America, Buy America (BABA) Act compliant

COLOR

White
(WH)

DETAILS (Other Suspension Systems compatible. Refer to listing on next page.)



1. Optima® Square Tegular
2. Optima® Tegular with Prelude® 15/16" suspension system
3. Optima® Tegular with Interlude® XL* HRC 9/16" suspension system
4. Optima® Tegular with Silhouette® 9/16" suspension system with 1/8" reveal
5. Suprafine® ML, XL*, and XL* HRC with Blizzard White finish

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Regular
fine texture

VISUAL SELECTION

armstrongceilings.com/suspdvgs	Susp. Dwg.	Item No.	Dimensions (Inches) W x L x H	
OPTIMA® 15/16" Square Regular	8	1402	6 x 48 x 1"	
		1406	6 x 60 x 1"	
		3264	12 x 24 x 1"	
		3278	20 x 60 x 1"	
		3250	24 x 24 x 1"	
		3250PB	24 x 24 x 1"	
		3354	24 x 24 x 1"	
		3253	24 x 24 x 1-1/2"	
		3252	24 x 48 x 1"	
		3252PB	24 x 48 x 1"	
		3281	24 x 72 x 1"	
		3282	24 x 96 x 1"	
		3258	30 x 30 x 1"	
		3286	30 x 60 x 1"	
		3255	48 x 48 x 1"	
		3255PB	48 x 48 x 1"	

¹ Total Acoustics* ceiling panels have an ideal combination of sound absorption and sound blocking in one product. Optima items with the PB suffix are included in the Sustain* portfolio and carry Declare* certification.

PHYSICAL DATA

Material
3354 – Fiberglass with DuraBrite* acoustically transparent membrane; CAC backing
All other items – Fiberglass with DuraBrite acoustically transparent membrane

Surface Finish
DuraBrite scrim with factory-applied latex paint

Fire Performance
Class A: ASTM E84 and CAN/ULC S102 surface burning characteristics. Flame Spread Index of 25 or less. Smoke Developed Index of 50 or less (UL* labeled).

ASTM E1264 Classification
Type B, Form B2, Pattern E; Fire Class A

Humidity/Sag Resistance
HumiGuard* Plus ceiling panels are recommended for areas subject to high humidity, up to, but not including, standing water and outdoor applications.

Anti-Mold/Mildew
Ceiling tiles with BioBlock* performance resist the growth of mold and mildew on the tile surface.

VOC Emissions
(PB suffix items only)
Third-party certified compliant with California Department of Public Health CDPH/EHLB/Standard Method Version 1.2, 2017. This standard is the guideline for low emissions in LEED*, WELL Building Standard*, Living Building Challenge* (LBC), CalGreen Title 24, ANSI/ASHRAE/USGBC/IES Standard 189; ANSI/GBI Green Building Assessment Protocol.

High Recycled Content
Contains greater than 50% total recycled content. Total recycled content based on product composition of post-consumer and pre-consumer (post-industrial) recycled content per FTC guidelines.

Acoustical Details
Some items have CAC backing. CAC backing may be available as a special order. A CAC value of 37 can be achieved by backloading fiberglass products with item 769 or 770.

Insulation Value
3253 – R Factor – 6.0 (BTU units)
R Factor – 1.05 (Watts units)
3281, 3282 – R Factor – 3.0 (BTU units)
R Factor – 0.53 (Watts units)
All other items – R Factor – 4.0 (BTU units)
R Factor – 0.70 (Watts units)

Cleaning and Disinfecting
Cleaning and CDC-recommended disinfecting options available on armstrongceilings.com/cleaning

30-Year Performance Guarantee & Warranty
When installed with Armstrong* Suspension System. Details at armstrongceilings.com/warranty

Weight: Square Feet/Carton
1402 – 0.55 LBS/SF; 24 SF/CTN
1406 – 0.55 LBS/SF; 30 SF/CTN
3250, 3250PB – 0.46 LBS/SF; 48 SF/CTN
3252, 3252PB – 0.55 LBS/SF; 96 SF/CTN
3282 – 0.42 LBS/SF; 96 SF/CTN
3264 – 0.55 LBS/SF; 48 SF/CTN
3253 – 0.64 LBS/SF; 32 SF/CTN
3255, 3255PB – 0.55 LBS/SF; 96 SF/CTN
3258 – 0.55 LBS/SF; 75 SF/CTN
3278, 3286 – 0.55 LBS/SF; 100 SF/CTN
3281 – 0.55 LBS/SF; 72 SF/CTN
3354 – 0.47 LBS/SF; 48 SF/CTN

Minimum Order Quantity
1 carton

Metric Items Available
3250M, 3252M, 3253M, 3354M – Metric items are subject to extended lead times and minimum quantities. Contact your representative for more details.



SUSTAIN*
High Performance
Sustainable Ceiling Systems
(PB Suffix Only)

Declare.
(PB Suffix Only)

RECYCLED CONTENT

UP TO 71%

LEED

COMMON MATERIALS FRAMEWORK

Human Health

Climate Health

Ecosystem Health

Circular Economy

Acoustics

EPD

EPD

EPD

EPD

PERFORMANCE SELECTION Dots represent high level of performance.

UL Classified Acoustics		Total Acoustics ¹	Articulation Class	Fire Performance	Light Reflect	Bio-Block	Humi-Guard+	Certified Low VOC Emissions	CleanAssure™ Disinfectable Panels	DURABILITY					30-Yr Warranty
NRC	+ CAC =								Fog	Wash	Impact	Scratch	Soil		
N/A	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
N/A	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.90	26	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
1.00	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
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0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N														

MORE ITEMS ►

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Tegular
fine texture



RECYCLED
CONTENT

UP TO
71%

LEED v5

COMMON MATERIALS FRAMEWORK

Human Health

Climate Health

Ecosystem Health

Circular Economy

Acoustics

EPD

EPD

EPD

EPD

VISUAL SELECTION

PERFORMANCE SELECTION Dots represent high level of performance.



armstrongceilings.com/suspdwgs	Susp. Dwg.	Item No.	Dimensions (Inches)	UL Classified Acoustics	Total Acoustics ¹	Articulation Class	Fire Performance	Light Reflect	Bio-Block	Humi-Guard+	Certified Low VOC Emissions	CleanAssure™ Disinfectable Panels	DURABILITY	30-Yr Warranty
OPTIMA® 9/16" Square Tegular	26, 43, 47, 51, 55	1410	4 × 48 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1411	4 × 60 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1413	6 × 12 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1415	6 × 42 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1403	6 × 48 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1417	6 × 54 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1407	6 × 60 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		1409	6 × 96 × 1"	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*
		3263	12 × 24 × 1"	0.95	N/A	N/A	190 Class A	0.88	*	*	N/A	*	*	*
		3290	12 × 48 × 1"	0.95	N/A	N/A	190 Class A	0.88	*	*	N/A	*	*	*
		1414	12 × 96 × 1"	0.95	N/A	N/A	190 Class A	0.88	*	*	N/A	*	*	*

¹ Total Acoustics* ceiling panels have an ideal combination of sound absorption and sound blocking in one product. Optima items with the PB suffix are included in the Sustain* portfolio and carry Declare* certification.

FIBERGLASS – Standard

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Tegular
fine texture



VISUAL SELECTION

armstrongceilings.com/suspdwgs	Susp. Dwg.	Item No.	Dimensions (Inches)
OPTIMA® 9/16" Square Tegular	26, 43, 47, 51, 55	3276	20 × 54 × 1"
		3266	20 × 56 × 1"
		3277	20 × 60 × 1"
		3279	21 × 24 × 1"
		3251 3251PB	24 × 24 × 1"
		3254	24 × 24 × 1-1/2"

PERFORMANCE SELECTION

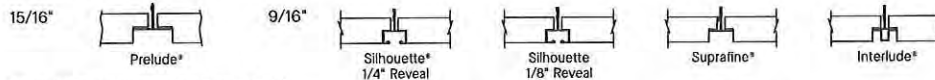
Dots represent high level of performance.

UL Classified Acoustics		Total Acoustics ¹	Articulation Class	Fire Performance	Light Reflect	Bio-Block	Humi-Guard+	Certified Low VOC Emissions	CleanAssure™ Disinfectable Panels	DURABILITY					30-Yr Warranty
NRC	+ CAC =								Fog	Wash	Impact	Scratch	Soil		
0.95	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	N/A	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
1.00	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	

¹ Total Acoustics[®] ceiling panels have an ideal combination of sound absorption and sound blocking in one product. Optima items with the PB suffix are included in the Sustain[®] portfolio and carry Declare[®] certification.

[MORE ITEMS](#)

SUSPENSION SYSTEMS



Blizzard White – Suspension System Finish
A color and texture coordinated suspension system to complement Optima[®] ceiling panels for a monolithic look and feel.
Available for: Prelude[®] XL[®] and XL[®] HRC, Suprafine[®] ML, XL, and XL[®] HRC, Silhouette[®] XL[®] 1/4" and 1/8" Reveal, Interlude[®] XL[®] HRC

ACCESSORIES (must be ordered separately)

- 435 Stabilizer Clip (3/4" & 1")
Recommended for panels 60" and greater in length
NOTE: Panels 60" up to 96" – One clip near midpoint of each long edge.
Panels 96" and over – Two clips at 1/3 points of each long edge.

PHYSICAL DATA

Material
3355 – Fiberglass with DuraBrite[®] acoustically transparent membrane; CAC backing
All other items – Fiberglass with DuraBrite acoustically transparent membrane

Surface Finish
DuraBrite scrim with factory-applied latex paint

Fire Performance
Class A: ASTM E84 and CAN/ULC S102 surface burning characteristics. Flame Spread Index of 25 or less. Smoke Developed Index of 50 or less (UL[®] labeled).

ASTM E1264 Classification
Type B, Form B2, Pattern E; Fire Class A

Humidity/Sag Resistance
HumiGuard[®] Plus ceiling panels are recommended for areas subject to high humidity, up to, but not including, standing water and outdoor applications.

Anti-Mold/Mildew
Ceiling tiles with BioBlock[®] performance resist the growth of mold and mildew on the tile surface.

VOC Emissions
(PB suffix items only)
Third-party certified compliant with California Department of Public Health CDPH/EHLB/Standard Method Version 1.2, 2012. This standard is the guideline for low emissions in LEED[®], WELL Building Standard[®], Living Building Challenge[®] (LBC), CalGreen Title 24, ANSI/ASHRAE/USGBC/IES Standard 189; ANSI/GBI Green Building Assessment Protocol.

High Recycled Content
Contains greater than 50% total recycled content. Total recycled content based on product composition of post-consumer and pre-consumer (post-industrial) recycled content per FTC.

Insulation Value
3254 – R Factor – 6.0 (BTU units)
R Factor – 1.05 (Watts units)

Cleaning and Disinfecting
Cleaning and CDC-recommended disinfecting options available on armstrongceilings.com/cleaning

30-Year Performance Guarantee & Warranty
When installed with Armstrong[®] Suspension System. Details at armstrongceilings.com/warranty

Weight; Square Feet/Carloton
1403 – 0.55 LBS/SF; 24 SF/CTN
1407 – 0.55 LBS/SF; 30 SF/CTN
1409 – 0.55 LBS/SF; 96 SF/CTN
1410 – 0.55 LBS/SF; 16 SF/CTN
1411 – 0.55 LBS/SF; 20 SF/CTN
1413 – 0.55 LBS/SF; 6 SF/CTN
1414, 3263, 3290 – 0.55 LBS/SF; 48 SF/CTN
1415 – 0.55 LBS/SF; 21 SF/CTN
3251, 3251PB – 0.46 LBS/SF; 48 SF/CTN
1417 – 0.55 LBS/SF; 27 SF/CTN
3254 – 0.64 LBS/SF; 32.5 SF/CTN
3276 – 0.55 LBS/SF; 75 SF/CTN
3277 – 0.55 LBS/SF; 100 SF/CTN
3266 – 0.55 LBS/SF; 62.22 SF/CTN
3279 – 0.45 LBS/SF; 42 SF/CTN

Minimum Order Quantity
1 carton

Metric Items Available
3251M, 3254M, 3256M, 3257M, 3355M – Metric items are subject to extended lead times and minimum quantities. Contact your representative for more details.

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Tegular
fine texture



VISUAL SELECTION

PERFORMANCE SELECTION Dots represent high level of performance.

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armstrongceilings.com/suspdwgs		Susp. Dwg.	Item No.		Dimensions (Inches)		 +  =           													
OPTIMA® 9/16" Square Tegular 	26, 43, 47, 51, 55	3355	24 × 24 × 1"		0.90	26	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3280	24 × 42 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		 3257 3257PB	24 × 48 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		 3265 3265PB	24 × 60 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		 3261 3261PB	24 × 72 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		 3262 3262PB	24 × 96 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3283	27 × 30 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3268	28 × 30 × 1"		0.95*	N/A	N/A	190*	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3269	28 × 60 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3259	30 × 30 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3284	30 × 54 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3289	30 × 56 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3285	30 × 60 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3287	42 × 48 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
		3288	44 × 48 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*	
 3256 3256PB	48 × 48 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*			
3249	48 × 54 × 1"		0.95	N/A	N/A	190	Class A	0.88	*	*	N/A	*	*	*	*	*	*			

¹ Total Acoustics* ceiling panels have an ideal combination of sound absorption and sound blocking in one product.
Optima items with the PB suffix are included in the Sustain* portfolio and carry Declare* certification.
* These items are not UL* classified.

OPTIMA®
OPTIMA® PB
with Plant-based Binder
Regular
fine texture



VISUAL SELECTION

PERFORMANCE SELECTION

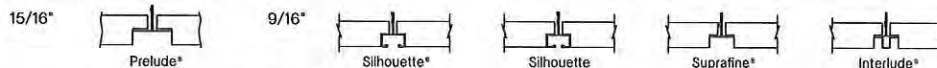
Dots represent high level of performance.

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armstrongceilings. com/suspdwgs	Dimensions (Inches)	 UL Classified Acoustics	 + CAC =	Total Acoustics ¹	Articulation Class	Fire Performance	Light Reflect	Bio-Block Humi-Guard+	Anti-Mold/ Mildew	Sag Resistant	Certified Low VOC Emissions	 Fog	 Wash	 Impact	 Scratch	 Soil	DURABILITY	30-Yr Warranty
Non-PB 1" Thick – 15/16" & 9/16" Square Regular																		
Made-to-Order Sizes OPTIMA® Visit the product page online and see "Configure an Item" to verify capabilities. Questions? email Techline@armstrongceilings.com	1 Ctn Min FASTSIZE 3 WEEKS order to ship 	Width (short side)	Length (long side)	N/A	N/A	N/A	N/A	Class 0.88	*	*	N/A	*	*	*	*	*	*	*
		4" – 6"	9" – 96"															
		6-1/16" – 48"	9" – 120"															
PB 1" Thick – 15/16" & 9/16" Square Regular																		
		4" – 6"	9" – 72"	N/A	N/A	N/A	N/A	Class 0.88	*	*	N/A	*	*	*	*	*	*	*
		6-1/16" – 24"	9" – 96"															
		24-1/16" – 29-15/16"	24-1/16" – 72"															
		30" – 48"	30" – 60"															
Non-PB 1-1/2" Thick – 15/16" & 9/16" Square Regular																		
		4" – 6"	9" – 96"	N/A	N/A	N/A	N/A	Class 0.88	*	*	N/A	*	*	*	*	*	*	*
		6-1/16" – 48"	9" – 120"															

¹ Total Acoustics® ceiling panels have an ideal combination of sound absorption and sound blocking in one product. Optima items with the PB suffix are included in the Sustain® portfolio and carry Declare® certification.

SUSPENSION SYSTEMS



Blizzard White – Suspension System Finish

A color and texture coordinated suspension system to complement Optima® ceiling panels for a monolithic look and feel. Available for: Prelude® XL* and XL* HRC, Suprafine® ML, XL*, and XL HRC, Silhouette® XL* 1/4" and 1/8" Reveal, Interlude® XL* HRC

ACCESSORIES (must be ordered separately)

- 435 Stabilizer Clip (3/4" & 1")
Recommended for panels 60" and greater in length
NOTE: Panels 60" up to 96" – One clip near midpoint of each long edge.
Panels 96" and over – Two clips at 1/3 points of each long edge.

