

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

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

ABSENT: None

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

Mayor VanDorp called the meeting to order at 12:02 PM

Approval of January 28, 2026, Meeting Minutes

A motion was made by Boerman and seconded by Lam to approve the January 28, 2026, meeting minutes. All in favor, minutes approved.

Employee Comments

None

Facilities Custodian Maintenance Position

Plockmeyer gave an overview of establishing the position of Facilities Maintenance Technician and the associated pay range for the position.

In anticipation of the pending retirement of a long-time custodian and building maintenance employee, staff believe 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. This position is not considered a creation of a new job but instead to better align the current 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. One of the committee members suggested developing work instructions for the position of Facilities Maintenance Supervisor.

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.

Motion was made by Cooney and seconded by Gruppen to 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. All in favor, motion passed.

FY26/27 Salary Range Recommendations

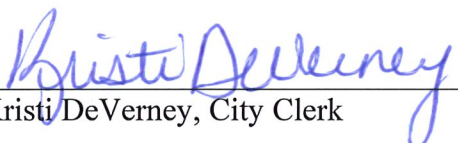
Klunder gave an overview of the upcoming salary range recommendations that will be brought before the Personnel Committee at April's meeting as Hellenthal has been working on market salary ranges for our employees.

Paternity Leave, Compensation Time, Holiday Pay, Fitness Membership Follow-Up

Hellenthal provided a follow-up from the last Personnel Committee meeting in January. After contacting other companies concerning changes to paternity leave, compensation time, and holiday pay, our administrative team is not inclined to suggest any changes. The Personnel Committee did not offer any formal disagreement with the assessment. Our administrative team will bring forth a formal recommendation at an upcoming Personnel Committee meeting on those policy matters.

Helenthal also noted that while it didn't come up at the last Personnel Committee meeting, we have had a request to consider some type of assistance with fitness memberships. Helenthal provided a brief overview of some options the city could consider. The Personnel Committee provided feedback for her to bring back additional information for their consideration. Mayor VanDorp stated that it is possible Zeeland Recreation may consider providing discounts to interested city employees should the city decide to pursue such a policy.

Motion was made by Cooney and seconded by Gruppen to adjourn the meeting at 12:39 p.m. All in favor, meeting adjourned.



Kristi DeVerney, City Clerk