

MEMORANDUM OF MEETING

Personnel Committee

July 29, 2025 – 7:30 a.m.

City Hall Main Floor Conference Room

PRESENT: Mayor Klynstra, Mayor ProTem Gruppen, BPW Chair Boerman, BPW Vice Chair Cooney

ABSENT: Council Member VanDorp

Staff Present: City Manager Klunder, Assistant City Manager/Finance Director Plockmeyer, BPW General Manager Boatright, and Administrative Assistant Moore

Mayor Klynstra called the meeting to order at 7:30 a.m.

Employee Comments

No employee comments. Firefighters Hugo Gomez, Devon Jones & Josh Jekel were in attendance to observe. Klunder asked them to introduce themselves to those committee members who may not have met them before.

HR Specialist Position

Klunder provided an overview of the proposed new HR Specialist position. Staff have discussed the need for this over the past few years. HR administrative functions have historically been handled by the Clerk's Office however, that office is seeing more election-related duties. Coupled with the current staffing situation (Clerk on extended medical leave and Deputy Clerk no longer with the city) and looking at a long-term perspective, staff feel it would be best to move these HR functions out of that office to allow them to focus on elections, meeting minutes/packets, etc. (Klunder also noted that cemetery administrative oversight has been moved over to Susan Moore as she regularly works with cemeteries & parks.) With these functions taken out, from a long-term perspective, staff see the Deputy Clerk position going to part-time (this position is currently held by Sharon Lash and the Grand Haven Township Deputy Clerk is helping to oversee the elections. HR functions are currently being managed by the Finance Department.)

Going forward, staff feel that an HR-focused individual would be the best path forward for the organization. Staff are proposing this position be housed at City Hall, shared with ZBPW and doing the above-mentioned work of the Clerk's office (position vacancies, oversee hiring process, contacting applicants, interviewing, onboarding. Leadership team members have had to perform a more active role in some of these functions than we would ideally like to see.) The proposed position would be full-time. Staff have been working with Kurt Wassink at HR Solutions and looked at hiring them to do it, contracting this service out with somebody else, and if we need a full-time person. Kurt Wassink referenced that organizations usually have at least 100 full-time employees (for a position like this), and while the city/ZBPW may not be quite at this benchmark, staff does see justification for it. Salary would be in the range of \$63,878 (median with a 40% spread on that scale. Minimum just over \$51,000 and a maximum of \$76,000. Total close to \$100,000/year with benefits.) Proposed split: 66% city, 34% ZBPW based on FT equivalent positions organization wide. Not a budgeted position but staff see potential savings from the Clerk's office with Deputy Clerk position moving to part-time. If approved by City Council, staff would work with HR Solutions to fill it. They anticipate a 4–6-week timeframe.

Plockmeyer noted that in addition to current staff, there are also a number of retirees that this position would also deal with. Part-time staff, paid-on-call as well. Boerman asked if this person would be involved

with union negotiations. Possibly, if not in the negotiations, they would at least know the contract. Boatright commented that he fully supports this position. Consistency is an issue and it's important to look professional and consistent in how we perform recruitments and onboarding. Klunder commented that in discussions prior to her leaving for medical leave, the City clerk was also in agreement with this move.

Motion was made by Gruppen and seconded by Cooney to recommend to City Council approve the establishment of a HR Specialist position. All voting aye. Motion passed.

Medicare Advantage Plan Update

Klunder gave an update on possibly utilizing Gallagher Benefit Services to administer the city's Medicare Advantage Plan. The previous administrator, Schaaf Agency, sold their business to another agency several years ago and as a result, the city has not received the same level of service we have been accustomed to. Gallagher administers the Western Michigan Health Insurance Pool and Klunder contacted them to see if they do anything with Medicare. They suggested looking at starting a Medicare pool with other municipalities, like what is currently done with insurance. Their satellite office began meeting with Health Insurance Services and five municipal bodies, including the city. They determined each of the five entities would see savings of 10-40%, in some cases the benefit level could increase dramatically (benefits would be the same or slightly better for the city.) A larger meeting is scheduled next week with municipal organizations of the health insurance pool to see if they want to join. A decision would be needed by October 1st (for enrollment purposes) to be a part of a Medicare pool. Humana provided the lowest bid at this time and are partnered with another third-party administrative team to oversee the program (onboarding of retiree, answer questions, billing, etc.) The city is currently charged about \$274 per month, with a retiree cost share of 27%. Under this new plan, the rate would be around \$220 per month – a significant savings to both the city/ZBPW & the employee without a reduction in benefit level. If we move forward with this, they (Humana) would hold information meetings for retirees, help with enrollment period, etc.

Vote not needed at this meeting (this update was more for informational purposes), Klunder expects to bring this back within the next 2 months.

Non-Union Benefits Discussion

Boatright presented four non-wage items negotiated in the UA/UW collective bargaining agreement (approved by both the union & council and the board) that he would welcome the committee's feedback on as far as direction and potential future action:

1. Vacation – additional 6th week after 29 years of service
2. Longevity Pay – increase by \$250 for each step beginning with the 5-9 years of service
3. Holidays – 1 additional personal day at 5 years (rather than at 10 years)
4. Travel expense policy – GSA (General Services Agency) standard meals & incidentals expense per diem rate applicable to travel destination for reimbursement for meals and incidental expenses.

Gruppen asked if it's been reviewed by the ZBPW board. Outside of the agreement itself, not in terms of bringing it out for non-union staff, but that can be done. Boerman asked if this is for BPW or city. It would be for non-union employees of both. Gruppen asked why these were not implemented before July 1. Historically, these types of items come about during union negotiations & are consistent with past practice to come back to this committee i.e., Martin Luther King Day holiday. While the items are not urgent, the longevity pay item would have a shortened timeframe as that check is cut on the first payroll of December. There were no major objections from the committee.

There being no further information to discuss, a motion was made by Gruppen and seconded by Cooney to adjourn the Personnel Committee meeting at 8:15 a.m. All voting aye. Motion passed.

Susan Moore

Susan Moore, Administrative Assistant

