



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.

Suttons Bay, MI 49682

February 7, 2024 at 8:30 am

AGENDA

Call to Order

1. Reports (staff)
 - a. Treasurer Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. VSB-2024-01 Personnel Policy Manual Discussion
4. Status Update – Other Committees
 - a. VSB-2024-03 Marina Slip Request
 - b. VSB-2024-04 Marina Master Plan
 - c. VSB-2024-02 Stratton Way Petition
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	730,000.00	786,951.73	(56,951.73)	107.80
101-000-404.000	Leased Land Tax Revenue	4,000.00	4,967.54	(967.54)	124.19
101-000-410.000	Personal Property Tax Revenue	15,000.00	17,825.39	(2,825.39)	118.84
101-000-476.000	Permits and Fees	4,500.00	4,749.09	(249.09)	105.54
101-000-573.000	LOCAL COMMUNITY STABILIZATION	6,000.00	6,788.00	(788.00)	113.13
101-000-574.000	State Shared Revenue	57,000.00	55,282.00	1,718.00	96.99
101-000-577.000	State Revenue-Liquor	3,000.00	3,642.10	(642.10)	121.40
101-000-632.000	Bahle Park Rental	6,500.00	1,925.00	4,575.00	29.62
101-000-633.100	Motor Vehicle Leases	108,975.00	105,975.00	3,000.00	97.25
101-000-648.000	LAUNCH FEES	0.00	2,667.00	(2,667.00)	100.00
101-000-648.100	Annual Launch Pass	0.00	1,214.00	(1,214.00)	100.00
101-000-648.200	COMMERCIAL/LIVERY LAUNCH FEE	0.00	1,675.00	(1,675.00)	100.00
101-000-665.000	Interest Earnings	28,000.00	34,000.61	(6,000.61)	121.43
101-000-695.000	Miscellaneous Income	345.00	412.83	(67.83)	119.66
TOTAL REVENUES		963,320.00	1,028,075.29	(64,755.29)	106.72
Expenditures					
101	Village Council	31,760.00	21,818.88	9,941.12	68.70
171	Village Manager	39,343.00	37,966.66	1,376.34	96.50
215	Village Clerk	12,467.00	10,599.93	1,867.07	85.02
253	Treasurer	25,614.00	22,258.71	3,355.29	86.90
265	Village Hall	57,196.00	42,095.82	15,100.18	73.60
345	Police	95,995.00	64,281.97	31,713.03	66.96
441	Public Works	93,192.00	84,486.83	8,705.17	90.66
443	Motor Pool Department	116,224.00	101,372.35	14,851.65	87.22
448	Streetlighting	14,500.00	13,170.85	1,329.15	90.83
701	Zoning & Planning	74,836.00	63,123.98	11,712.02	84.35
751	Parks & Recreation	202,827.00	179,260.61	23,566.39	88.38
999	Transfers to Other Funds	310,100.00	310,100.00	0.00	100.00
TOTAL EXPENDITURES		1,074,054.00	950,536.59	123,517.41	88.50
Fund 101 - General Fund:					
TOTAL REVENUES		963,320.00	1,028,075.29	(64,755.29)	106.72
TOTAL EXPENDITURES		1,074,054.00	950,536.59	123,517.41	88.50
NET OF REVENUES & EXPENDITURES		(110,734.00)	77,538.70	(188,272.70)	70.02
Fund 202 - Major Street					
Revenues					
202-000-574.000	State Shared Revenue	93,000.00	84,265.25	8,734.75	90.61
202-000-665.000	Interest Earnings	11,000.00	14,936.10	(3,936.10)	135.78
202-000-691.000	Contributions - Other Funds	90,000.00	90,000.00	0.00	100.00
202-000-692.000	Contrib fr Gov Units - County	40,000.00	40,559.33	(559.33)	101.40
TOTAL REVENUES		234,000.00	229,760.68	4,239.32	98.19
Expenditures					
000		304,260.00	131,606.73	172,653.27	43.25
TOTAL EXPENDITURES		304,260.00	131,606.73	172,653.27	43.25
Fund 202 - Major Street:					
TOTAL REVENUES		234,000.00	229,760.68	4,239.32	98.19
TOTAL EXPENDITURES		304,260.00	131,606.73	172,653.27	43.25
NET OF REVENUES & EXPENDITURES		(70,260.00)	98,153.95	(168,413.95)	139.70
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	56,500.00	51,612.22	4,887.78	91.35
203-000-665.000	Interest Earnings	3,300.00	3,612.97	(312.97)	109.48
203-000-691.000	Contributions - Other Funds	80,000.00	80,000.00	0.00	100.00
203-000-695.000	Miscellaneous Income	3,800.00	3,849.20	(49.20)	101.29
TOTAL REVENUES		143,600.00	139,074.39	4,525.61	96.85
Expenditures					