PHYSICAL DATA

Material
3355 – Fiberglass with DuraBrite® acoustically transparent membrane; CAC backing
All other items – Fiberglass with DuraBrite acoustically transparent membrane
Surface Finish
DuraBrite scrim with factory-applied latex paint
Fire Performance
Class A: ASTM E84 and CAN/ULC S102 surface burning characteristics. Flame Spread Index of 25 or less. Smoke Developed Index of 50 or less (UL labeled).
ASTM E1264 Classification
Type B, Form B2, Pattern E: Fire Class A
Humidity/Sag Resistance
HumiGuard® Plus ceiling panels are recommended for areas subject to high humidity, up to, but not including, standing water and outdoor applications.
Anti-Mold/Mildew
Ceiling tiles with BioBlock® performance resist the growth of mold and mildew on the tile surface.

VOC Emissions
(PB suffix items only)
Third-party certified compliant with California Department of Public Health CDPH/EHLB/Standard Method Version 1.2, 2017. This standard is the guideline for low emissions in LEED®, WELL Building Standard®, Living Building Challenge® (LBC), CalGreen Title 24, ANSI/ASHRAE/USGBC/IES Standard 189; ANSI/GBI Green Building Assessment Protocol.
High Recycled Content
Contains greater than 50% total recycled content. Total recycled content based on product composition of post-consumer and pre-consumer (post-industrial) recycled content per FTC.
Insulation Value
3254 – R Factor – 6.0 (BTU units)
R Factor – 1.05 (Watts units)
Cleaning and Disinfecting
Cleaning and CDC-recommended disinfecting options available on armstrongceilings.com/cleaning
30-Year Performance Guarantee & Warranty
When installed with Armstrong® Suspension System. Details at armstrongceilings.com/warranty

Weight; Square Feet/Carton
3283 – 0.55 LBS/SF; 57.5 SF/CTN
3249, 3256, 3256PB, 3257, 3257PB, 3262, 3262PB – 0.55 LBS/SF; 96 SF/CTN
3259 – 0.64 LBS/SF; 75 SF/CTN
3261, 3261PB – 0.55 LBS/SF; 72 SF/CTN
3265, 3265PB, 3285 – 0.55 LBS/SF; 100 SF/CTN
3268 – 0.55 LBS/SF; 70 SF/CTN
3269 – 0.55 LBS/SF; 93.33 SF/CTN
3284 – 0.55 LBS/SF; 90 SF/CTN
3287 – 0.55 LBS/SF; 112 SF/CTN
3288 – 0.55 LBS/SF; 117.33 SF/CTN
3355 – 0.47 LBS/SF; 48 SF/CTN
3289 – 0.40 LBS/SF; 93.33 SF/CTN
3280 – 0.55 LBS/SF; 84 SF/CTN
Minimum Order Quantity
1 carton
Metric Items Available
3251M, 3254M, 3256M, 3257M, 3355M – Metric items are subject to extended lead times and minimum quantities. Contact your representative for more details.

TechLine / 1 877 276-7876
armstrongceilings.com/optima
BPCS-4648-925

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Armstrong®
World Industries

FIBERGLASS – Standard

TAB 4

LIBRARY OPERATIONS PLAN

Lakewood Construction proposes completing the work between mid-January and February 2027, with the possibility of extending into March 2027 depending on anticipated lead time for the acoustic wall panels at the time of order.

It was indicated that the library is much busier after school lets out for the day, so Lakewood has scheduled an earlier start time so that the crew can be cleaned up and out of the library before that time.

Proposed Working Hours

- Phases 1, 3, and 4: 6:00 AM to 2:30 PM
- Phase 2: 5:00 AM to 9:00 AM or 4:00 PM to 12:00 AM

As a deductive alternate, Lakewood Construction proposes completing Phase 2 during a one-day library closure to minimize disruption and expedite the work.

The anticipated project duration is approximately 3 to 6 weeks, depending on the selected option.

Protection, Containment, and Public Safety

Lakewood Construction plans to utilize a lift on the main floor and scaffolding on the second floor. All active work areas will be isolated using temporary plastic containment walls with zippered access systems to maintain separation from occupied spaces (see Figure 1). Flooring will be protected with a combination of plastic carpet protection and Ram Board. In lieu of a plastic wall, Lakewood is pleased to provide the cost of a Starc Wall System (see Figure 2), should the City wish to discuss that option further.



Figure 1: Plastic Zip Wall Example



Figure 2: Optional Starc Wall System in Lieu of Plastic Zip Wall

Work Sequence and Phasing

The proposed work sequence and phasing are illustrated in Figure 3 below and detailed further in the Schedule (Tab 5). The phasing shown is divided by the areas noted in each option.

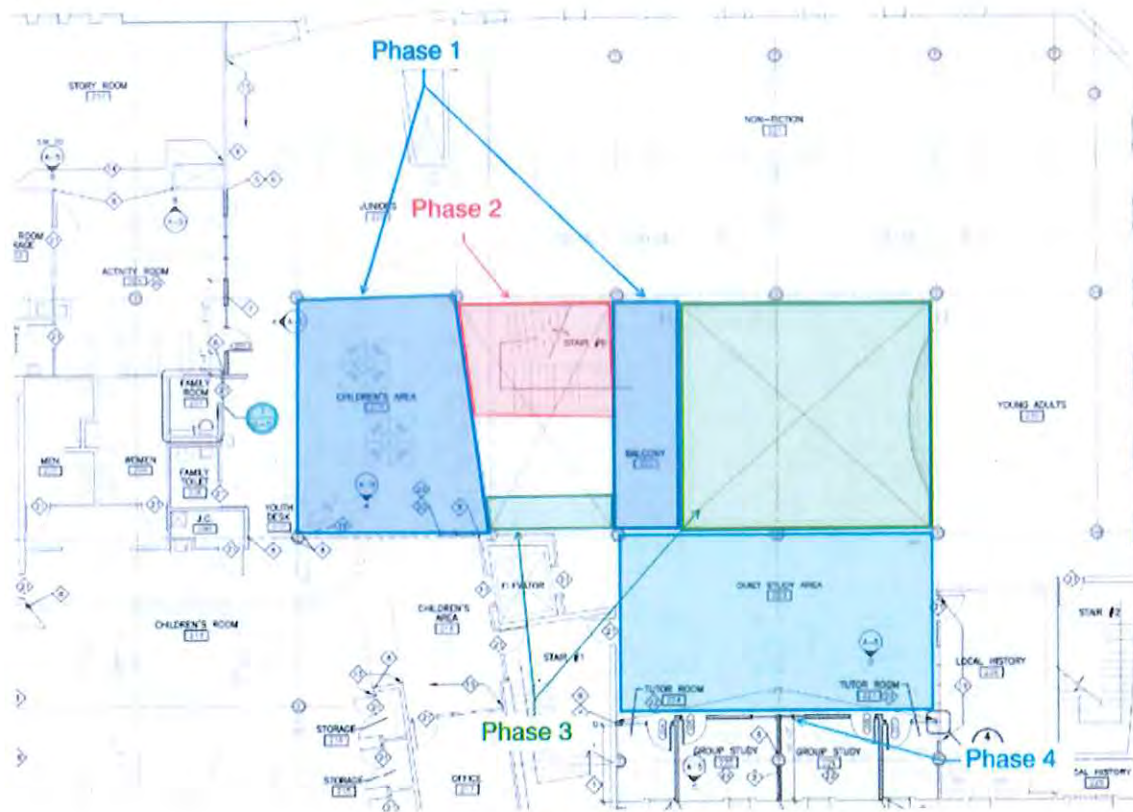


Figure 3: Phasing Plan

Cleanup Plan

Housekeeping will be performed daily, including cleanup of work areas. Upon completion of each phase, Lakewood Construction will vacuum and wipe down the affected areas to ensure they are clean and ready for use.

Staging and Parking

Lakewood Construction requests that the parking spaces identified in Figure 4 be temporarily reserved and roped off for project use throughout construction. Daily project communication will be coordinated through Lakewood Construction's Site Supervisor and Project Manager.



Figure 4: Parking and Staging for Duration of Construction



TAB 5

SCHEDULE*Submittals, Lead Times, Mobilization, and Completion*

Lakewood Construction's proposed schedule reflects an anticipated project window of mid-January through February 2027, with possible extension into March 2027 depending on acoustic wall panel lead times at time of order (see Tab 8 — Exceptions), for a total anticipated duration of 3 to 6 weeks depending on the selected treatment option and phasing approach.

Option 1 - Milestone	Anticipated Timing
Submittals / Shop Drawings	October 13-30, 2026 (estimated)
Material Procurement / Lead Time	November 1, 2026 - January 15, 2027 (estimated)
Start of Construction	January 18, 2027 (estimated)
Phase 1 Installation – Children's Area Closure	January 18-22, 2027 (estimated)
Phase 1 Installation – Balcony Closure	January 22-25, 2027 (estimated)
Phase 2 Installation – Stairwell Closure	January 26-28, 2027 (estimated)
Phase 3 Installation – Main Entrance Closure	January 28-February 1, 2027 (estimated)
Phase 3 Installation – Main Lobby Closure	February 1-5, 2027 (estimated)
Punch List	February 8-9, 2027 (estimated)
Final Completion	February 9, 2027 (estimated)

Option 2 - Milestone	Anticipated Timing
Submittals / Shop Drawings	October 13-30, 2026 (estimated)
Material Procurement / Lead Time	November 1, 2026 - January 15, 2027 (estimated)
Start of Construction	January 18, 2027 (estimated)
Phase 1 Installation – Children’s Area Closure	January 18-22, 2027 (estimated)
Phase 1 Installation – Balcony Closure	January 22-25, 2027 (estimated)
Phase 2 Installation – Stairwell Closure	January 26-28, 2027 (estimated)
Phase 3 Installation – Main Entrance Closure	January 28-February 1, 2027 (estimated)
Phase 3 Installation – Main Lobby Closure	February 1-5, 2027 (estimated)
Phase 4 Installation	February 5-11, 2027 (estimated)
Punch List	February 12-15, 2027 (estimated)
Final Completion	February 15, 2027 (estimated)

Option 3 - Milestone	Anticipated Timing
Submittals / Shop Drawings	October 13-30, 2026 (estimated)
Material Procurement / Lead Time	November 1, 2026 - January 15, 2027 (estimated)
Start of Construction	January 18, 2027 (estimated)
Phase 1 Installation – Children’s Area Closure	January 18-27, 2027 (estimated)
Phase 1 Installation – Balcony Closure	January 27 – February 5, 2027 (estimated)
Phase 2 Installation – Stairwell Closure	February 2-5, 2027 (estimated)
Phase 3 Installation – Main Entrance Closure	February 5-11, 2027 (estimated)
Phase 3 Installation – Main Lobby Closure	February 11-19, 2027 (estimated)
Phase 4 Installation	February 19-26, 2027 (estimated)
Punch List	March 1-3, 2027 (estimated)
Final Completion	March 3, 2027 (estimated)

TAB 6

PRICE PROPOSAL

Lump Sum Pricing and Unit Prices

City of Zeeland
14 S. Church Street
Zeeland, MI 49464

Lakewood Construction proposed to provide labor, material, and supervision to,

Treatment Option	Amount
Treatment Option 1	\$59,738.00
Treatment Option 2	\$86,544.00
Treatment Option 3	\$105,659.00
Deductive Alternate — Phase 2 completed during one-day library closure	\$3,500

Progress payments are to be made monthly within **ten (10)** days from date of invoice.

All work to be completed in workmanlike manner according to standard industry practices. Any alterations, deviations, or changes from the above involving extra costs will be executed only upon written orders and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. The Owner is to carry Builder's Risk and other necessary insurance.

This proposal may be withdrawn if not accepted in 180 days.

Unit Prices (Section 20)

Unit prices are provided for City-authorized additions or deductions to the scope after award. Unit prices do not limit the contractor's responsibility to complete the full base scope for the lump sum price.

Item	Unit Price
2-inch acoustical wall panels, installed	\$75 per sq. ft.
High NRC acoustical ceiling tile, installed	\$50 per sq. ft.
Impact-resistant acoustical wall panels, installed	\$80 per sq. ft.

TAB 7

WARRANTY

Manufacturer and Contractor Warranty Information

September 18, 2026

City of Zeeland

14 S. Church Street

Zeeland, MI 49464

Re: Howard Miller Library Atrium Acoustics Remediation Project

To Whom It May Concern,

On behalf of the entire Lakewood team, I would like to congratulate you on the successful completion of your project and to also say “thank you” for allowing Lakewood the opportunity to be of service to you.

This letter will serve as our one-year material warranty. Your project is guaranteed to be free from workmanship defects for two full years from the estimated completion date of February 28, 2027. Please note this does not cover normal maintenance items such as light bulbs, filters, lubrication, etc.

We feel we have provided the Howard Miller Library Atrium Acoustics Remediation project with the highest quality work; however, if you do encounter problems, please call me or our Service Department, which typically handles warranty claims, and any other service needs you might have.

Again, thank you for allowing us to be of service, and we look forward to working with you in the future.

Sincerely,

Rachel DeGood

Project Manager

A flash drive containing Warranties and Owner's Manuals will be delivered to the owner at project completion.

WARRANTY

Kinetics Noise Control (KNC) warrants to the original purchaser that all products are free from defects in material or workmanship for one year from the date of shipment by KNC which are used under normal working conditions. Any product which is portable must be returned to the factory prepaid, and which upon examination appears to KNC's satisfaction to be defective shall be repaired or replaced at KNC's option. Any repairs or expenses made outside of KNC's factory are for the customer's account unless KNC has given written approval.

"THE FOREGOING WARRANTY AND REMEDY ARE EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS, SPECIFICATIONS, WARRANTIES, AND REMEDIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A SPECIFIED OR INTENDED PURPOSE, THE REMEDY SPECIFIED REPRESENTS THE SOLE LIABILITY OF KNC AND THE SOLE REMEDY OF THE PURCHASER WITH RESPECT TO OR ARISING OUT OF THE EQUIPMENT OR SERVICES WHETHER BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE."



Thirty (30) Year Limited Ceiling Systems Warranty

EFFECTIVE NOVEMBER 2023

Please read the following terms carefully, as they are affected by the installation conditions. Armstrong World Industries does not assume nor does it authorize any person to assume or extend on its behalf any other warranty obligation or liability. This express warranty constitutes the entire obligation of Armstrong World Industries, Inc., and there are no other warranties expressed or implied, including any warranty of merchantability or fitness for any purpose whatsoever.

CEILING PANELS:

Armatuff®	Backstage Noir®	Calla®	Calla® Health Zone™	Calla® Health Zone™ AirAssure®	Calla® High CAC	Calla® High NRC
Calla® PrivAssure™	Calla® Templok®	Calla® Vector®	Canyon®	Ceramaguard® Fine Fissured™	Cirrus®	Clean Room™ FL
Clean Room™ VL	Create!™	DataZone™	Dune™	Dune™ Second Look®	Fine Fissured™	Fine Fissured™ Second Look®
Georgian™	Graphis® Finetex™	Graphis® Rustex™	Kitchen Zone™	Lyra®	Lyra® Concealed	Lyra® PB Vector® Wood Looks
Lyra® Vector®	Mesa™	Optima®	Optima® Concealed	Pebble™	Pueblo™	Random Fissured™
School Zone® Fine Fissured™	School Zone® Fine Fissured™ AirAssure®	Shasta®	Optima® Vector®	Tundra®	Techzone®	Ultima®
Ultima® AirAssure®	Ultima® Health Zone™	Ultima® Health Zone™ AirAssure®	Ultima® Low Embodied Carbon	Ultima® Templok®	Ultima® Vector®	

GRID AND TRIM:

Axiom®	Continuous Load Path (CLP)	Co-extruded Aluminum Clean Room™	Co-extruded Steel Clean Room™	FrameAll® Drywall Grid	DynaMax® LT Structural Aluminum Suspension System	DynaMax® Structural Aluminum Suspension System
DynaMax® Plus Structural Aluminum Suspension System	Interlude®	Aluminum Prelude® Plus	Prelude® Concealed	Prelude® ML	Prelude® Plus XL® Fire Guard™	Stainless Steel Prelude® Plus
Prelude® XL®	Prelude® XL® Fire Guard™	Prelude® XL® for Exterior Applications	Prelude® XL® Max®	Serpentina® (including Serpentina Metal Infill Panels)	ShortSpan® Suspension Systems	Silhouette® XL®
SingleSpan™ Suspension Systems	Suprafine® ML	Suprafine® XL®	Suprafine® XL® Fire Guard™			

Armstrong® Commercial Suspension Systems and Commercial Ceiling products have a 30-year limited systems warranty when installed together and used under normal conditions. Products covered in this systems warranty are outlined above.

