



**VILLAGE OF FRUITPORT
PERSONNEL COMMITTEE MEETING MINUTES
AUGUST 1, 2023
10:00 AM**

1. Call to Order - Chairperson Rothenberger called the meeting to order at 10:00 a.m.
2. Attendance – Personnel Committee Chairperson Carl Rothenberger and Village President Roger Vanderstelt were in attendance.
3. Approve the Agenda – Rothenberger motioned and Vanderstelt supported the approval of the agenda. Motioned carried.
4. Full-time Permanent DPW Team Member Position – Rothenberger motioned and Vanderstelt supported to recommend to Village Council to offer the current seasonal DPW team member, the vacant full-time permanent DPW team member position at an hourly rate of \$17.00 and after a successful 120-day probation the hourly rate would increase to \$17.50. The 120-day probation period would begin the first day of acceptance of the new position by potential employee. Employee would earn benefits as detailed in the Personnel Regulations document. Motion carried. It will also be recommended to Village Council to not fill the potentially vacated seasonal DPW team member position this year because the employment duration would be limited.
5. Procedure for DPW Supervisor and Team Member(s) to Answer Emergency Calls After Hours – Committee clarified that employees called in for duty for emergencies by Street Administrator or law enforcement (911) shall receive a guaranteed minimum of two hours (2) hours pay at 1.5 of their regular hourly rate. Motion made by Rothenberger and supported by Vanderstelt to recommend to Village Council that if an employee only needs to respond

by phone and not in person, then that employee shall receive a guaranteed minimum of one (1) hour pay at 1.5 of their regular hourly rate.

Furthermore, it was recommended that full-time employees respond to the call before part-time employees and that the emergency contact information be set up in that order. Motion carried.

6. Clarification of Memorial Day Holiday Procedure for DPW Supervisor and Team Member(s) – Motion by Vanderstelt and supported by Rothenberger to recommend to the Village Council to make it mandatory that one DPW worker (the DPW supervisor or a DPW team member) work on the Saturday, Sunday, and Monday (Memorial Day) of each Memorial Day weekend to take care of duties related to Old Fashioned Days such as emptying refuse in garbage cans, placing caution tape where needed, setting up barricades, etc. The DPW supervisor will decide which team member will report to work for each day and whether or not to have it be the same person each day or to alternate days between workers. Furthermore, the employee working on the Monday (Memorial Day) shall also participate in the Old Fashioned Days parade by driving a prepped and clean Village vehicle or equipment. The employee working on Monday (Memorial Day) shall receive holiday pay for the hours worked that day and shall also receive eight (8) hours pay to be used later in the year after Village President approval. Motion carried.
7. DPW Clothing – Keep the procedure that is currently in place. No recommendations needed.
8. Public Comments (Public Comments Limited to 3 minutes Each) – No public was present.
9. Adjourn – The meeting was adjourned at 10:30 a.m.