



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

TO: PERSONNEL COMMITTEE:
Mayor Van Dorp
Mayor Pro Tem Gruppen
Councilman Lam
BPW Commissioner Chairperson Boerman
BPW Commissioner Vice-Chair Cooney

CC: BPW General Manager Boatright
Kevin Plockmeyer, Finance Dir./Assistant City Manager
Melanie Hellenthal, HR Specialist
Kristi DeVerney, City Clerk

FROM: Tim Klunder, City Manager

DATE: March 5, 2026

RE: Personnel Committee Agenda

**Thursday, March 12, 2026
12:00 p.m.
Zeeland City Hall
Main Floor Conference Room**

AGENDA

1. Approve Minutes of January 28, 2026, Personnel Committee Meeting
2. Employee Comments
3. Facilities Custodian/Maintenance Position

UPCOMING BUSINESS

1. FY 26/27 Salary Range Recommendations
2. Paternity Leave, Compensation Time, Fitness Membership, Holiday Pay Follow-Up
3. Other

MEMORANDUM OF MEETING
Personnel Committee
January 28, 2026 – 12:00 PM
City Hall Main Floor Conference Room

PRESENT: Mayor VanDorp, Mayor Pro-Tem Gruppen, BPW Chair Boerman, Council Member Lam

ABSENT: BPW Vice Chair Cooney

Staff Present: City Manager Klunder, Assistant City Manager/Finance Director Plockmeyer, HR Specialist Hellenthal, BPW General Manager Boatright, and City Clerk DeVerney

Also Present: One City of Zeeland Streets Employee: Austin Lubbers and IT Manager Maloney

Mayor VanDorp called the meeting to order at 12:03 PM

Employee Comments

City of Zeeland Streets employee, Austin Lubbers, asked the Personnel Committee to consider the following things regarding benefits:

- Leave for both parents, suggesting 1 month off
- Expansion of compensation time
 - Limit is 40 hours/year. Suggested an increase to 80 hours/year
 - Currently only allow a certain amount to be carried over to the next year
- Wages during holiday time
 - He would like similar holiday time pay to compare to the pay that the BPW workers receive – triple time on holidays

Approval of November 25, 2025, Meeting Minutes

A motion was made by Gruppen and seconded by Boerman to approve the November 25, 2025, meeting minutes. All in favor, minutes approved.

Employee Handbook Amendments

Klunder and Hellenthal gave an overview of the proposed updates to the Employee Handbook.

- Overall: Updated terminology to replace City Clerk/Personnel Assistant with Human Resources
- Exemption Status: Clarified language to better define exempt vs non-exempt positions
- Promotions and Transfers: Removed requirement to send all open positions to each department for posting. Instead allow flexibility to post based on position and departmental needs.
- Paid Vacation:
 - Aligned with 2025 Union Contracts, adding 6 weeks of vacation for 29 years of service.
 - Clarified qualified overtime to align with tax changes for 2025-2028
 - Defined distribution of paid time off upon separation
- Alternate Paid Vacation: Added 6 weeks after 23 years of service, consistent with 2025 Union Contract changes.
- Paid Personal Leave: Reduced years of services required to receive an additional day, in line with 2025 Union contracts
- Holidays: Added holiday benefit guidelines for part-time employees

- Tuition Reimbursement Program: Updated approval process and adjusted reimbursement amount to match IRS standards.
- Longevity Pay: Increased amounts to align with 2025 Union Contracts
- When You Leave: Clarified that group insurance ends on the day active employment ends
- Travel Appendix F: Added guidance on carpooling for cost savings and developed guidelines outside of the policy for paid travel time
- Health Appendix G: Increasing the opt-out health amount from \$1,000 to \$2,500
- Fire Provisions Appendix H:
 - Updated to ensure employees attending required training or certification are paid for their time.
 - Adjusted work period to align with FLSA standards for overtime exemption.
 - Matched vacation benefits (6th week) to regular employees.

Motion was made by Boerman and seconded by Gruppen to approve the Employee Handbook Amendments. All in favor, motion passed.

Employee Appreciation Policy Amendment

Klunder stated the following amendments to the Employee Appreciation Policy are as follows:

- Updated U.S. General Services Administration's meals and incidentals rate to \$74
- Changed the period date, for the M&E rate, to October 2025 through September 2026.
- Changed all references for City Clerk/Personnel Assistant to Human Resource Department

Motion was made by Boerman and seconded by Lam to approve the Employee Appreciation Policy Amendment. All in favor, motion passed.

FY '26/'27 Budget Discussion

Klunder stated that Hellenenthal is examining what the general scale increase for non-union positions should be for Fiscal Year 2026 – 2027. We do not have a recommendation at this time. However, initial preliminary indications are 2.8% - 3.5%. Klunder noted that at a recent West Coast Chamber Economic Outlook presentation, it was shared that the average across all sectors, is estimated at 3.2%.

Fire/Rescue Chief Vacancy

Klunder informed committee members that the process to hire a new Fire/Rescue Chief was going well. Four (4) candidates had been interviewed and on February 9th, the management team will be able to meet one (1) of the finalists. The goal is to have a decision made and hire a new Fire/Rescue Chief by March 1st.

Motion was made by Gruppen and seconded by Boerman to adjourn the meeting at 12:28 p.m. All in favor, meeting adjourned.

Kristi DeVerney, City Clerk



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INTEROFFICE MEMORANDUM

TO: Mayor VanDorp and Personnel Committee Members

FROM: Kevin Plockmeyer, ACM of Infrastructure/City Services and Finance

SUBJECT: Facilities Maintenance Technician Position

DATE: March 6, 2026

The purpose of this memo is to request the Personnel Committee's approval to formally establish the position of Facilities Maintenance Technician and to confirm the associated pay range for the position.