Ceiling panels and suspension systems are warranted to be free from defects in materials or factory workmanship for 30 years from the date of installation, except for obvious defects in materials or factory workmanship, of which Armstrong World Industries must be notified within 30 days of the date of installation.

Armstrong® Commercial Ceiling panels with HumiGuard® Max and HumiGuard® Plus performance are warranted to be free from sagging and warping as a result of defects in materials or factory workmanship for 30 years from the date of installation.

Armstrong® Commercial Ceiling panels with BioBlock® performance are warranted to be free from the growth of mold and mildew for 30 years from the date of installation. Ceiling panels with BioBlock performance provide broad-spectrum control for the growth of mold and mildew over the warranty period.



Armstrong®
World Industries

Armstrong® Health Zone™ ceiling panels with BioBlock Plus performance resist the growth of odor and stain-producing bacteria as well as mold and mildew on the panel surface.

Armstrong® Suspension Systems are warranted to be free from the occurrence of 50% red rust as defined by ASTM D610 test procedures for 30 years from the date of installation. All Armstrong World Industries limited 30-year warranties are subject to use under normal conditions. Abnormal conditions include exposure to chemical fumes, vibrations, moisture from conditions such as building leaks or condensation, excessive humidity, or excessive dirt or dust buildup.

(Applies only to product items designated with the 30-year systems warranty designation in the Armstrong product catalog.)

What will Armstrong World Industries do?

Subject to confirmation by Armstrong World Industries of such product failure, Armstrong World Industries will deliver, at Armstrong World Industries' expense, Free On Board (F.O.B.), to the place of installation, new product, of the same or similar type and grade, in an amount equal to that which is determined to be defective.

What does this warranty not cover?

Damage that may occur from vibrations, fire, water, freezing temperature, accident, or any form of abuse or exposure to Abnormal Conditions is not covered by this warranty. If subject to Abnormal Conditions, the products should be removed immediately and replaced once the conditions are normal.

Except for HumiGuard® Max products, these products cannot be used in exterior applications.

The ceiling product must not be used to support any other material except fiberglass thermal/sound control insulation installed in the thickness, density, and manner according to Armstrong specifications, except that Mineral Fiber ceiling products can be placed directly on top of Optima product Lay-in and Tegular products with prior approval by Armstrong World Industries. Except for ceilings with BioBlock® protection, HumiGuard® Plus fiberglass, and HumiGuard® Max mineral fiber, the growth of mold or mildew is not covered by this warranty, nor is it the responsibility of Armstrong World Industries. All products should be maintained to avoid excessive dirt or dust buildup, or the presence of excessive moisture that would provide a medium for microbial growth on ceiling panels. These systems cannot be used in exterior applications, where standing water is present, or where moisture will come in direct contact with the ceiling.

THIS EXPRESS WARRANTY CONSTITUTES THE ENTIRE OBLIGATION OF ARMSTRONG WORLD INDUSTRIES AND THERE ARE NO OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PURPOSE WHATSOEVER. LIABILITY IS LIMITED TO THAT SET FORTH BELOW AND ARMSTRONG WORLD INDUSTRIES SHALL IN NO EVENT BE LIABLE FOR ANY INSTALLATION OR REMOVAL COST, OR FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES OR PERSONAL INJURY.

Warranty Conditions

All ceiling products and suspension systems must be installed and maintained in accordance with Armstrong World Industries written installation instructions for that product in effect at the time of installation and best industry practice. Prior to installation, the ceiling product must be kept clean and dry, in an environment that is between 32° F (0° C) and 120° F (49° C), and not subject to Abnormal Conditions.

For HumiGuard® Plus: Installation of the products shall be carried out where the temperature is between 32° F (0° C) and 120° F (49° C). It is not necessary for the area to be enclosed or for Heating, Ventilating, and Air Conditioning (HVAC) systems to be functioning. All wet work (plastering, concrete, etc.) must be complete and dry.

For HumiGuard® Max: The sag performance warranty for HumiGuard Max products extends to installations where the ceiling product is exposed to chemical fumes, extreme temperatures up to 120° F (49° C) (including steam up to 275° F (135° C)) and 100% RH, including standing water applications, as long as the product is installed with either Stainless Steel Preludeproduct Plus, Aluminum Prelude Plus, or Prelude® Plus XL® Fire Guard™ suspension systems. For swimming pools, install only with Aluminum Prelude Plus suspension system. For outdoor soffits, canopies, and parking garages, install with Prelude XL for Exterior Applications (wind uplift should be considered).

HumiGuard Max and HumiGuard Plus: The ceilings must be maintained to avoid excessive dirt or dust buildup that would provide a medium for microbial growth on ceiling panels. Microbial protection does not extend beyond the treated surface as received from the factory, and does not protect other materials that contact the treated surface such as supported insulation materials.

How do you get service?

You must notify Armstrong World Industries of any product failure covered by this warranty within 30 days of first observation of failure by writing to the following address: Armstrong World Industries, Inc., P.O. Box 3001, Lancaster, PA 17604, or call us at 877 276-7876. Reference to Armstrong in this section shall mean, for the United States, Armstrong World Industries, Inc., P.O. Box 3001, Lancaster, PA 17604; and shall mean, for Canada, Armstrong World Industries, Canada, Ltd., 255 Boul. Montpelier, Saint-Laurent, Montréal, Québec, H4N 2G3.

How does state law apply?

This warranty gives you specific legal rights and you may also have other rights, which vary from state to state. Some jurisdictions do not allow exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the limitation or exclusion herein may not apply to you.

All trademarks used herein are the property of AWI Licensing LLC and/or its affiliates
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armstrongceilings.com/commercial

BPCS-4670-1025



Armstrong®
World Industries

TAB 8

EXCEPTIONS & ASSUMPTIONS

Exceptions, Assumptions, and Deviations

Any requirement not listed below as an exception shall be deemed accepted by the proposer.

Clarifications

1. Lakewood is willing to work with the owner to adjust phasing if needed.
2. Acoustical panels were priced with Juno fabric. If other fabrics are desired, pricing will be adjusted accordingly.
3. No contingency is included in base bid. All scope changes will be rectified with a change order.
4. Excludes building permit and permit drawing set.

Exceptions

1. Schedule may extend into March 2027 depending on lead times at the time of ordering after submittals are approved.
2. Lakewood will work with the product manufacturer to try to change their warranty to a 2-year warranty after award of the project.

Assumptions

1. Assumes that any required removal and reinstallation of electrical devices, security equipment, data components, or other building systems necessary for the installation of the acoustic wall panels will be performed by others and is the responsibility of the City.
2. The City of Zeeland has and will provide a hazardous building survey. The City of Zeeland will be responsible for any identified hazardous material. Additional scope due to needed abatement will be considered an add to the project and rectified with a change order.

September 18, 2026

Project: Atrium Acoustics Remediation Project

Location: Howard Miller Public Library
14 S. Church Street
Zeeland, MI 49464

McGraw Construction Inc. is a privately held commercial construction company based in Grand Rapids, Michigan, with a history dating back to 1989. The company provides general contracting, construction management, design-build, and preconstruction services, including budgeting, project planning, and coordination with owners, architects, and engineers. McGraw Construction serves a range of commercial and institutional markets, including office, healthcare, hospitality, retail, industrial, multifamily, and renovation projects.

With its regional focus and experience across a variety of project types, McGraw Construction is positioned to provide hands-on project management, responsive client service, and coordinated construction delivery. The company's capabilities in both new construction and renovation work support its ability to manage projects from early planning through completion while maintaining attention to schedule, quality, and owner objectives.

The following are included within this bid packet:

- Bid Forms
- Qualifications
- Project References

September 18, 2026

Qualifications

Project: Atrium Acoustics Remediation Project

Location: Howard Miller Public Library
14 S. Church Street, Zeeland, MI 49464

Notwithstanding Anything to the Contrary

1. No architectural or engineering fees are included
2. No hazardous testing or abatement is included
3. No Davis-Bacon included
4. Construction schedule to be negotiated post bid award
5. All work to be completed during normal business hours – 6:30am – 5:00pm
6. Project to be done in a single phase
7. Subcontractors to be provided post bid award
8. Closures/restricted areas to be discussed post bid award
9. Lifts and scaffolding to be utilized for the atrium panels
10. Dust barrier walls and air scrubbers included
11. Floor protection is included, but cannot be held liable for any damage due to unknown pre-existing conditions
12. Daily cleanup included
13. Material delivery and storage will be during hours and within project's work area
14. Parking and staging; assumes the use of the library's public parking lot.
15. Communication to be directed with a single contact, designated by the owner. All communications will be between that POC and McGraw's supervision team
16. Only performance and payment bonds included
17. No fire sprinkling, monitoring, or fire alarm included
18. No security system, or camera, work included
19. Any City inspection fees by owner
20. All construction utilities are provided by the owner
21. No hazardous material haul-off and disposal is included
22. Standard GL insurance only – no additional insurance is included
23. No construction restroom is included in budget, assumes use of onsite facilities is acceptable
24. No design/build cost included for unclear items within the drawings. Costs are per plan only
25. No construction office is included. Assumes use of library space to be acceptable for construction office
26. Part-time supervision is included
27. Contract to be negotiated post bid award
28. Proposal is good for 60 days
29. Floor load capacity was not provided; cost subject to change based on limitations regarding the type of boom/spider lift that can be safely utilized
30. Standard fabric samples will be provided after bid award
31. Unit costs are not absolute due to the panels being custom made to fit different portions of the upper and lower atrium walls. Any additional panel cost is purely dependent on its size.

September 18, 2026

Project References

Project: Atrium Acoustics Remediation Project

Location: Howard Miller Public Library
14 S. Church Street, Zeeland, MI 49464

40 Pearl - Hylant
1.2M
Tectum Wall and Ceiling Treatments
Progressive AE

ODL Corporate - Zeeland, MI
1M
Tectum Wall and Ceiling Treatment
Ghafari Group

Fox Motors Group
400k
K-13 Acoustic Ceiling Spray - Painted
VIA Design

28. Proposal Form

Atrium Acoustics Remediation Project

Howard Miller Public Library
14 S. Church Street
Zeeland, Michigan 49464

Submitted to:

City of Zeeland
21 South Elm Street
Zeeland, Michigan 49464

Proposer Information

Legal Name of Proposer: McGraw Construction Inc.

Contact Person: Eric Longnecker

Title: Estimator

Street Address: 1111 Godfrey Ave SW Suite N200

City, State, Zip: Grand Rapids MI 49503

Phone: 616-446-7126

Email: EricL@mcgrawconstruction.com

Addenda Acknowledgment

The proposer acknowledges receipt of the following addenda:

Addendum No. 1 Date: 8/13/26

Addendum No. Date:

Addendum No. Date:

Lump Sum Proposal

The undersigned proposes to furnish all labor, materials, equipment, supervision, coordination, protection, cleanup, warranties, bonds, insurance, and incidentals necessary to complete the Preferred Treatment scope described in the RFP and ABD report for the following lump sum amount:

Total Lump Sum Proposal: \$ 176,000.00

Written Amount: One hundred Seventy Six thousand dollars

Proposed Schedule

Estimated start date after notice to proceed: *

Estimated substantial completion date: *

Estimated final completion date: *

Total calendar days from notice to proceed to substantial completion: *

Work Hour Assumptions

The proposal assumes the following work hours:

6:30 am - 5 pm

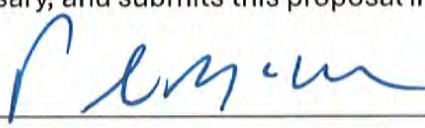
Exceptions and Deviations

All exceptions, assumptions, exclusions, or deviations are listed in Tab 11 of the proposal.

Yes: * No exceptions: _____

Certification

The undersigned certifies that the proposer has reviewed the RFP, attended the mandatory pre-proposal meeting, inspected the site, reviewed the ABD report, verified existing conditions to the extent necessary, and submits this proposal in accordance with the RFP requirements.

Authorized Signature: 

Printed Name: Paul McCreary

Title: pres

Date: 9/18/26

* see qualifications

Tab 5: Schedule

Provide proposed schedule, including submittals, material lead times, mobilization, installation duration, phasing, punch list, and final completion.

Tab 6: Price Proposal

Provide lump sum pricing for full implementation of the Preferred Treatment scope. Provide a breakdown of costs for Treatment Options 1, 2, and 3.

Provide unit prices as required in Section 20.

Tab 7: Warranty

Provide manufacturer and contractor warranty information.

Tab 8: Exceptions, Assumptions, and Deviations

Identify all exceptions, assumptions, exclusions, deviations, or requested changes to the RFP or contract requirements.

Any requirement not listed as an exception shall be deemed accepted by the proposer.

20. Price Proposal, Unit Prices, and Alternates

The proposal shall include a lump sum price for full implementation of the Preferred Treatment scope.

The lump sum price shall include all labor, materials, equipment, lifts, scaffolding, supervision, layout, shop drawings, coordination, protection, cleanup, warranties, bonds, insurance, overhead, profit, and incidentals necessary to complete the work.

Unit prices are requested only for City-authorized additions or deductions to the scope after award. Unit prices shall not limit the contractor's responsibility to complete the full base scope for the lump sum price.

Proposers shall provide the following unit prices for additions or deductions authorized by the City:

Item	Unit Price
2-inch acoustical wall panels, installed	\$ <u>*</u> per square foot

**see qualifications*

Item	Unit Price	
High NRC acoustical ceiling tile, installed	\$ <u>*</u> per square foot	* see qualifications
Impact-resistant acoustical wall panels, installed	\$ <u>*</u> per square foot	

The City may request alternates. Proposers shall not include voluntary alternates unless clearly identified and accompanied by a base proposal fully responsive to this RFP.

21. Evaluation Criteria

Proposals will be evaluated according to the following criteria:

- Relevant public facility and acoustical installation experience
- Product quality, acoustic documentation, durability, aesthetics, and suitability
- Schedule, phasing, and library operations plan
- References and past performance
- Cost and overall value

The City may request interviews, clarification, additional information, revised pricing, or best and final offers from one or more proposers.

The City may consider any information available to it regarding proposer responsibility, including past performance, claims history, references, financial capacity, staffing, safety, and ability to complete the work successfully.

22. Proposal Submission Instructions

Proposals must be mailed or delivered in person to:

City of Zeeland Clerk's Office
21 South Elm Street
Zeeland, Michigan 49464

Proposals must be received before 10:00 AM local time on September 18, 2026.

Proposals shall be submitted in sealed envelopes clearly marked:

Proposal for Atrium Acoustics Remediation Project
Howard Miller Public Library

Late proposals may be rejected.

TO: Mayor Van Dorp and Members of City Council

FROM: Robert W. Mulder, General Manager

CC: City Council Agenda, October 5, 2026

SUBJECT: Part-Time BPW Senior Utility Advisor Position

DATE: September 29, 2026

Background

The BPW's General Manager transition created a near-term need to preserve institutional knowledge and provide experienced support for selected utility initiatives. This is particularly important as the BPW's new generation initiative advances, along with several other strategic priorities. Accordingly, staff propose establishing a part-time Senior Utility Advisor position to provide specialized, project-based services under the direction of the BPW's General Manager. This position would supplement existing staff resources without creating supervisory authority or displacing the responsibilities of current utility leadership.