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Expenditures					
000		195,679.00	163,883.12	31,795.88	83.75
TOTAL EXPENDITURES		195,679.00	163,883.12	31,795.88	83.75
Fund 203 - Local Street Fund:					
TOTAL REVENUES		143,600.00	139,074.39	4,525.61	96.85
TOTAL EXPENDITURES		195,679.00	163,883.12	31,795.88	83.75
NET OF REVENUES & EXPENDITURES		(52,079.00)	(24,808.73)	(27,270.27)	47.64
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	82,000.00	64,376.95	17,623.05	78.51
248-000-665.000	Interest Earnings	1,000.00	2,738.45	(1,738.45)	273.85
248-000-695.000	MISCELLANEOUS INCOME	0.00	1.75	(1.75)	100.00
TOTAL REVENUES		83,000.00	67,117.15	15,882.85	80.86
Expenditures					
000		9,090.00	4,698.08	4,391.92	51.68
TOTAL EXPENDITURES		9,090.00	4,698.08	4,391.92	51.68
Fund 248 - DDA Fund:					
TOTAL REVENUES		83,000.00	67,117.15	15,882.85	80.86
TOTAL EXPENDITURES		9,090.00	4,698.08	4,391.92	51.68
NET OF REVENUES & EXPENDITURES		73,910.00	62,419.07	11,490.93	84.45
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	10,900.00	14,242.83	(3,342.83)	130.67
402-000-691.000	Contributions - Other Funds	176,115.00	176,115.00	0.00	100.00
TOTAL REVENUES		187,015.00	190,357.83	(3,342.83)	101.79
Expenditures					
000		63,000.00	9,825.00	53,175.00	15.60
TOTAL EXPENDITURES		63,000.00	9,825.00	53,175.00	15.60
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		187,015.00	190,357.83	(3,342.83)	101.79
TOTAL EXPENDITURES		63,000.00	9,825.00	53,175.00	15.60
NET OF REVENUES & EXPENDITURES		124,015.00	180,532.83	(56,517.83)	145.57
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	181,500.00	181,500.00	0.00	100.00
590-000-600.000	Charge for Services	140,000.00	142,464.85	(2,464.85)	101.76
590-000-628.000	RTS Fees	117,000.00	118,029.96	(1,029.96)	100.88
590-000-629.000	Waste Hauler Fees	42,000.00	41,535.58	464.42	98.89
590-000-630.000	Capital Charge	165,000.00	167,279.57	(2,279.57)	101.38
590-000-659.000	Penalties	3,900.00	4,856.39	(956.39)	124.52
590-000-665.000	Interest Earnings	23,000.00	27,396.58	(4,396.58)	119.12
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	10,000.00	0.00	100.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	10,000.00	0.00	100.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	5,000.00	0.00	100.00
590-000-695.000	Miscellaneous Income	0.00	0.01	(0.01)	100.00
TOTAL REVENUES		697,400.00	708,062.94	(10,662.94)	101.53
Expenditures					
537	Sewer Fund - Collection	447,513.00	181,000.44	266,512.56	40.45
538	Sewer - Plant	580,256.00	423,870.06	156,385.94	73.05