This request is being brought forward in anticipation of the pending retirement of long-time custodian and building maintenance employee Rob Wilson. As we evaluate staffing needs related to this transition, staff believes it is appropriate to shift the responsibilities of the position toward a more maintenance focused role. The intent is to place additional emphasis on building systems, particularly HVAC systems, while continuing to support the overall maintenance of City facilities.

It is important to note that this proposal does not represent the creation of a new position or an increase in overall staffing levels. Rather, this is part of the normal evaluation process the City undertakes whenever there is a staffing change. With Rob Wilson's retirement, the City has an opportunity to better align the position with the operational needs of our facilities and provide additional capacity and support to the Facilities Maintenance Supervisor.

The proposed Facilities Maintenance Technician position would focus on skilled maintenance and repair work across City buildings, including electrical, plumbing, and HVAC systems, as well as coordination with contractors and vendors when needed. The role would also continue to assist with operational needs at City facilities, including events and building support functions.

Given the increasing complexity of building systems and the growing demands on our facilities, additional emphasis on HVAC (including snowmelt) operation, troubleshooting, and maintenance will help ensure the City maintains safe, efficient, and well-functioning facilities while allowing the Facilities Maintenance Supervisor to focus on broader oversight and project management responsibilities.

FEEL THE ZEEL



Staff are requesting that the Personnel Committee approve the pay range associated with the Facilities Maintenance Technician classification as follows:

Minimum: \$49,456.85
Midpoint: \$61,821.07
Maximum: \$74,185.28

The transition of this position was anticipated during the development of the FY26 budget and was included in that budget. The position will also be reflected in the proposed FY27 budget. As a result, there are no anticipated budgetary impacts associated with this change. Additionally, it should be noted that this change will not impact the pay range for the City's custodial positions. The custodial classification and associated pay range will remain unchanged for our remaining custodial staff.

Staff believe this adjustment appropriately reflects the skills required for the position, supports succession planning within the Facilities Department, and ensures the City continues to maintain its facilities at a high level. Thank you for your consideration of this request. Staff would be happy to provide any additional information the committee may need. Attached to this memo is a copy of the job description for the position.

Recommendation

Establish a Facilities Maintenance Technician position with a salary range of \$49,456.85 to \$74,185.28 with a midpoint of \$61,821.07.

Kevin Plockmeyer, ACM of City Services/Infrastructure and Finance

City of Zeeland
Job Description

Facilities Maintenance Technician

Department	Facilities	Reports To	Facilities Maintenance Supervisor
FLSA Status	Non-Exempt	Pay Type	Hourly

General Summary:

Under the supervision of the Facilities Maintenance Supervisor, performs skilled maintenance and repair work on City facilities, including electrical, plumbing, HVAC and other mechanical systems. Coordinates with City staff, contractors, and vendors to ensure high-quality workmanship and safe, efficient operations.

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.

- Maintains all physical aspects of City buildings (ie. electrical, plumbing, HVAC, siding, etc.)
- Operates and maintains HVAC equipment and system controls
- Repair and maintain City, Maintenance and Custodial equipment as needed.
- Navigates work order system to submit and execute work orders.
- Assist Library/Community Center staff with Community Center rentals to ensure event set-up and clean-up is complete.
- Coordinate and assist contractors to ensure project and work order completion with minimal public disruptions.
- Perform snow removal duties as required around city buildings.
- On call - Responds to emergencies, alarms and events as needed
- Travels to and from all city facilities and locations as needed.
- Performs other tasks as directed.

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 required.
- Minimum 5 years' experience in electrical, mechanical, plumbing and carpentry work.
- Previous HVAC and Boiler experience is required.
- State of Michigan Vehicle Operator's License, satisfactory driving record and the ability to maintain one throughout employment
- Adheres to all safety protocols and OSHA standards.
- Ability to read and interpret schematics, blueprints, and electrical/mechanical device maps.
- Ability to troubleshoot and diagnose problems and equipment failures with the ability to repair or replace as necessary.
- Skilled in operating tools and devices used in electrical, mechanical, plumbing and carpentry work. Welding is preferred.
- Proficiency in Microsoft Office Suite and mobile operating systems (Android and IOS).
- Audio visual skills in event presentations preferred
- Demonstrates strong work ethic, adaptability, and commitment to continuous learning.
- Ability to plan, organize, prioritize, and work independently to meet deadlines.
- Ability to prepare and maintain accurate records, reports and maintenance logs.
- Ability to clearly and concisely communicate information and ideas verbally and in writing.
- Interpersonal skills to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, other employees, elected officials, governmental agencies, and vendors.

Physical Demands and Work Environment:

While performing the duties of this job, the employee regularly uses hands to handle or feel objects, tools, or controls and frequently talks, hears, walks, stands, sits, and reaches with hands and arms. The position requires frequent stooping, kneeling, crouching, crawling. Physically traveling between work locations within the City is expected. The employee frequently lifts up to 50 pounds and occasionally lifts more than 100 pounds. Specific vision abilities include close vision and the ability to adjust focus.

While performing these duties, the employee may work near moving mechanical parts, in high or precarious places, and in environments exposed to hot, cold, wet, or humid conditions. The role may involve exposure to fumes, airborne particles, toxic chemicals, and the risk of electrical shock. Noise levels are typically moderate. Employees must adhere to all safety protocols and use appropriate personal protective equipment.

EEO Policy

Because of our high standards and continual strides for excellence in service and performance, it is most important that we are staffed with the best qualified individuals for each position. In keeping with these high standards, 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. Reach out to your supervisor if you witness or experience activities that do not align with our EEO policy.