Assignments may include preparing technical specifications and procurement documents; researching grant opportunities and preparing applications; supporting utility planning, cost-of-service analysis, and rate studies; assisting with major customer and stakeholder matters; preparing Board reports and policies; supporting strategic and organizational improvement initiatives; providing executive coaching and succession planning assistance; and facilitating institutional knowledge transfer.

The position would be compensated according to the pay scale outlined in the table below. The position would not include fringe benefits such as paid leave, retirement contributions, health insurance, or a vehicle allowance.

Position	Spread	Minimum Hourly Rate	Midpoint Hourly Rate	Maximum Hourly Rate
Senior Utility Advisor	45%	\$77.50	\$100.00	\$122.50

The position would be used as organizational needs warrant and is expected to average approximately 20 hours per week initially, with hours declining as transition objectives are achieved. The position is anticipated to be transitional and would be reevaluated annually to confirm the continued organizational need.

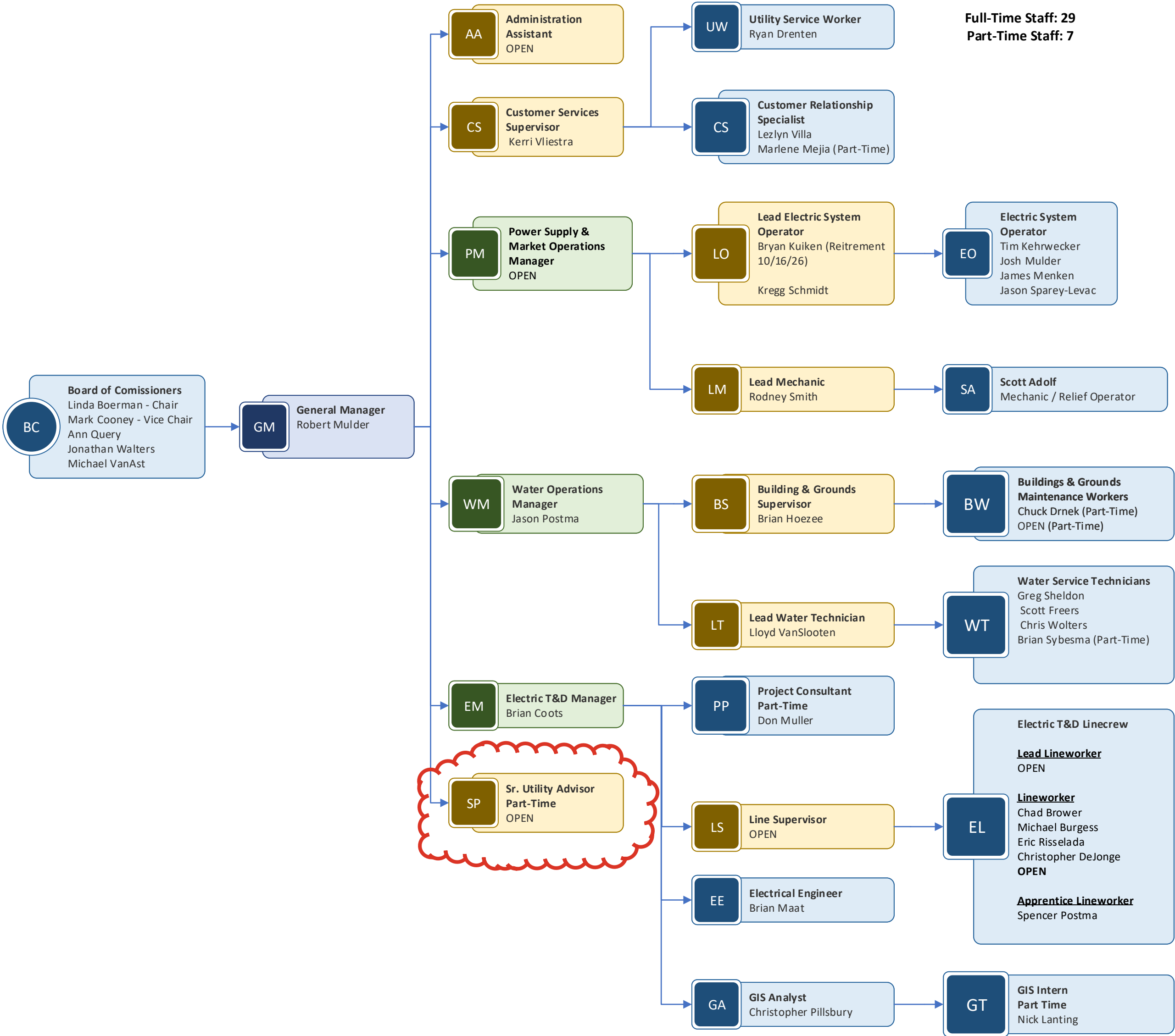
Recommendation

Staff recommend that City Council approve the establishment of the BPW Senior Utility Advisor position under the terms summarized above and detailed in the attached job description. This recommendation was approved by the City's Personnel Committee at its September 21, 2026, meeting and is supported by the BPW Board of Commissioners.

Attachments:

BPW Organizational Chart - Proposed Structure
Senior Utility Advisor Job Description

ZBPW Org Chart
Proposed





City of Zeeland
Job Description

Senior Utility Advisor

Department	Board of Public Works	Reports To	General Manager
FLSA Status	Non-Exempt	Pay Type	Hourly

General Summary:

Under the general supervision of the General Manager, the Senior Utility Advisor provides specialized professional consulting services to the Zeeland Board of Public Works. Assignments are project-based and may include technical writing, procurement support, grant development, utility planning, leadership consultation, executive coaching, organizational continuity, customer and stakeholder relations, and other specialized assignments requiring extensive utility management experience.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

The Senior Utility Advisor provides professional, technical, strategic, and organizational support to the General Manager, Board of Commissioners, and utility leadership team. Assignments may vary based upon organizational priorities and may include, but are not limited to, the following:

- Leads, coordinates, or provides advisory support for special projects and strategic initiatives as assigned by the General Manager or Board of Commissioners.
- Develops technical specifications, scopes of work, Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and related procurement documents for utility projects, professional services, equipment, and other organizational needs.
- Identifies grant and external funding opportunities and assists with grant research, application development, technical narratives, supporting documentation, and implementation requirements.
- Provides technical and analytical support for utility cost-of-service studies, rate studies, financial analyses, and related pricing or policy initiatives, including coordination with consultants and internal staff.
- Supports major customer and key account relationships, including customer meetings, utility service discussions, strategic account initiatives, issue resolution, and coordination of utility resources.
- Assists with the implementation of strategic plans, utility initiatives, major projects, and organizational priorities established by the General Manager and Board of Commissioners.
- Evaluates organizational processes, practices, policies, and operating methods and develops recommendations intended to improve effectiveness, efficiency, communication, service delivery, and organizational performance.
- Provides executive coaching, leadership development, and professional development support to utility leaders and other employees as requested.
- Assists with succession planning, leadership transition, workforce development, and continuity planning, including the transfer and documentation of institutional and organizational knowledge.
- Researches, develops, reviews, and assists with the implementation of utility policies, procedures, guidelines, resolutions, and other governance or administrative documents.
- Prepares and reviews Board reports, briefing materials, memoranda, technical reports, presentations, correspondence, and other written communications requiring utility, organizational, or technical expertise.
- Provides research, analysis, recommendations, and advisory support regarding emerging utility issues, industry practices, regulatory matters, operational considerations, and other matters affecting the organization.

- Works collaboratively with utility leadership, City departments, consultants, legal counsel, governmental agencies, joint-action organizations, customers, and other external partners as appropriate to assigned work.
- Represents or supports the utility in meetings, project discussions, stakeholder engagements, and other activities when requested by the General Manager.
- Performs other advisory, technical, strategic, project-related, or organizational assignments as requested by the General Manager or Board of Commissioners.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in Electrical Engineering Technology, Electrical Engineering, or a closely related engineering or technical discipline; Master's degree in Business Administration, Public Administration, Engineering Management, or a related field preferred.
- Extensive progressively responsible experience in municipal or public utility management, including significant executive or senior leadership responsibility; prior service as a utility General Manager, Utilities Director, or comparable executive-level position strongly preferred.
- Comprehensive knowledge of utility operations, engineering, finance, budgeting, capital planning, customer service, strategic planning, regulatory requirements, and organizational administration.
- Knowledge of electric utility generation, power supply, transmission and distribution, resource planning, reliability, wholesale power markets, and major utility infrastructure initiatives.
- Knowledge of utility financial principles, including cost-of-service studies, rate design, financial forecasting, capital financing, and evaluation of major utility investments.
- Demonstrated experience working with governing boards, elected officials, executive leadership, municipal departments, customers, consultants, attorneys, regulatory agencies, joint-action organizations, and other stakeholders.
- Demonstrated ability to develop technical specifications, scopes of work, Requests for Proposals (RFPs), Requests for Qualifications (RFQs), grant applications, Board reports, policies, resolutions, technical memoranda, and other professional documents.
- Strong analytical and problem-solving skills with the ability to evaluate complex technical, financial, operational, organizational, and policy matters and develop practical, well-supported recommendations.
- Strong written, verbal, presentation, facilitation, and interpersonal communication skills, including the ability to explain complex utility matters clearly to technical and non-technical audiences.
- Demonstrated experience in strategic planning, organizational improvement, leadership development, executive coaching, succession planning, mentoring, and institutional knowledge transfer.
- Ability to independently manage multiple assignments, establish priorities, exercise sound professional judgment, maintain confidentiality, and complete work with limited supervision.
- Ability to provide advice, coaching, and historical or organizational perspective while recognizing and supporting the authority and decision-making responsibilities of the General Manager and current utility leadership.
- Demonstrated record of integrity, discretion, collaborative leadership, sound judgment, and effective relationship-building in complex or sensitive organizational environments.
- Proficiency with commonly used business technology and software applications and the ability to use technology effectively for research, analysis, communication, document preparation, and project management.
- An equivalent combination of education, training, executive leadership experience, and utility industry experience that provides the required knowledge, skills, and abilities may be considered.

Physical Demands and Work Environment:

- Work is primarily performed in a professional office environment, with occasional work at utility facilities, project sites, customer locations, and other municipal or community settings.

- Requires the ability to sit for extended periods and to frequently use a computer, telephone, and other standard office equipment.
- Requires occasional standing, walking, bending, reaching, and movement between offices, meeting rooms, utility facilities, and project locations.
- Must be able to occasionally lift, carry, push, or move materials and equipment weighing up to approximately 25 pounds.
- Requires sufficient visual and auditory ability to review documents and technical information, operate a computer, participate in meetings, communicate effectively, and observe conditions during site visits.
- May require occasional exposure to outdoor weather conditions, construction areas, utility facilities, industrial environments, uneven terrain, noise, and other conditions associated with utility operations.
- Must be able to safely access utility facilities and project sites, including areas that may require the use of stairs, ladders, or appropriate personal protective equipment.
- Regular local travel may be required, with occasional travel outside the immediate service area for meetings, conferences, training, customer engagements, or project-related activities.
- Work is generally performed during normal business hours; however, occasional evening meetings, Board meetings, special events, or other assignments outside normal working hours may be required.

EEO Policy

It is our policy to grant equal employment opportunity to all qualified persons based on merit and qualifications, without regard to sex (including sexual orientation, gender identity or expression, or pregnancy), race, color, religion, national origin, age, height, weight, marital status, disability, veteran status, genetic information (including family history), or any other classification, characteristic, or activity protected by applicable law.

TO: Mayor Van Dorp and Members of City Council

FROM: Brian L. Coots, Electric Transmission & Distribution Manager

CC: Robert Mulder, General Manager
October 5th, 2026 City Council Agenda

SUBJECT: Approval of GIS Intern Job Description Classification to Part-Time

DATE: September 29th, 2026

The following recommendation is submitted for City Council consideration to transition the existing full-time seasonal GIS Intern position to a year-round part-time position. This request would retain a trained intern and provide continued support for the development and maintenance of COZ and ZBPW GIS systems.

The GIS internship was highly successful this summer, providing valuable assistance while developing the intern's technical skills and familiarity with our infrastructure and mapping processes. Continuing the position during the school year would allow staff to build on that progress, maintain the skills developed over the summer, and preserve the time invested in training.

The position's responsibilities include creating and maintaining geographic data in ArcGIS Pro and ArcGIS Online, updating infrastructure records from as-built drawings, preparing utility maps, collecting field data, and incorporating existing records into GIS.

Retaining the intern would also provide additional support and knowledge redundancy for the BPW's electric and water GIS systems. Under the direction of the GIS Analyst and Electric Transmission & Distribution Manager, the intern would assist with routine mapping and data maintenance, help balance competing workload demands, and support continuity during staff absences. A year-round part-time position would also support workforce development by providing practical experience alongside the intern's education. This arrangement would keep technical skills current, strengthen familiarity with COZ and BPW operations, and support potential future staffing and succession planning needs.

At their regular meeting held on September 15th, 2026, the Zeeland BPW Board of Commissioners were appraised for consideration by the Personnel Committee. At their meeting held on Monday, September 21st, 2026, the Personnel Committee approved recommending this action for consideration by City Council.

Recommendation

Staff recommend that City Council approves transitioning the seasonal GIS Intern position to a year-round part-time position. This transition would sustain the progress achieved this summer and provide continued capacity to improve the accuracy, accessibility, and usefulness of COZ and BPW GIS systems.

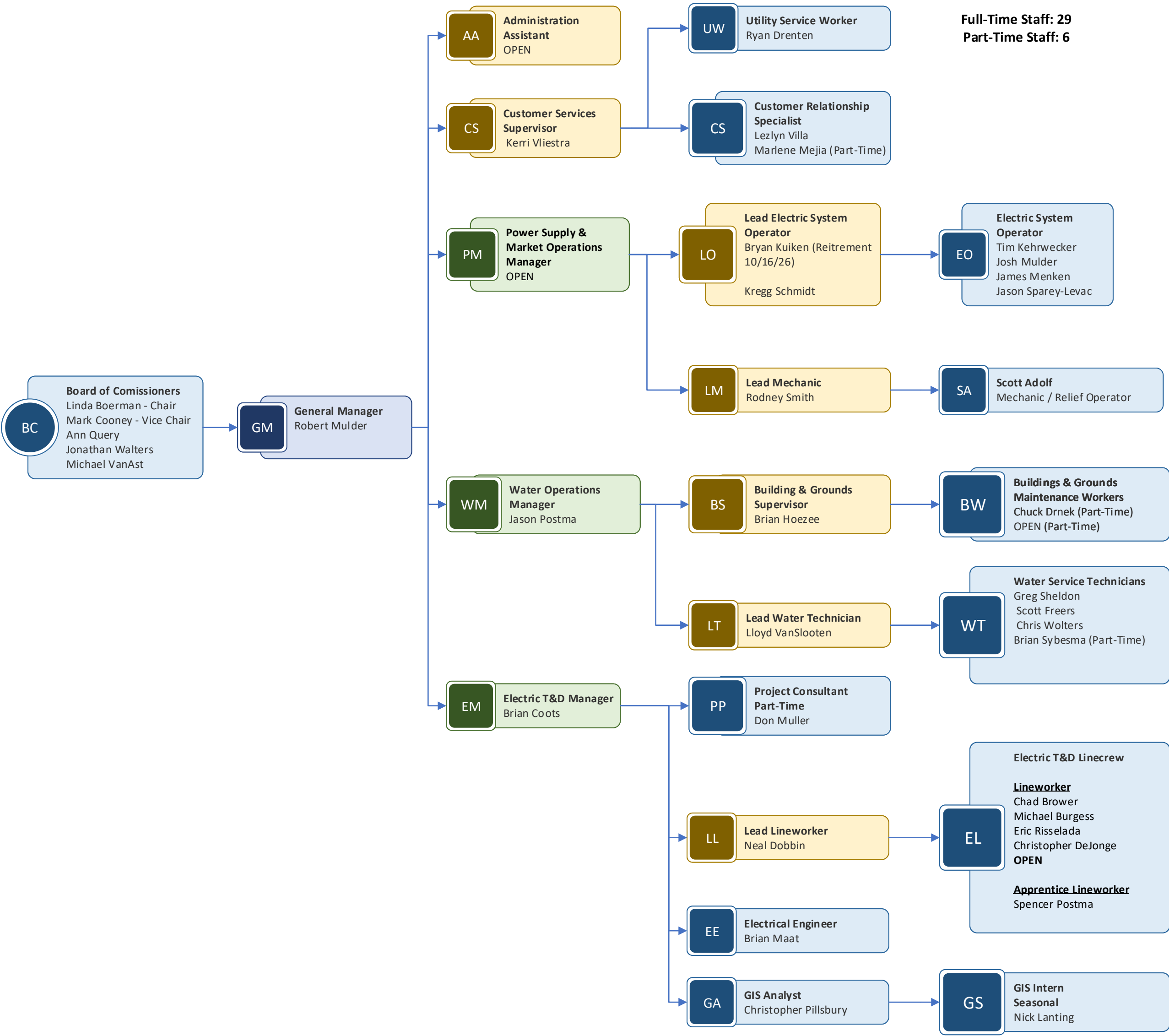
Attachments: Current BPW Organizational Chart
Proposed BPW Organizational Chart

