



**VILLAGE OF FRUITPORT  
PERSONNEL COMMITTEE MEETING MINUTES  
FEBRUARY 17, 2025  
10:00AM**

1. Call to Order – The meeting was called to order by Chairperson Rothenberger at 10:00 a.m.
2. Roll Call – Committee members present: Carl Rothenberger and Roger Vanderstelt.  
Public present: Jake Griffis, DPW Supervisor.
3. Public Comment – No public comment was made.
4. Personnel Regulations Update
  - a. Paid Holidays – Discussion 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. It was decided the Personnel Committee would not make a recommendation but instead bring to full council for decision.
  - b. Travel Policy – Motion by Rothenberger and seconded by Vanderstelt to recommend to Village council 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.” The motion passed unanimously.
  - c. Rate of Pay for Holidays – Through discussion it was 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.
5. Personnel Wage Adjustments – Motion by Rothenberger and seconded by Vanderstelt to recommend to Council the following wage adjustments for Village staff: Clerk and treasurer a five percent COLA hourly wage increase each; DPW

supervisor a \$3.00 per hour wage increase; DPW team members to both receive a \$2.00 per hour wage increase. The motion passed unanimously.

6. Adjournment – The meeting adjourned at 10:40 a.m.