

## **Personnel/Insurance Meeting 01-16-2014**

**Where:** Twp. Office - Green Acres Road.

**When:** 10:00 AM.

**Who Present:** Bill Bingham, Bruce Petersen and John Ollila

### **Discussion Points:**

- It was quickly discussed that the Township will be going to a 4 day per week (Mon.-Thurs.) office schedule beginning the first whole week in February.
- The Township Receptionist/Water Clerk position was discussed. Presently it is a 5 day – 32 hours per week position. When there is a vacancy due to sickness or other valid absence the Deputy Clerk fills in over that period. Ultimately the position will remain as is through this year with a possibility in the future of it becoming a 3 day per week position with the Deputy Clerk assuming one day per week. The Committee wanted the Supervisor to outline the Receptionist/Clerks Portage Township duties/job demands which are not associated with the water billing and data entry.
- The DPW staff overtime was quantified by the Clerk and presented to the Board at the 1/13/14 monthly meeting. There were concerns about the charging of over-time to the “motor pool” and to the “maintenance building” If a vehicle needs to be fixed it should be worked on during normal business hours. The maintenance building has had a lot of upgrading done to it and the Committee didn’t feel that there were any issues with the building that required over-time charges. There were large differences between the three DPW employee’s over-time 2013 calendar year charges. The three DPW Staff time over-time charges ranged from \$7,100.00 to \$4,064.00 all the way down to \$551.00. The Committee thought it fair that when plowing is needed on the weekend that is done on a rotational basis so: each person would have a two week respite between having to plow TWP properties on the weekends.
- Now that the Pavilion and Otter Lake Fire Dept. driveway plowing has been contracted there is no need for DPW Staff to drive downs and plow in the Tapiola area on the weekends.
- Beginning March 1<sup>st</sup> the Committee thought that there was no longer any need to enter the flow rates/volumes of water passing through the valve in the basement.
- A question was posed to the Supervisor inquiring who in the area has a water certification/license which allows that person to document and take the regularly scheduled municipal water tests. The Supervisor will check with the other Twps. as well as the Cities of Houghton and Hancock.
- The Committee thought that all the DPW Staff should be able to operate all the TWP’s equipment and that everyone should have or be working towards acquiring their CDL.

- Lastly, the Committee wanted to set up a meeting with the DPW Staff to discuss the over-time issue, to instigate the rotational, weekend plowing schedule, the stoppage of the reading of the basement flow meter and to ascertain why there were overtime hours levied against the Maintenance building and the motor pool. It was decided to have that meeting on January 22<sup>nd</sup> at 4:00pm at the Twp. Offices.

John moved for adjournment.

Adjourned at 11:15 AM

Respectfully submitted:

Bruce Petersen  
Township Supervisor