ZBPW Org Chart

Effective: September 18, 2026

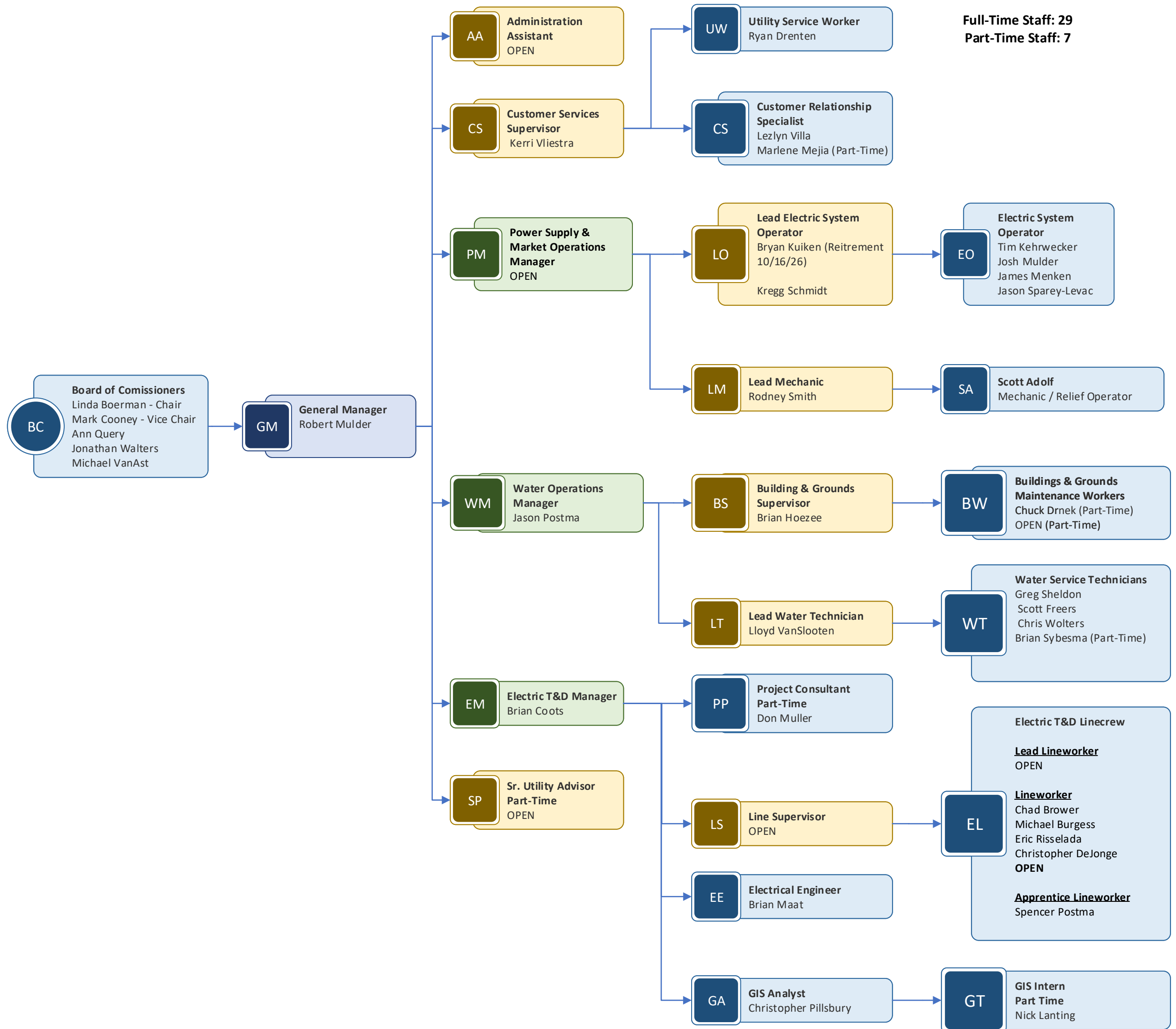


Full-Time Staff: 29
Part-Time Staff: 6



ZBPW Org Chart

Proposed



TO: Mayor Van Dorp and Members of City Council

FROM: Brian L. Coots, Electric Transmission & Distribution Manager

CC: Robert Mulder, General Manager
October 5th, 2026 City Council Agenda

SUBJECT: Approval of Line Supervisor Job Classification and Wage Range

DATE: September 29th, 2026

The following recommendation is submitted for City Council consideration to establish a Line Supervisor position within the Zeeland Board of Public Works. This request is part of the staffing transition associated with the retirement of the current Lead Lineworker and the planned backfill of that role. The proposed structure would establish a position focused on technical support, planning, and employee supervision while allowing the Lead Lineworker to concentrate on directing daily jobs and tasks in the field.

The upcoming retirement provides an opportunity to align these responsibilities with the department's current and future needs. Electric distribution work requires coordination among engineering, contractors, customers, and field crews, along with scheduling, documentation, safety oversight, and technical support. Establishing a dedicated Line Supervisor would provide additional capacity to manage these responsibilities and ensure crews have the information, materials, and direction needed to complete their assignments safely and efficiently.

Nearby utilities, including Holland BPW and Grand Haven BLP, have transitioned to this staffing model with great success. Their experience has demonstrated the value of dedicated supervisory and technical support as utility operations have become more advanced through the use of advanced metering infrastructure (AMI), geographic information systems (GIS), distribution automation, and other utility technologies. Adopting a similar structure would help BPW address these growing technical and administrative demands while maintaining strong leadership in the field.

The Line Supervisor would report to the Electric Transmission & Distribution Manager and supervise the Lead Lineworker, Lineworkers, and Apprentice Lineworkers. Compared with the previous Lead Lineworker role, this position would place greater emphasis on technical and office-based responsibilities, including work planning and prioritization, contractor coordination, review of construction plans and material requirements, maintenance of system records, and support for operating and capital work plans. The position would also assist with distribution equipment troubleshooting, protection and automation initiatives, and reliability improvements in coordination with engineering staff.

Under this structure, the Lead Lineworker would focus on coordinating assigned work at the job site, providing direction to Lineworkers, monitoring progress, and communicating field conditions or resource needs to the Line Supervisor. Formal employee supervision, performance management, training oversight, and personnel matters would rest with the Line Supervisor in coordination with management and Human Resources. This division of responsibilities would provide clear accountability while maintaining experienced leadership in the field.

Although the Line Supervisor would have a greater technical and office focus, the position would remain actively involved in field operations as needed, including complex assignments, planned switching, outages, and emergency restoration. Maintaining that connection would support practical planning and timely decisions as operating conditions change.

At their regular meeting held on September 15th, 2026, the Zeeland BPW Board of Commissioners were appraised for consideration by the Personnel Committee. At their meeting held on Monday, September 21st, 2026, the Personnel Committee approved recommending this action for consideration by City Council.

Recommendation

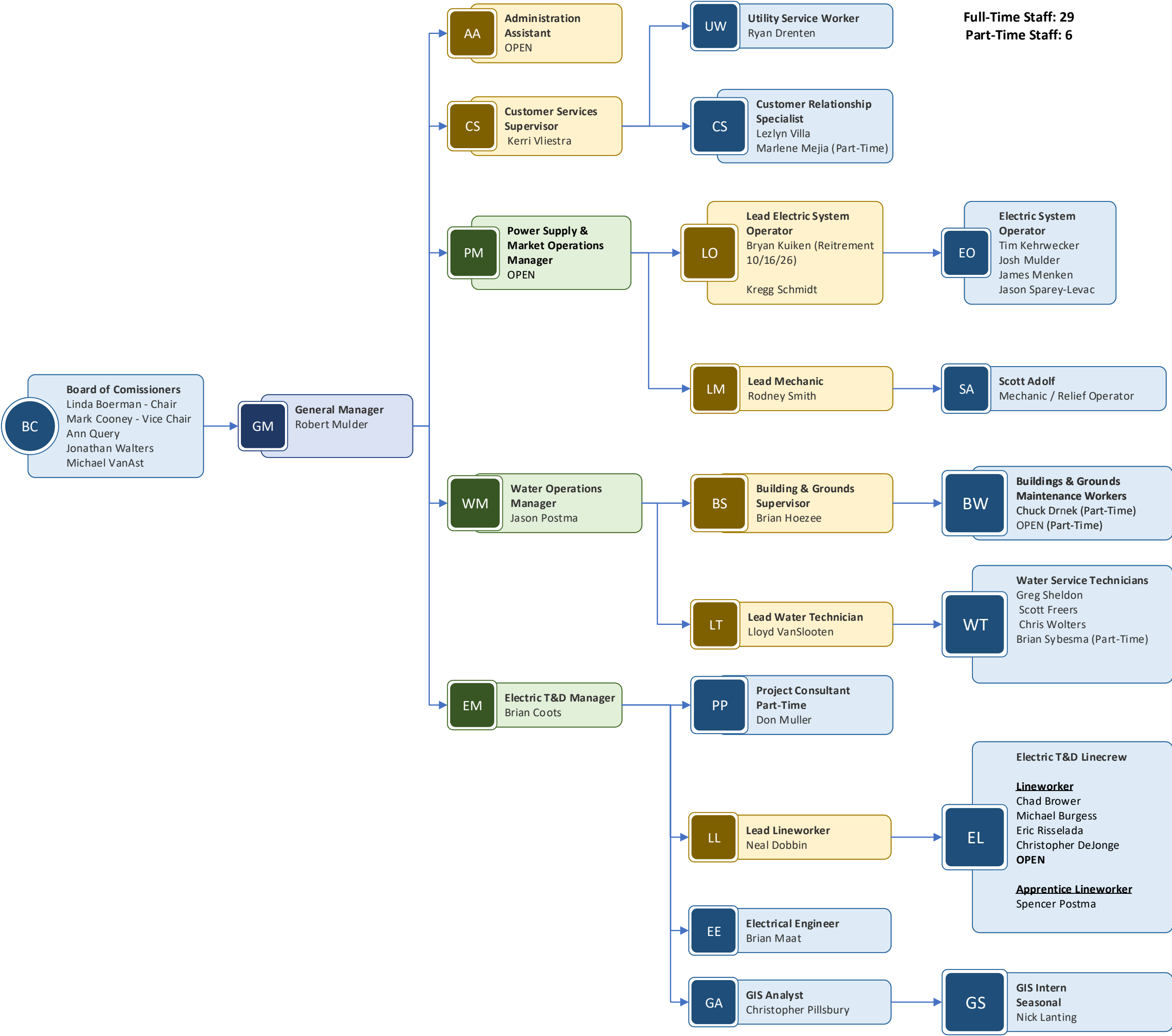
Staff respectfully request City Council approval to establish the Line Supervisor position to reflect the current operational, technical, and supervisory needs of the Zeeland BPW and City of Zeeland, and to approve the corresponding annual salary range provided by Human Resources: \$96,885 (minimum), \$125,013 (midpoint), and \$153,141 (maximum). If approved, the new Line Supervisor job classification and corresponding salary range would become effective upon City Council approval.

Attachments: Current BPW Organizational Chart
 Proposed BPW Organizational Chart
 Line Supervisor Job Description

ZBPW Org Chart
Effective: September 18, 2026

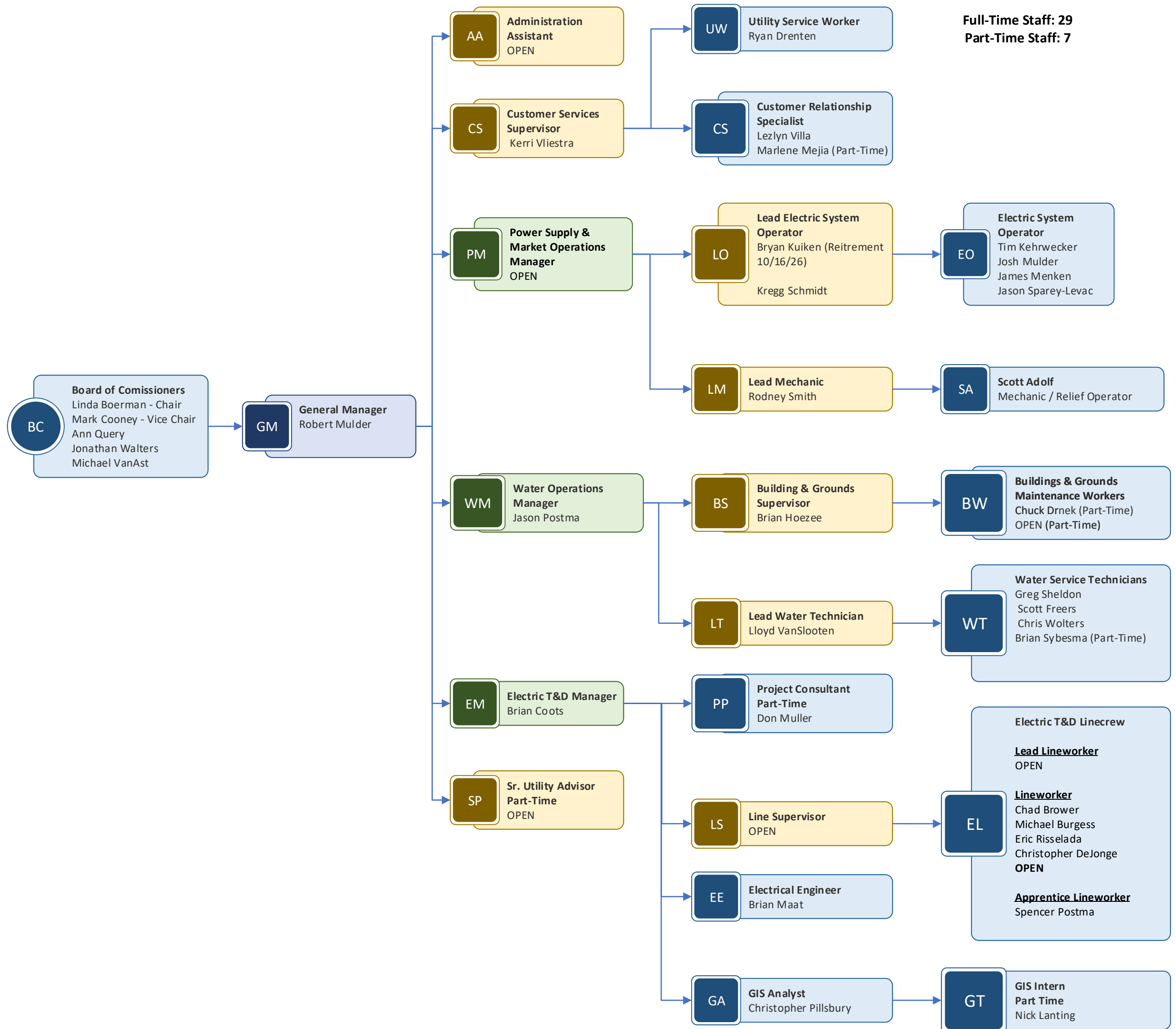


Full-Time Staff: 29
Part-Time Staff: 6



ZBPW Org Chart

Proposed





City of Zeeland
Job Description

LINE SUPERVISOR

Department	Board of Public Works	Reports To	Electric Transmission & Distribution Manager
FLSA Status	Exempt	Pay Type	Salary

