

MEMORANDUM OF MEETING

Personnel Committee
April 16, 2026-12:00 PM
City Hall Council Chambers

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

ABSENT: Councilmember Lam, BPW Vice Chair Cooney

Staff Present: Assistant City Manager/Finance Director Plockmeyer, HR Specialist Hellenthal, BPW General Manager Boatright, Power Supply & Market Operations Manager/Utilities Manager Designee Mulder, and City Clerk DeVerney

Mayor VanDorp called the meeting to order at 12:06 PM

Approval of March 12, 2026, Meeting Minutes

A motion was made by Boerman and seconded by Gruppen to approve the March 12, 2026, meeting minutes. All in favor, minutes approved.

Employee Comments

IT Manager, Tim Maloney, shared concerns about the Salary/Wage Scale and Implementation Plan.

FY 26/27 Non-Union Salary/Wage Scale and Implementation Plan

In 2022, the city completed an external wage assessment to determine appropriate market-aligned pay ranges for non-union positions. Since then, the city has adjusted wages annually, including a 3% wage scale increase incorporated into a wage progression grid. Current employees were evaluated within that grid each year to determine annual increases.

For FY 26–27, like the process used in 2022, an internal wage survey and assessment was completed for each non-union job title. Market data was gathered from local, regional, and statewide municipalities, utilities, and similar private-sector organizations. This data established updated midpoints for each position, ensuring that the City's wage scales remain fair, competitive, and aligned with the labor market.

Survey Results

- Movement from current FY 25–26 midpoints ranged from -30% to +24%.
- For midpoints lower than current FY 25–26 rates, no changes are recommended.
- For midpoints that increased, corresponding wage scale adjustments are recommended.
- A revised wage progression grid, removing the 3% across-the-board increase, is also recommended.

RECOMMENDED FY 26–27 IMPLEMENTATION APPROACH (Per Employee)

1. When applicable, a team member's wage will increase by the greater of:
 - (a) the percent increase in their wage scale midpoint, or
 - (b) the calculated wage-scale penetration point (based on twenty years of service).As in 2022, this movement is capped at 1% per year of service in the current position.

2. A performance adjustment will be applied (if eligible) according to the updated wage progression grid as of July 1, 2026.
3. For team members with at least one year of service in their current position who, after applying adjustments #1 and #2, would receive less than a 3% increase, a retention adjustment of 2%–3% will be provided (unless performance is unacceptable):
 - (a) Team members above the maximum of their pay scale will receive a one-time payment equal to 2% of base salary after July 1, 2026. This payment will not be added to base wages.
 - (b) Team members whose pay falls within their pay scale will receive a 3% increase to base wages.
4. Any retention adjustment above 3% follows the Management Discretionary Policy.

The applicable provisions of the City's Salary Increase Plan (Appendix C of the Employee Handbook) for adjustments outlined in #3 and #4 above states "for team members Special compensation exceptions may occur based on exceptional performance over an extended period of service, a high desire of management to retain the employee, possession of special certifications and/or qualifications beyond the requirements of the position that are of value to the City, or a limited availability of workers in the appropriate labor market possessing the necessary skills and abilities for the position." "Advancement of an employee above the increases listed in the updated annual wage increase chart would be at the discretion of the City Manager or BPW General Manager. The total dollars available for these purposes in a given fiscal year would be determined by the Personnel Committee and approved by the BPW Board and/or by the City Council during the budget approval process." The dollar amounts projected under provisions #3 and #4 of this implementation approach are estimated at \$40,500 for the city and \$12,500 for the BPW.

Committee members noted the importance of retaining employees and agreed with the fairness and the opportunity to perform a study each year going forward.

Overall Financial Impact

The plan was approved, so it will result in projected overall wage increases (for existing team members) —reflecting both wage scale adjustments and performance adjustments—of roughly 5% for FY 26–27. A summary of the combined changes from the previous fiscal year for existing employees is available. This percentage increase amount generates projected dollar amounts that are within the overall wage budgets (including proposed new positions) presented to City Council during the March 30 and March 31 budget presentations.

Motion was made by Gruppen and seconded by Boerman to approve the FY 26/27 wage scale and the wage implementation plan outlined to ensure that employees serving the City of Zeeland are compensated fairly and competitively.

Updates

Paternity Leave

Plockmeyer stated that the committee continues to discuss but due to maternity leave not being offered (instead FMLA short term disability) and because leave banks are generous for sick time, staff is leaning to not pursuing paternity leave. Additionally, other smaller communities, in the area, also use leave banks instead of maternity/paternity leave.

Compensation Time

Plockmeyer explained because employees are allowed to have up to 40 hours of rolling compensation time and generous leave times, staff is leaning towards not amending compensation time policy.

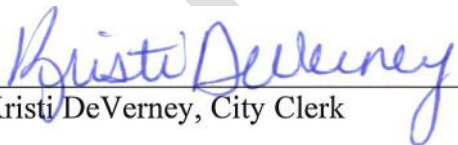
Fitness Membership

Plockmeyer stated that they are continuing to explore modifying the wellness plan to include a fitness membership.

Holiday Pay

Plockmeyer indicated because employees are allowed to take compensation time pay instead of Holiday Pay staff does not feel it is necessary to amend the holiday pay policy.

Motion was made by Boerman and seconded by Gruppen to adjourn the meeting at 12:49 PM.



Kristi DeVerney, City Clerk

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