

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