General Summary:

Under the general direction of the Electric Transmission & Distribution Manager, plans, assigns, supervises, and reviews the daily work of Zeeland BPW line crews and coordinates contractors engaged in the safe, reliable, and economical construction, operation, maintenance, and restoration of the overhead and underground electric distribution system. The position provides technical direction, workforce supervision, field coordination, and advanced technical support for distribution design, system protection, automation, advanced metering infrastructure, reliability, and related utility initiatives, and participates in complex or emergency work as needed.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Plans, schedules, prioritizes, assigns, directs, and reviews the daily work of the Lead Line Worker, Line Workers, and Apprentice Line Workers; adjusts crew assignments and resources to meet operating priorities and schedules.
- Supervises the safe and economical construction, operation, inspection, maintenance, and repair of overhead and underground electric distribution lines, services, and related facilities in accordance with approved plans, standards, and work practices.
- Leads daily job briefings and confirms work methods, switching and clearance procedures, grounding, personal protective equipment, traffic control, tools, equipment, and site conditions before work begins.
- Ensures personnel, vehicles, tools, equipment, and materials are ready for daily and emergency assignments and coordinates the transportation of crews and materials to work sites.
- Provides direction, training, coaching, formal and informal performance feedback, and employee development to assigned employees; supports apprentice progression and training documentation; and administers personnel matters, including applicable collective bargaining agreement provisions, in coordination with management and Human Resources while promoting a positive, accountable work culture.
- Develops, maintains, communicates, and enforces work and safety procedures consistent with applicable OSHA/MIOSHA requirements, the National Electrical Safety Code, and City/BPW standards; monitors field practices, corrects unsafe conditions, and leads or supports incident, near-miss, and corrective-action review and follow-up.
- Coordinates outside contractors and job sites, including work scopes, pre-construction meetings, schedules, site access, permits and locates, planned outages, and coordination with BPW staff.
- Works collaboratively with electric engineering in the planning and implementation of distribution projects; reviews line routes, project plans, one-line diagrams, bills of materials, construction sequencing, field conditions, and proposed changes for constructability; recommends field modifications; and assists with project scopes, cost estimates, system protection, distribution automation, advanced metering infrastructure, and related technical initiatives within assigned authority.
- Coordinates line work with engineering, operations, customer service, and other affected staff and ensure appropriate personnel and customers are informed of scheduled and unscheduled outages, switching activities, and restoration status.
- Explains service procedures, planned work, and emergency conditions to customers and the public and responds to questions or concerns in a clear, professional manner.

- Assists with operating and capital work plans and budgets; identifies field-driven maintenance and capital needs and contributes to project prioritization, preliminary scopes, quantities, and cost information.
- Provides advanced technical field support for troubleshooting, testing, commissioning, and maintenance of distribution-system equipment, including reclosers, sectionalizing devices, protective relays, controls, distribution automation, advanced metering infrastructure, and related communications systems; coordinates settings and configuration changes with appropriate engineering personnel.
- Directs or coordinates switching, clearance/tagging, isolation, damage assessment, and restoration activities during outages and emergencies within established authority and serves in a designated field leadership role during major outages, storms, mutual-aid events, and other emergency restoration activities.
- Reviews and helps maintain accurate distribution-system records, including one-line diagrams, maps/GIS information, equipment records, field markups, and as-built information following construction, maintenance, and system changes.
- Reviews recurring outages, equipment failures, and field conditions; assists with root-cause analysis and recommends maintenance, replacement, sectionalizing, protection, or other reliability and system-improvement measures.
- Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

- High school diploma or equivalent and successful completion of a recognized electric line worker apprenticeship program resulting in journey-level line worker qualification, or an equivalent combination of education, training, and experience.
- An associate or bachelor's degree in electrical engineering, electrical engineering technology, electric utility technology, construction management, business/public administration, or a related field is preferred.
- Experience supervising or directing employees represented by a collective bargaining agreement is preferred.
- Possession and retention of a valid Michigan driver's license. Ability to obtain a Class A CDL within six (6) months of date of hire.
- Possession of, or ability to obtain, First Aid/CPR/AED certification.
- Considerable knowledge of electric distribution construction, operation, and maintenance methods; electrical theory as applied to distribution systems; tools, materials, equipment, and accepted journey-level line-worker practices.
- Considerable knowledge of applicable OSHA/MIOSHA and National Electrical Safety Code requirements; switching, tagging, clearance, and grounding procedures; energized work practices; and the hazards associated with overhead, underground, and substation work.
- Skill in coordinating contractors and projects; interpreting construction plans, one-line diagrams, specifications, maps/GIS information, and bills of materials; and monitoring safety, quality, schedule, and cost.
- Skill in diagnosing distribution-system and protection/automation problems, evaluating field conditions, making sound decisions under emergency conditions, and planning and completing emergency repair and restoration assignments.
- Ability to lead, coach, and develop employees; resolve conflict; prioritize multiple crews and concurrent projects; communicate clearly; and work effectively with employees, contractors, customers, other agencies, and the general public.
- Knowledge of electric distribution system configuration, protective devices and relaying, reclosers and sectionalizers, distribution automation, SCADA, advanced metering infrastructure, and utility communications is preferred.
- Skill in project planning, cost control, root-cause analysis, written documentation, and use of computer-based utility, GIS, outage-management, work-management, or asset-management systems.

Physical Demands and Work Environment:

- Work is performed in office, warehouse, vehicle, substation, and outdoor field settings.
- The employee is regularly required to communicate, sit, stand, and walk; frequently uses hands and arms and exercises eye-hand-foot coordination; and periodically stoops, bends, twists, kneels, crouches, climbs, or works at heights.
- The employee may lift or move light to moderate-weight items and may perform heavier physical work during field or emergency operations.
- Field work includes exposure to electrical, mechanical, traffic, and power-equipment hazards; extreme heat, humidity, cold, rain, snow, wind, noise, vibration, and uneven terrain.
- Specific vision abilities include close and distance vision, color recognition, depth perception, and peripheral vision.

EEO Policy

It is our policy to grant equal employment opportunity to all qualified persons based on merit and qualifications, without regard to sex (including sexual orientation, gender identity or expression, or pregnancy), race, color, religion, national origin, age, height, weight, marital status, disability, veteran status, genetic information (including family history), or any other classification, characteristic, or activity protected by applicable law.



CITY COUNCIL MEMORANDUM

TO: Mayor Van Dorp and Zeeland City Council

CC: Kevin Plockmeyer, Interim City Manager

FROM: Abby deRoo, City Marketing Director

SUBJECT: Match on Main Grant Agreement

DATE: October 5, 2026

Earlier this year, downtown communities were invited to pursue funding through the Match on Main grant program administered by the Michigan Strategic Fund (MSF) and Michigan Economic Development Corporation (MEDC). Downtown Zeeland submitted two applications. Mandu Escapes LLC, doing business as La Crème, requested assistance to outfit an on-street patio, and 3D Properties, owned by Mitch Bakker, requested assistance with the build-out of the retail storefront at 140 E. Main Avenue. Staff enthusiastically supported both applications.

The MSF has awarded the City of Zeeland up to \$16,984 to support La Crème's request. The agreement is effective September 1, 2026, and the City will serve as the grantee and local administrator of this reimbursement-based award. La Crème is required to invest a minimum of 10% of the grant amount.

The selection, by the MEDC, of a Zeeland grant recipient is a privilege. Match on Main is a competitive statewide program, and this award reflects confidence in Zeeland's downtown, its local business community, and the City's continued commitment to thoughtful placemaking and economic vitality. This direct MEDC/State of Michigan investment in downtown Zeeland is exciting and will help a locally owned business make a visible, customer-focused improvement in the heart of the community.

The La Crème application proposes to create a semi-permanent outdoor crepe station and related patio activation along Main Avenue. The project is designed to expand La Crème's service capacity, make better use of its exterior space, improve pedestrian activity, and create a more welcoming place for customers to gather downtown.

Under prior ownership, La Crème operated an outdoor patio. The current application would restore that amenity while adding equipment and operational enhancements that support an expanded outdoor service model.

The proposed scope includes:

- Commercial crepe makers and a mobile refrigerated crepe cart/preparation station;
- Electrical upgrades, exterior/string lighting, an ordering-area umbrella, and removable patio barriers or planters;
- An additional point-of-sale device, menu boards, branded cups and crepe pouches, and a nonalcoholic beverage cooler; and
- Initial ingredients and supplies needed to launch the expanded outdoor service operation.

La Crème anticipates that the project will reduce congestion inside the restaurant, streamline ordering and service, support new seasonal offerings, and encourage customers to remain downtown longer. The

application also indicates an anticipated increase of approximately three to five part-time positions, as a result of the project.

Match on Main is a reimbursement grant. La Crème must first incur and pay eligible project costs. The City will then assemble and submit one final reimbursement request to MEDC, including receipts and proof of payment, evidence of the required business match, a final progress report, a signed company acknowledgment, and project completion photographs.

- Maximum State grant: \$16,984.
- Minimum La Crème match: \$1,698.40, equal to 10% of the maximum grant.
- Eligible costs must be incurred and paid between April 18, 2026 and September 1, 2027.
- The final reimbursement package is due to MEDC no later than September 15, 2027.
- After receiving grant funds, the City must disburse them to La Crème within 60 days.
- The City must complete required progress reporting and retain grant records for the period required by the agreement.

The City's role is administrative and pass-through in nature. Grant funds may be used only for costs approved under the agreement, and reimbursement remains subject to MEDC review and confirmation of compliance. City staff will coordinate with La Crème throughout implementation to document expenses, monitor deadlines, and prepare the required reports.

City Attorney Donkersloot has also drafted a separate grant agreement between the City of Zeeland and Mandu Escapes LLC that establishes the local requirements applicable to the business.

The proposed investment advances the goals of the Match on Main program and supports the City's downtown development objectives by helping a local, place-based business activate outdoor space, modernize operations, attract customers, and contribute to downtown vibrancy. The award brings outside resources into Zeeland while leveraging private investment from La Crème.

At Council's September 8 Meeting, the grant agreement between the City and the State was approved. At your meeting on Monday, we are seeking approval of the grant agreement between Mandu Escapes, LLC and the City.

Recommendation:

Staff recommends that City Council approve the related grant agreement between the City of Zeeland and Mandu Escapes LLC.



Abigail deRoo, City Marketing Director



Kevin Plockmeyer, Interim City Manager

MATCH ON MAIN PROGRAM
SUB-GRANT AGREEMENT
(Mandu Escapes LLC Sub-Grant Agreement)

THIS SUB-GRANT AGREEMENT (“Agreement”), is effective as of September 8, 2026 (the “Effective Date”), and is a contract between the City of Zeeland (the “Grantor”), whose address is 21 S. Street, Zeeland, Michigan 49464, and Mandu Escapes LLC, a Michigan limited liability company, (the “Grantee”), whose address is 1971 E. Beltline Avenue NE, Ste. 106-715, Grand Rapids, Michigan 49525. As used in this Agreement, the Grantor and the Grantee are, individually, a “Party” and, collectively, the “Parties”.

RECITALS

A. The Michigan Strategic Fund Board through the staff of the Michigan Economic Development Corporation created an MEDC Match on Main Program (“MoM Program”) to provide MEDC funding to certain community development organizations across the State to deliver and administer grants to certain place-based small businesses.

B. The MEDC approved a MoM Program grant award to the Grantee (“MEDC Grant Funds”) to be disbursed to eligible businesses. *A copy of the Grant Agreement between the MEDC and Grantor is attached as Exhibit A (“Underlying Match on Main Program Grant Agreement”).*

C. Grantee has applied to the Michigan Strategic Fund to receive a grant award from Grantor for the MEDC Grant Funds, and Grantor has received a grant award in the amount of sixteen thousand nine hundred eighty-four (\$16,984) dollars (“Sub-Grant Funds”) which have been awarded to Grantee.

NOW, THEREFORE, the Parties agree as follows:

1. **Grant.** Subject to the terms and conditions of this Agreement, and in reliance upon the Grantee’s affirmations which are set forth below, the Grantor agrees to make, and the Grantee agrees to accept, the Sub-Grant Funds. It is understood, however, that Grantor is subject to all of the terms and conditions of the Underlying Match on Main Program Grant Agreement. Thus, Grantor will provide the Sub-Grant Funds to Grantee as soon as institutionally possible for Grantor to distribute such funds after Grantor has received the MEDC Grant Funds.

2. **Grantee Affirmations.** Grantee affirms all of its representations in the application for assistance and request for Sub-Grant Funds (the representations which were made in the Business Application Worksheet shall constitute the request for assistance) that were submitted to Grantor on or about April 16, 2026 (“Application”).

- a. Grantee affirms that the Sub-Grant Funds shall be used by the Grantee only for Eligible Costs as defined in the Underlying Match on Main Program MEDC/Grantor Grant.

- b. Grantee affirms that it will timely provide to Grantor the information relative to the Grantee as outlined in Exhibits B, C, D and E of the Underlying Match on Main Program EDC/Grantor Grant, and other reasonably pertinent information requested by the Grantor.
- c. Grantee further affirms and agrees that it shall provide information and shall permit both the Grantor and any representative of the State access to inspect its premises and its books and records so as to ensure that the Grantee has complied with all of the terms and conditions of the Grant Agreement between the MEDC and the Grantor.

3. **Repayment/Remedies.** Grantee is subject to repayment to the Grantor of an amount equal to the Sub-Grant Funds received by Grantee in the event that Grantee has made material misrepresentations to the Grantor in its Application, or the Grantee fails to otherwise comply with the requirements of this Agreement. Grantor further retains all rights and remedies allowed in law or equity, including seeking payment of its reasonable costs and expenses incurred enforcing its rights and remedies.

4. **Assignment.** Grantee may not assign any of its rights or obligations of this Agreement to any person or entity. Grantor may assign any of its rights and remedies hereunder to the MEDC upon the request of the MEDC.

5. **Written Notice.** All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; (c) sent by an overnight express courier service that provides written confirmation of delivery at the addresses shown above; or (d) by email if confirmation is provided that the email was received by the party to whom a notice is to be given.

6. **Counterparts/Facsimile/PDF Signatures.** This Agreement may be signed in counterparts and delivered by fax, in a PDF format or in another electronic format. In any of such circumstances, it shall be considered to be one document and an original for all purposes.

The undersigned have the authority to sign this on behalf of their respective Party effective on the Effective Date.

GRANTOR:

CITY OF ZEELAND

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

By: _____
Kristen R. DeVerney, Its City Clerk

GRANTEE:

MANDU ESCAPES LLC

By: _____
Johanna Udo, Its Member

PERSONAL GUARANTEE

I, Johanna Udo, hereby personally guarantee that all of the obligations of Mandu Escapes LLC in the above referenced agreement will be fulfilled and that all grant funds which are received from the MEDC and the City of Zeeland will be used in accordance with the terms and conditions of the grant which has been awarded to the City of Zeeland and to Mandu Escapes LLC.

Dated: _____, 2026

Johanna Udo



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, Interim City Manager
SUBJECT: 2026 Paser Rating Update
DATE: October 2, 2026
CC: City Council Work Study Agenda Items October 5, 2026

Background

During July and August 2026, PASER ratings were completed for streets throughout the City of Zeeland. PASER, or Pavement Surface Evaluation and Rating, is a standardized method used to evaluate the visible condition of paved streets based on factors such as cracking, deterioration, patching, rutting, and other surface distress. Streets are generally rated on a scale from 1 to 10, with higher ratings representing pavement in better condition. PASER ratings provide a useful snapshot of pavement conditions and, when completed periodically, allow the City to identify deterioration trends and assist with planning future maintenance and capital improvements. The City previously completed PASER evaluations in 2022. As a result, the attached maps provide a useful comparison of street conditions between 2022 and 2026, but they should not be viewed as a precise statistical comparison between the two years.

