



**VILLAGE OF FRUITPORT
BUDGET COUNCIL MEETING MINUTES
FEBRUARY 17, 2025
4:00PM**

1. Call to Order – The meeting was called to order by President Vanderstelt at 4:00 p.m.
2. Roll Call – Council present: Jeff Guiles, Chris LeFaive, Bill Overkamp, Carl Rothenberger, and Roger Vanderstelt.
Staff present: Amy Haack, Clerk; Ann LaCroix, Treasurer; and Jake Griffis, DPW Supervisor.
3. Approve Agenda – Motion by Guiles and supported by Rothenberger to approve the agenda. Roll call vote – Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried.
4. Public Comment – No public comment was made.
5. 2025-2026 Budget –
 - a. Paid Holidays – Discussion led by Personnel Committee Chairperson Rothenberger ensued regarding two additional paid holidays for the Village staff. This would bring the Village to the level of many local governments that offer 12 paid holidays. Currently the Village has ten paid holidays. Motion by Rothenberger and seconded by Vanderstelt to add two paid holidays which are Veterans Day (November 11) and Juneteenth (June 19). Roll call vote -Yes: LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: Guiles. Motion carried.
 - b. Travel Policy – Motion by Rothenberger and seconded by Guiles to adopt the following travel policy: “When traveling out of town for work related conferences, seminars, training, etc., employees may request reimbursement for eligible expenses. Employees are required to use the Village of Fruitport Expense Statement and provide applicable receipts. It is acceptable to request reimbursement of known expenses prior to leaving for an event. If an employee elects to do this, forms must be submitted at least 7 days prior to leaving for the event. If using a personal vehicle for travel, mileage reimbursement using the IRS standard mileage rate will apply. In 2025, the rate is \$.070 per mile. This rate changes annually. The Village will use meal per diem rates similar to the U.S. General Services Administration (GSA) for employees while they are out of town. This rate may change annually. The standard meal per diem rates are as follows: breakfast \$16.00; lunch \$19.00; dinner \$28.00. If any meals

are provided at the function than the meal per diem for provided meals would not apply for that meal.” Roll call vote – Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried.

- c. Rate of Pay for Holidays – Rothenberger clarified that employees working on Village paid holidays shall receive 2.5 times the regular wage for each hour worked on the holiday during a 40 plus hour work week.
 - d. Personnel Wage Adjustments – Motion by Rothenberger and seconded by Vanderstelt for a five percent COLA hourly wage increase for the Village clerk. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried. Motion by Rothenberger and seconded by Overkamp for a five percent COLA hourly wage increase for the Village treasurer. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried. Motion by Rothenberger and seconded by Guiles for a \$2.00 hourly wage increase for Gary Goerbig, DPW Team member. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried. Motion by Rothenberger and seconded by Vanderstelt for a \$2.00 hourly wage increase for Zach Thier, DPW Team member. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried. Motion by Rothenberger and seconded by Overkamp for a \$3.00 per hourly wage increase for DPW Supervisor. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried.
 - e. Zoning Administrator Rate of Pay– Motion by Rothenberger and seconded by Overkamp to increase annual rate of pay for Zoning Administrator from \$1,000 to \$1,500 annually. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried.
 - f. Earned Sick Time Act – The act was reviewed by Rothenberger, Personnel Committee Chairperson and it was decided the Village’s currently policy is in compliance with it.
 - g. Park Reservation Rates – Motion by Vanderstelt and seconded by Overkamp to keep the current reservation fee structure in place. Roll call vote - Yes: Guiles, LeFaive, Overkamp, Rothenberger, and Vanderstelt. No: none. Motion carried.
 - h. Review of Current Year Budget Items – Treasurer LaCroix disseminated a list of 2024-2025 budget items. Review of each item ensued.
 - i. Next Fiscal Year Budget – Treasurer LaCroix disseminated a list of budget items to discuss. A review of items began and will continue at the upcoming Budget Meeting on March 11, 2025.
6. Public Comment – No public comment was made.

7. Adjournment – The meeting adjourned at 4:54 p.m.

Minutes prepared by Amy Haack, Clerk