



ADMINISTRATION/PERSONNEL COMMITTEE  
MEETING NOTES  
OF OCTOBER 21, 2020

The meeting was called to order at 8:10 a.m. by Lutke.

Present: Bahle, Christensen and Lutke

Staff present: DeVol, Fay, Larrea and Petroskey

Lutke added Agenda Item: Manager Review Process

#### Budget Discussion

DeVol reported that in the Revenue section, the column titled 2020 Requested is the proposed budget amendments for this year. In addition, a new line item has been added, State Reimbursement for COVID expenses, which will eventually equal the expenses therefore a wash. Legal services have been increased. There is a 5% increase budgeted for employee wages. The public safety contract has been negotiated for another year, with a not to exceed amount for mileage.

Major Streets: The focus for next year is to wrap projects such as Elm and Broadway Street, maintenance, and a used plow truck. Cameras for the plant, for security reasons, are in the budget with perhaps some grant money to help with that expense. \$20,000 was added to the Property Replacement line item.

In Planning and Zoning, an increase is requested for the Zoning Administrator to expand hours.

There is no additional funding for the DDA due to no new capture from taxes. DDA is an unpaid board.

The Village would like the Property Replacement fund to grow.

The Water fund is holding its own.

#### Manager Review Process

It is part of the Manager's contract/ordinance to conduct a Manager's review. Committee discussed the process and decided by consensus to send out a Manager's review form to Council, with a due date in two weeks. Council members are to return the completed form to Lutke who will review with Christensen and Larrea. Committee also proposed a Strategic plan process with input from Council, staff, and the public. The Administrative Committee will continue to work on developing the Strategic Plan process. Committee further request \$7,000 be placed in the budget to assist in developing a Strategic Planning process.

The meeting adjourned at 9:02 a.m. Meeting notes submitted by Shar Fay, Village Clerk.

Village of Suttons Bay – 420 N Front Street – P O Box 395 – Suttons Bay, MI 49682 – 231.271.3051  
[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)