It is also important to recognize that PASER is a visual rating system and therefore includes some degree of professional judgment. Changes between rating cycles do not necessarily mean that physical improvements or significant deterioration occurred on every street where a rating changed. Differences in evaluator judgment, pavement conditions at the time of inspection, and the expanded scope of the 2026 evaluation can all influence individual ratings. For this reason, staff views PASER primarily as a tool for identifying broader pavement-condition trends and areas that warrant further evaluation.

Progress Since 2022

The 2026 PASER evaluation shows that a significant portion of the City's street network remains in good or better condition and also reflects the impact of the City's continued investment in street reconstruction and mill-and-resurface projects over the past several years. Several examples of improvement are visible when comparing the 2022 and 2026 maps. Main Avenue shows substantial improvement in pavement conditions, as do Taft Street and Innovation Drive. Portions of Centennial Street also show improvement, along with Centerstone Court, Allied Court, portions of Sanford Street, Lawrence Avenue, and Pine Street. These locations provide

FEEL THE ZEEL



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examples of how reconstruction, resurfacing, and other street improvements can positively affect pavement condition over time.

The comparison also identifies streets that have moved in the opposite direction. Portions of Fairview Street, East Central Avenue, Madison Court, Jefferson Avenue, Maple Street, and several streets in the northwest residential area, including portions of Woodward and Garfield, now show poor pavement conditions or deterioration compared with the earlier evaluation. The deteriorating locations are particularly useful as staff begins evaluating future mill-and-resurface projects. A poor PASER rating can identify a street for further consideration, after which staff can review the condition of the underlying water, sanitary-sewer, and storm-sewer infrastructure to determine whether resurfacing or a more comprehensive reconstruction project is the appropriate long-term investment.

Use in Capital Improvement Planning

PASER ratings are one piece of information used by staff when evaluating future street investments. For mill-and-resurface projects, pavement conditions are one of the primary considerations because these projects are generally intended to extend the useful life of an existing roadway where the underlying infrastructure remains serviceable. The City generally attempts to allocate approximately \$350,000 annually toward mill-and-resurface projects. These projects are selected on a year-by-year basis rather than programmed several years in advance through the Capital Improvement Plan.

Street reconstruction projects require a broader evaluation. In addition to pavement conditions, the City maintains information regarding the condition of its water, sanitary-sewer, and storm-sewer infrastructure. Staff reviews this information together with pavement condition, drainage needs, traffic considerations, project coordination opportunities, and available funding when determining where a comprehensive reconstruction project may be warranted.

This distinction is important because a poor PASER rating does not automatically mean that a street should be reconstructed. If the underground infrastructure remains in satisfactory condition, a mill-and-resurface project may provide a more cost-effective way to extend the life of the street. Conversely, a street that does not have the City's lowest pavement rating may still warrant reconstruction if significant water, sanitary-sewer, storm-sewer, drainage, or other infrastructure improvements are needed.

The City generally plans to invest approximately \$1.5 million to \$2 million annually in street reconstruction projects. Maintaining both a reconstruction program and an annual mill-and-resurface program allows the City to preserve streets where the underlying infrastructure remains sound while also making more comprehensive investments where roadway and utility needs coincide.



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Future Street Improvements

The City's current Capital Improvement Plan identifies major reconstruction projects several years into the future. The 2026 PASER ratings will provide another layer of information as staff continues to evaluate those projects and update the CIP. Mill-and-resurface projects will continue to be evaluated annually based primarily on pavement condition, underground infrastructure condition, available funding, and the opportunity to extend the useful life of the roadway.

Type of Improvement	Streets/Areas for Continued Consideration
Future Reconstruction Projects	Goodrich Street – Central to Lincoln; Winterhalder – Central to Dead End; Valley Drive / South Jefferson / Center / Westenbroek; Washington Avenue – State to Carlton
Potential Future Mill-and-Resurface Projects	Portions of Fairview Street; portions of East Central Avenue; Madison Court; portions of Garfield Avenue; portions of Woodward Street; portions of Jefferson Avenue; and portions of Maple Street

For purposes of identifying potential future mill-and-resurface projects, staff has initially focused on streets or street segments receiving a poor PASER rating in the 2026 evaluation. Before any of these locations are recommended for resurfacing, staff will also review the condition of the underlying water, sanitary-sewer, and storm-sewer infrastructure to confirm that resurfacing represents an appropriate long-term investment.

The reconstruction projects identified above are part of the City's longer-term capital planning process and are based on more than pavement condition alone. Likewise, the potential mill-and-resurface locations are intended as areas for continued evaluation and should not be viewed as a committed project schedule.

Future Use of PASER

The completion of a citywide PASER evaluation in 2026 establishes an improved pavement-condition baseline that staff can incorporate into the City's existing capital-planning process. It will help identify streets that may be appropriate for annual mill-and-resurface work while also providing another source of information when evaluating and updating the City's longer-term reconstruction program.

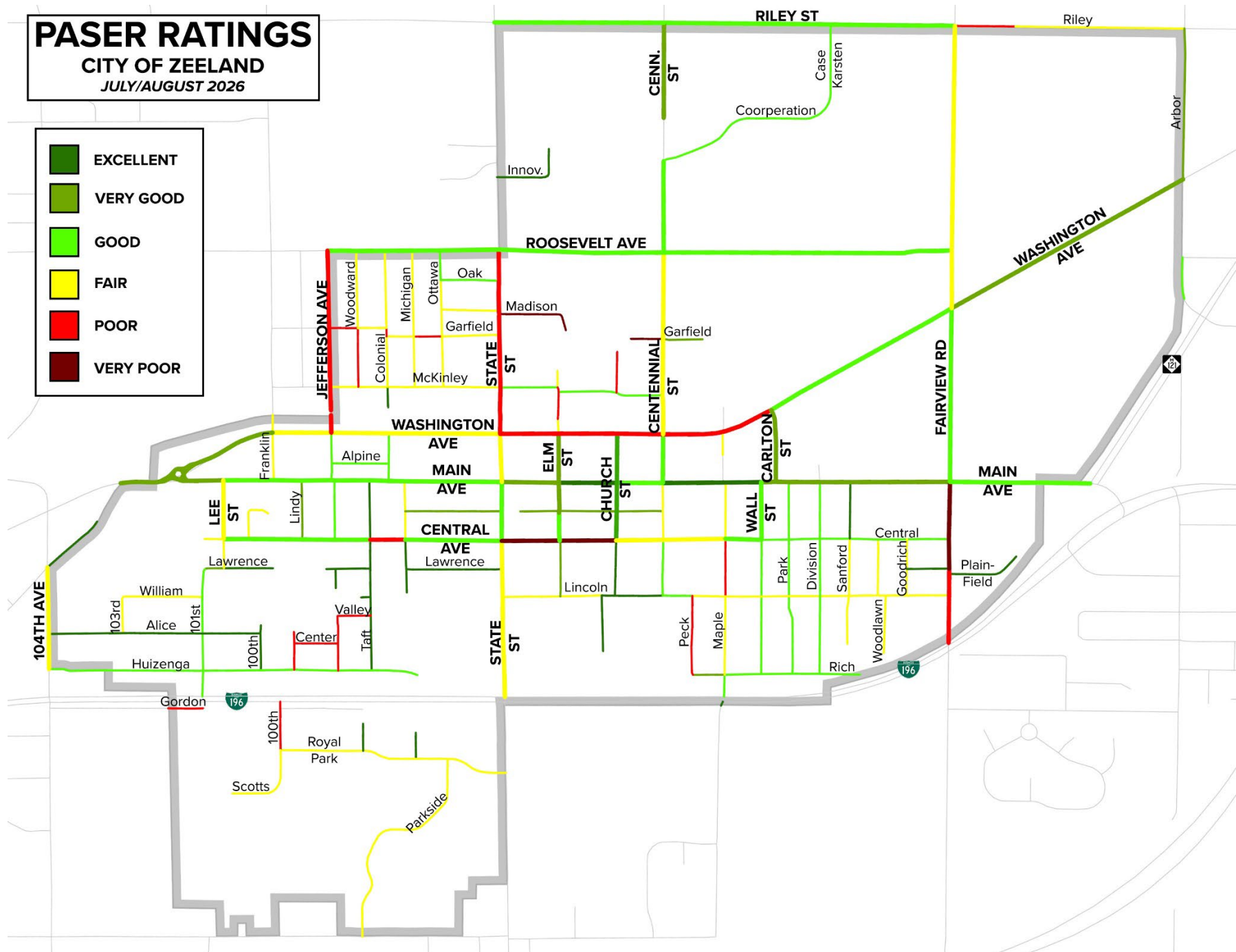
Future PASER evaluations will also allow the City to better track pavement deterioration over time and assess whether the City's ongoing investment in the street system is maintaining or improving overall pavement conditions. Used together with the City's water, sanitary-sewer, and storm-sewer condition information, PASER provides another objective tool to help staff and City Council make informed decisions regarding future street investments.

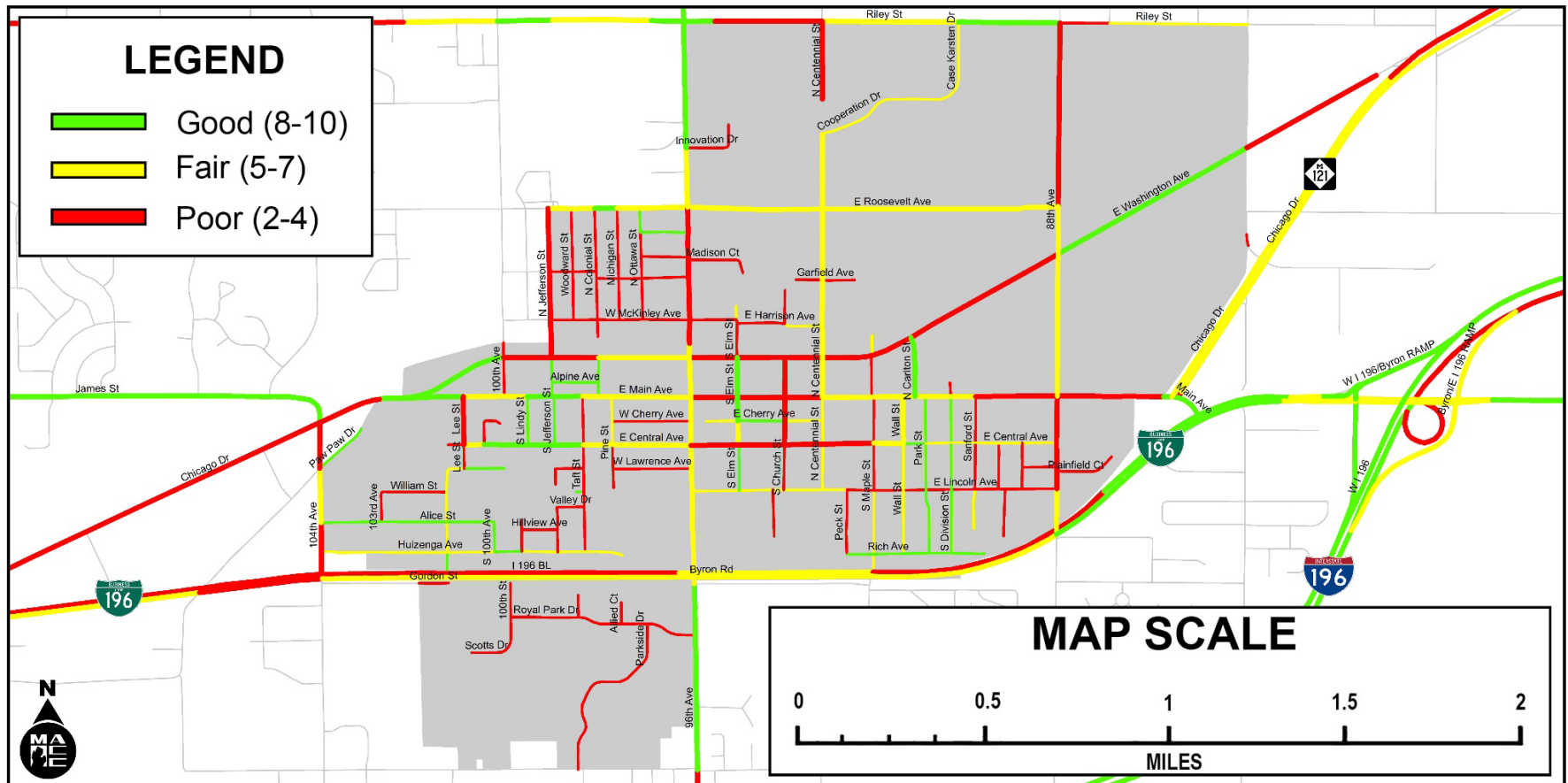
PASER RATINGS

CITY OF ZEELAND

JULY/AUGUST 2026

- EXCELLENT
- VERY GOOD
- GOOD
- FAIR
- POOR
- VERY POOR





2022 PASER Ratings

City of Zeeland





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INTEROFFICE MEMORANDUM

TO: Mayor Van Dorp and City Council Members
FROM: Kevin Plockmeyer, Interim City Manager
SUBJECT: Planning Commission Membership Ordinance Amendment
DATE: October 2, 2026
CC: City Council Work Study and Action Agenda Items October 5, 2026

Background

At City Council's last meeting, Council discussed the composition of the Planning Commission and, specifically, whether the City should provide the ability for a non-resident administrative representative to serve on the Commission. The discussion resulted in a range of opinions, including concerns regarding how broadly a non-resident provision could be applied, how many non-residents could ultimately serve, and what City positions might qualify for appointment. Following that discussion, City Attorney Jim Donkersloot prepared the attached ordinance amendment. The proposed language is considerably narrower than simply allowing non-residents generally to serve on the Planning Commission.

Proposed Ordinance Language

The proposed ordinance would maintain the Planning Commission at nine members and would continue the City's existing general membership structure. The Commission would consist of the Mayor, one member of City Council, six other appointed members, and an administrative representative. The principal change would specifically identify the City Manager or Interim City Manager as the administrative representative who may be selected by the Mayor. If selected, the City Manager or Interim City Manager would not be required to be a City elector, provided the individual is a United States citizen and Michigan resident.

Importantly, the proposed ordinance does not create a general non-resident position on the Planning Commission. The exception is limited specifically to the individual serving as City Manager or Interim City Manager. The ordinance does not extend the exception to other City employees or other members of the public. The proposed language also provides that the administrative appointee would serve a one-year term, with the appointment ending if the individual is no longer serving as City Manager or Interim City Manager. The ordinance otherwise retains the existing three-year terms for the six appointed public members.



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Consideration

The purpose of bringing the ordinance back to City Council is not to revisit the broader question of whether non-residents generally should be eligible to serve on the Planning Commission. Rather, the ordinance is intended to address the narrower question of whether the City's chief administrative official should be able to serve on the Planning Commission regardless of residency.

This distinction is important given some of the concerns raised during the previous Council discussion. Under the proposed amendment, Council would not be establishing a broad category of non-resident Planning Commission members, nor would the amendment allow additional City employees to fill the position. The exception would be tied specifically to the office of City Manager or Interim City Manager.

Staff believes there to be value in having the City's administrative representative participate in Planning Commission discussions. The Commission regularly considers matters involving development, infrastructure, long-range planning, zoning, and other issues that intersect with City operations, policies, and budgets. The proposed amendment would preserve that administrative connection while providing flexibility should the individual serving as City Manager reside outside the City.

The proposed amendment is therefore intended to provide limited flexibility for the City's administrative representative while maintaining the existing composition and residency requirements for the remainder of the Planning Commission.

Recommendation

City Council approve the attached ordinance amendment to Sections 2-155 and 2-156 of the City Code allowing the City Manager or Interim City Manager, if selected by the Mayor to serve as the administrative representative to the Planning Commission regardless of City residency.

Kevin Plockmeyer, Interim City Manager

CITY OF ZEELAND

ORDINANCE NO. _____

(An ordinance to Amend Section 2-155 and Section 2.156 of
Volume I of The Code of the City of Zeeland, Michigan)

Portions of minutes of a Regular Meeting of the City Council of the City of Zeeland, County of
Ottawa, Michigan, held in the Zeeland City Hall in said City on _____, 2026, at 7:00 o'clock P.M.,
Local Time.

