

## Cemetery Committee

### Meeting Minutes

08/20/2020

**Where:** Portage Township Office – 47240 Green Acres Road, Houghton, MI 49931

**When Convened:** 11:45 A.M.

**Who Present:** Bill Fink & John Ollila (Comm. Members), & Bill Bingham & Bruce Petersen

#### Discussion Points:

- Discussed updating the Personnel Manual; Changes include: In Definitions → Seasonal Employees (Cemetery Staff) were added, Employee Benefits → Holiday hours included, Seasonal Employees (Cemetery) get (3) paid holidays, added statement that the Township complies with Michigan’s “Earned Sick Time Act”, Seasonal Employees → will have (4) personnel days and be paid at their regular rate for any portion of those days at season’s end with no carry-over to the next season, Seasonal Employees will observe 3 holidays and how “rain days” will be handled, and in Funeral Leave → all employees will get (3) consecutive days of bereavement time off.
- Modified some of the (12) Position Descriptions to bring them up to the present time. Sextan description had some minor changes.
- **Public Comment:** None
- **Adjournment:** Bill Fink moved to adjourn the Cemetery Committee Mtg. at 11:45 A.M.

Respectfully Submitted:

Bruce Petersen  
Township Supervisor