

**MEMORANDUM OF MEETING**  
Personnel Committee  
November 25, 2025 – 7:00 AM  
City Hall Main Floor Conference Room

**PRESENT:** Mayor Klynstra, Mayor ProTem Gruppen, BPW Chair Boerman, BPW Vice Chair Cooney, Council Member/Mayor-Elect VanDorp

**Staff Present:** City Manager Klunder, Assistant City Manager/Finance Director Plockmeyer, and Administrative Assistant Moore

**Staff Absent:** BPW General Manager Boatright

**Also Present:** Three City of Zeeland Fire/Rescue Employees: Hugo Gomez, Damon Jones & Marty Vander Velde

Mayor Klynstra called the meeting to order at 7:00 AM

**Employee Comments**

No employee comments.

**Approval of October 22, 2025, Meeting Minutes**

*A motion was made by Cooney and seconded by Boerman to approve October 22, 2025, meeting minutes. All in favor, minutes approved.*

**2026 Dental Insurance Recommendation**

Klunder gave some background on dental insurance (put together by HR Specialist Melanie Hellenthal). The city received a quote from the current dental insurance provider, Delta Dental, for 2026 that had no increase, which is good however, staff have received more comments from employees that their dental provider is no longer accepting Delta due to their low reimbursement rates. Staff began looking into better options last year and are recommending switching to the ADN Pool Dental Network for 2026 (it operates the same way as the city's health insurance pool, and although not perfect, ADN does offer a good network of providers in the area). Coverage would be the same as current Delta Dental coverage, ADN's premiums would also be 7% lower for the city and ZBPW.

*Motion was made by Boerman and seconded by VanDorp to change over to ADN pool dental plan for 2026. All in favor, motion passed.*

**Update on Activities of HR Specialist**

Klunder then provided an update on activities by the city's new HR Specialist, Melanie Hellenthal. She's been doing a really great job. Plockmeyer noted that her taking over the process of screening applications for a new Head Custodian has been very helpful.

**Fire/Rescue Chief Vacancy**

Klunder informed committee members that Fire Rescue Chief Ross Tibbets had submitted his resignation, with his last day December 12, 2025. He has accepted the position of chief for the Holland Charter Township Fire Department. His position is appointed by the mayor (with City Council approval). Klunder

said Deputy Chief Mitch Harsevoort has been asked to step in as interim Fire Rescue Chief while the city searches for Chief Tibbet's replacement & this will be brought to the December 1, 2025, City Council meeting. Klunder is working with mayor-elect VanDorp to form a search committee, hoping to have this committee appointed on December 1, 2025, City Council meeting as well. Potential members include mayor-elect VanDorp, City Manager Klunder, Deputy Chief Harsevoort (who would have to recuse if he decided to pursue the position himself), Police Chief Tim Jungel, HR Specialist Melanie Hellenthal and potentially 1 city council member. At the second round of interview stage, staff may bring in a fire fighter from an outside department and meet with current COZ Fire Rescue staff. Boerman asked if this position is posted internally and Klunder responded that typically it's posted for a few days-a week internally then posted externally.

#### **Other**

Klunder noted the committee may need to meet one more time before the end of the year to address some various employee handbook items.

*Motion was made by Gruppen and seconded by Cooney to adjourn the meeting at 7:17 a.m. All in favor, meeting adjourned.*

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Susan Moore, Administrative Assistant