PRESENT: Council Members _____

ABSENT: Council Members _____

The following preamble and ordinance were offered by Council Member
_____ and supported by Council Member _____:

WHEREAS, the City Council desires to ensure that the City Manager or an Interim City may
serve as a member of the Planning Commission;

AND WHEREAS, the City Council believes that it would be beneficial to have the City Manager
or the Interim City Manager serve as a member of the Planning Commission to help to coordinate the
policies and budgets of the City of Zeeland even if such a person is not a resident of the City of Zeeland;

AND WHEREAS, MCL 125.3815(4) permits the City to appoint one nonresident to serve on the
Planning Commission;

AND WHEREAS, MCL 125.381(5) permits the chief administrative officer of a municipality to
serve as a member of the Planning Commission;

AND WHEREAS, it is believed that the membership of the city manager on the Planning Commission will promote the public welfare.

THE CITY OF ZEELAND ORDAINS.

Section 1. Section 2-155 of the Zeeland City Code is amended to read in its entirety as follows:

“Sec. 2-155. - Established.

Except as otherwise provided, the city council does hereby create a city planning commission consisting of nine qualified electors of the city, under the authority of, subject to the powers, duties and limitations as provided in Public Act No. 285 of 1931 (MCL 125.31 et seq.), and further subject to the terms and conditions of this ordinance, provided that the city manager or the interim city manager of the city shall not be required to be an elector of the city if such a person is a citizen of the United States of America and is a resident of the State of Michigan.”

Section 2. Section 2-156 of the Zeeland City Code is amended to read in its entirety as follows:

“Sec. 2-156. - Appointment and terms of members.

- (a) The city planning commission shall consist of nine members. Such members shall consist of the mayor, the Zeeland city manager or the Zeeland interim city manager if selected by the mayor, one member of the city council to be selected by the city council, and six other persons who shall be appointed by the mayor subject to majority approval of the members of the city council. The administrative appointee shall serve for a term of one year provided that such term shall end if the administrative appointee is no longer serving in such position, at which time the mayor shall appoint a new administrative representative. In addition, the term of an administrative appointee shall expire upon the secession of employment with the city as the city manager or the interim city manager. The terms of the six members shall be for three years. Successors shall be appointed not more than one month after the term of the preceding commission member has expired. Vacancies shall be filled for the remainder of the term by action of the city council in the same manner as for full-term members. Commission members shall not hold any other municipal office except for the ex officio members authorized by Public Act 285 of 1931 (MCL 125.31 et seq.), and except that one member, who was appointed by the mayor with approval by the city council, may serve on the zoning board of appeals.
- (b) The terms of ex officio members shall correspond to their respective official tenures, except that the term of the administrative official selected by the mayor shall terminate with the term of the mayor.

- (c) After a public hearing, a member from the public may be removed by the council for inefficiency, neglect of duty, or malfeasance in office. All ex officio members shall have full voting rights.”

Section 3. All Ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 4. This Ordinance shall take effect immediately upon publication thereof and is hereby declared to be an Emergency Ordinance.

This Ordinance is hereby adopted on the _____ day of _____, 2026, at a Regular Meeting of the Zeeland City Council, with the following vote:

AYES: Council Members _____

NAYS: Council Members _____

ABSENT: Council Members _____

City of Zeeland

By: _____
Richard J. Van Dorp III, Mayor

By: _____
Kristi DeVerney, Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. _____ which was duly adopted by the City Council of the City of Zeeland, County of Ottawa, Michigan, at a Regular Meeting held on _____, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act. I hereby certify that the above Ordinance known as Ordinance No. _____ or a summary of such Ordinance was published in the Zeeland Record on the _____ day of _____, 2026.

Kristi DeVerney, City Clerk



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

INTEROFFICE MEMORANDUM

TO: City Council Members

FROM: Kevin Plockmeyer, Interim City Manager

SUBJECT: 2027 Retiree Health Insurance Renewal

DATE: October 2, 2026

CC: City Council Work Study and Action Agenda Items October 5, 2026

BACKGROUND:

On an annual basis, the City reviews the health and prescription drug coverage provided to our Medicare-eligible retirees and eligible spouses. For many years, this coverage was provided through Priority Health. Effective January 1, 2026, the City transitioned its retiree Medicare Advantage coverage to Humana, with the plan supported through The Pool and retiree benefit administration assistance provided by Retiree First.

Overall, the transition has gone very well. Staff has not received any significant complaints regarding the Humana coverage or the transition from Priority Health. Based on our experience during the first year, staff is comfortable recommending that the City continue with the Humana Medicare Advantage plan for 2027.

2027 RENEWAL:

Humana has provided a 2027 renewal rate of \$222.43 per member per month. The current 2026 rate is \$210.56 per month, resulting in an increase of \$11.87 per month, or approximately 5.6%. The proposed plan continues to include medical and prescription drug coverage through Humana's Medicare Group Plan. The plan includes no deductible, a \$10 primary-care office visit copayment, a \$20 specialist copayment, and a \$4,000 medical maximum out-of-pocket amount. The renewal proposal assumes 27 currently enrolled members.

RETIREE CONTRIBUTIONS:

Under the City's Retiree Benefit Policy, the City's contribution toward eligible retiree Medicare coverage may increase by up to 3% from the prior calendar year. When the annual premium

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increase exceeds 3%, the portion of the increase above the City's 3% contribution cap becomes the responsibility of the retiree. For 2027, the Humana premium is increasing approximately 5.6%, from \$210.56 to \$222.43 per month. Accordingly, the City's monthly contribution will increase by 3%, from \$154.26 to \$158.89, with the remaining premium increase reflected in the retiree contribution.

Based on the attached contribution calculation, the monthly amounts would be:

	<u>2026</u>	<u>2027</u>	<u>Monthly Increase</u>
Total Premium	\$210.56	\$222.43	\$11.87
City Contribution	\$154.26	\$158.89	\$4.63
Retiree Contribution	\$56.30	\$63.54	\$7.24
Spouse Contribution	\$133.43	\$142.98	\$9.56

For an eligible Medicare-covered spouse, the City will continue to contribute 50% of the amount provided toward the retiree's coverage, with the spouse responsible for the remaining premium. As has historically been the case, the City's portion of retiree health insurance costs will continue to be paid from the City's OPEB Fund.

RECOMMENDATION:

Staff recommends that City Council approve renewal of the Humana Medicare Advantage health and prescription drug plan for eligible retirees and spouses effective January 1, 2027, at a monthly premium of \$222.43 per member.

Kevin Plockmeyer, Interim City Manager



Humana Medicare Group Plan – Premium Information

CITY OF ZEELAND - PPO

Date: 6/9/2026
Humana Medicare Group Plan

Plan Names: PASSIVE PPO 079 059 with Standard Rx65

Rx Formulary: Group Plus Formulary - 27800

Additional Medication Buy-Ups: Cosmetics, Coughs and Colds, Fertility Agents, Vitamins, EDs Enhanced

Plan Year	Final Billed Premium (Per Member Per Month)
1/1/2027 - 12/31/2027	\$222.43

PASSIVE PPO 079 059 Medical and Rx Benefit Overview

(In-Network Benefits match Out-of-Network Benefits)	
Deductible	None
Inpatient Acute Hospital	\$150 Copayment (Days 1-5)
Skilled Nursing Facility	\$75 Copayment (Days 21-100)
Physician Office Visits	\$10 Copayment
Specialist Office Visits	\$20 Copayment
Outpatient Surgical	\$50 Copayment
Ambulance	\$50 Copayment
Emergency Room	\$65 Copayment
Medical Maximum Out of Pocket	\$4,000 Combined (Medicare Covered Services)
Prescription Drugs (Retail 30 day supply)	Rx65 \$10/\$40/\$40/\$40 from \$0 to Catastrophic

See attached sheet for rating assumptions and stipulations. The benefits presented above are a high-level summary. Please consult the Plan Design Exhibit for a more detailed list of covered services, member cost shares, services subject to deductibles and any plan limitations.

Proprietary and confidential. For the sole use of CITY OF ZEELAND.
Not to be shared externally without written consent from Humana Inc.



Humana Medicare Group Plan – Rating Assumptions and Stipulations

CITY OF ZEELAND - PPO

Proposal Terms

The benefits presented on the previous page are a high-level summary. Please consult the Plan Design Exhibit for a more detailed outline of the benefits proposed. Final benefits may differ due to annual changes in CMS benefit requirements.

For members with End Stage Renal Disease (ESRD), the Humana Group Medicare Advantage Plan is only offered to eligible members who are diagnosed and enrolled in a manner that is consistent with applicable Medicare secondary laws, and the rules and regulations set forth by CMS.

The rates provided do not reflect any potential premium adjustments provided by Center for Medicare and Medicaid Services (CMS) or federal regulations based on a Medicare beneficiary's income.

Humana shall have the right to unilaterally adjust the proposed premium rates set forth in this rate sheet if:

- i. a change in or clarification to Law affects Medicare Part C or D program costs or revenue;
- ii. a natural disaster, pandemic, act of God or other cause beyond the reasonable control of Humana affects Medicare Part C or D programs costs or revenue;
- iii. highly utilized specialty or high-cost drugs are introduced, or additional indications are added to such a drug resulting in an increase in the pharmacy allowed per member per month; or
- iv. Humana determines that data provided and relied upon by Humana in development of the premium rates was inaccurate, incomplete, biased, misleading, or otherwise contributed to Humana underestimating actual plan expenses or revenue incurred by Group.

For purposes of this proposal, "Law" shall mean, "any federal, state, or local law, statute, regulation, ordinance, code, rule, order, or other similar requirement enacted, adopted, or enforced by a government authority, including, without limitation, Medicare laws and CMS regulations and requirements, including CMS manuals, CMS payment methodology, and other directives.

Humana will hold the proposed rates, assuming all of the information provided is accurate, and could be subject to change should any of the following differ:

All members are retired and enrolled in Medicare Part A and Part B.

A minimum average employer contribution level of 50% of the proposed premium for the plan.

A majority of members' (51% or more) primary residence is in an adequate Humana Medicare Advantage network service area. Humana will monitor network adequacy throughout the year to confirm standards are met.

Enrolled membership should not change from current, or differ from the information provided, by more than 10% per year. This proposal assumes 27 currently enrolled members.

Humana's Medicare Advantage plan is the only plan offered. Additionally, there is no secondary plan wrapping around, coordinating with, or offered in conjunction with this plan for all current and future Medicare eligible retirees.

Part D, administered by Humana Pharmacy Solutions, will utilize Humana's Group Plus formulary and include utilization management programs such as: quantity limits, prior authorization, and step therapy. Humana continually updates its drug list and quantity limits, and ensures these updates are in accordance with CMS regulations.

Benefits, deductibles, maximum out of pocket accumulators, and any applicable pharmacy accumulators will be reset on January 1 each year.

We are pleased to present this Humana Group Medicare Advantage proposal to you and assume all information provided is accurate with the understanding if there is a material change from the provided information, including the offering environment, Humana has a right to revise or rescind the quote.



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INTEROFFICE MEMORANDUM

TO: City Council Members

FROM: Kevin Plockmeyer, Interim City Manager

SUBJECT: 2027 Dental Insurance Renewal

DATE: October 2, 2026

CC: City Council Work Study and Action Agenda Items October 5, 2026

BACKGROUND:

The City has received its 2027 dental insurance renewal through The West Michigan Health Insurance Pool. The renewal provides for a 4.20% increase effective January 1, 2027. The Pool indicates that the increase is generally consistent with dental provider trends across the State and is intended to maintain the financial stability of the program while minimizing member costs.

The City's current monthly rates and proposed 2027 renewal rates are as follows:

Coverage	Current Monthly Rate	2027 Monthly Rate
Single	\$32.56	\$33.93
Two-Person	\$64.76	\$67.48
Family	\$122.89	\$128.05

The existing benefit structure would remain unchanged. The plan continues to provide 100% coverage for preventive services and 50% coverage for the remaining covered service categories, with a \$1,750 annual maximum and a \$1,500 orthodontic maximum.

As has been the City's practice, active employees are not required to contribute toward the cost of dental insurance. Staff is not recommending any change to that approach for 2027.

DENTAL POOL PARTICIPATION:

Prior to moving to The Pool, the City historically obtained dental coverage through Delta Dental. During the 2025 renewal process, staff noted that The Pool was expanding its dental program and appeared to offer a viable future alternative with coverage generally comparable to the City's

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existing benefits. The City subsequently transitioned its dental coverage to The Pool utilizing the ADN network.

Since making that transition, staff has received very little employee concern or negative feedback regarding the change. While any provider-network change requires some adjustment, the transition appears to have gone smoothly overall.

The 2027 renewal represents a relatively modest 4.20% increase while maintaining the existing benefit structure. Given our experience since transitioning to The Pool, the limited employee concerns received, and the stability of the current plan design, staff does not see a reason to pursue a change in dental coverage for 2027.

The Personnel Committee reviewed the 2027 dental insurance renewal at its September 21, 2026 meeting and approved staff's recommendation to renew the City's dental coverage through The Pool and maintain the existing policy under which the City pays the full dental insurance premium for active employees and their eligible dependents.

RECOMMENDATION:

Staff recommends that City Council approve the 2027 dental insurance renewal through The West Michigan Health Insurance Pool at the rates presented.

Kevin Plockmeyer, Interim City Manager



2027 Renewal Prepared for City of Zeeland



Rates Effective January 1, 2027

8/11/2026

Thank you for your continued participation in The Dental Pool. We are pleased to announce that our dental rates will experience a trend increase of 4.20%, keeping in line with Dental providers across the state. In alignment with the pillars of The Pool (trust, value and member experience), this adjustment was made to ensure member costs are minimized while the Dental program continues to grow.

Description		Benefits	Current		Renewal	
All Staff	50106	Plan Services:	100%/50%/50%/50%	Single:	\$32.56	Single: \$33.93
		Annual Max:	\$1,750	Double:	\$64.76	Double: \$67.48
		Ortho Max:	\$1,500	Family:	\$122.89	Family: \$128.05

If you have questions regarding your rates or plans, or would like to look at other options, please reach out to a member of your Gallagher support team:

Mike Hagerty: Michael_Hagerty@ajg.com

Chris Glass: Chris_Glass@ajg.com

Leslie Nowaczyk: Leslie_Nowaczyk@ajg.com

Ashley Contreras: Ashley_Contreras@ajg.com

Renee Lowery: Renee_Lowery@ajg.com





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MEMORANDUM

TO: Mayor VanDorp and City Councilmembers

FROM: Doug Engelsman, CWP Superintendent

SUBJECT: CWP Recognition

DATE: October 1, 2026

CC: October 5, 2026, Agenda

The Zeeland Clean Water Plant received two prestigious national recognitions in 2026.

First, the **Utility of the Future Today (UotFT) Recognition** celebrates water utilities that advance resource efficiency and recovery, build proactive relationships with stakeholders, and help create resilient, sustainable, and livable communities. The program provides utilities of all sizes with a framework for innovation, more efficient operations, and long-term sustainability.

Our 2026 recognition is in the **Water Reuse** category, honoring efforts to conserve drinking water, reduce operating costs, and protect water resources. This is the CWP's fourth UotFT recognition, following:

- **Partnering and Engagement (2020)**
- **Beneficial Biosolids Reuse (2022)**
- **Nutrient Reduction and Recovery (2024)**

Second, Zeeland CWP received the **Platinum 5 Peak Performance Award** from the National Association of Clean Water Agencies (NACWA) for achieving five consecutive years of 100% permit compliance. This national recognition reflects the effectiveness of the City's asset management program and the dedication of CWP staff in maintaining exceptional operational performance and regulatory compliance.

I'd like to thank the City of Zeeland's leadership, along with our partnering communities for their commitment to environmental excellence. I'd also like to give special recognition to the CWP staff, whose dedication, expertise, and careful day-to-day operation of the facility. These achievements reflect our shared commitment to reliable service, responsible resource management, and protecting public health and the environment.

Doug Engelsman
Clean Water Plant Superintendent