PERIOD ENDING 12/31/2023


GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
Expenditures					
TOTAL EXPENDITURES		1,027,769.00	604,870.50	422,898.50	58.85
Fund 590 - Sewer Fund:					
TOTAL REVENUES		697,400.00	708,062.94	(10,662.94)	101.53
TOTAL EXPENDITURES		1,027,769.00	604,870.50	422,898.50	58.85
NET OF REVENUES & EXPENDITURES		(330,369.00)	103,192.44	(433,561.44)	31.24
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	112,500.00	113,394.12	(894.12)	100.79
591-000-600.000	Charge for Services	76,000.00	76,541.43	(541.43)	100.71
591-000-628.000	RTS Fees	62,000.00	64,471.46	(2,471.46)	103.99
591-000-630.000	Capital Charge	55,000.00	56,564.00	(1,564.00)	102.84
591-000-633.000	Hydrant Rental	25,000.00	25,000.00	0.00	100.00
591-000-659.000	Penalties	600.00	1,704.93	(1,104.93)	284.16
591-000-665.000	Interest Earnings	13,000.00	16,196.77	(3,196.77)	124.59
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	5,000.00	0.00	100.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	5,000.00	0.00	100.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	1,800.00	0.00	100.00
591-000-695.000	Miscellaneous Income	0.00	25.00	(25.00)	100.00
TOTAL REVENUES		355,900.00	365,697.71	(9,797.71)	102.75
Expenditures					
000		323,064.00	252,376.56	70,687.44	78.12
TOTAL EXPENDITURES		323,064.00	252,376.56	70,687.44	78.12
Fund 591 - Water Fund:					
TOTAL REVENUES		355,900.00	365,697.71	(9,797.71)	102.75
TOTAL EXPENDITURES		323,064.00	252,376.56	70,687.44	78.12
NET OF REVENUES & EXPENDITURES		32,836.00	113,321.15	(80,485.15)	345.11
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	2,500.00	2,845.00	(345.00)	113.80
594-000-642.000	Gas Sales	140,000.00	185,501.95	(45,501.95)	132.50
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	2,112.79	(612.79)	140.85
594-000-646.000	Sale of Ice	1,500.00	1,333.50	166.50	88.90
594-000-649.000	Waiting List	2,500.00	4,020.00	(1,520.00)	160.80
594-000-653.000	Transient Fees	95,000.00	97,023.88	(2,023.88)	102.13
594-000-653.100	Marina Day Use	2,000.00	2,781.00	(781.00)	139.05
594-000-653.200	Refunds -Transient Fees	0.00	(9,594.18)	9,594.18	100.00
594-000-654.000	Slip Fees	300,000.00	318,313.00	(18,313.00)	106.10
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	28,500.00	33,240.18	(4,740.18)	116.63
594-000-695.000	Miscellaneous Income	0.00	325.04	(325.04)	100.00
TOTAL REVENUES		573,500.00	638,235.96	(64,735.96)	111.29
Expenditures					
000		642,633.00	500,234.57	142,398.43	77.84
TOTAL EXPENDITURES		642,633.00	500,234.57	142,398.43	77.84
Fund 594 - Marina Fund:					
TOTAL REVENUES		573,500.00	638,235.96	(64,735.96)	111.29
TOTAL EXPENDITURES		642,633.00	500,234.57	142,398.43	77.84
NET OF REVENUES & EXPENDITURES		(69,133.00)	138,001.39	(207,134.39)	199.62
TOTAL REVENUES - ALL FUNDS					
		3,237,735.00	3,366,381.95	(128,646.95)	103.97
TOTAL EXPENDITURES - ALL FUNDS					
		3,639,549.00	2,618,031.15	1,021,517.85	71.93

User: LORRIE

PERIOD ENDING 12/31/2023

DB: Suttons Bay

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 12/31/2023	AVAILABLE BALANCE	% BDGT USED
NET OF REVENUES & EXPENDITURES		(401,814.00)	748,350.80	(1,150,164.80)	186.24

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024 - 01	
Prepared:	February 1, 2024	Pages:	1 of 1
Meeting:	February 7, 2024	Attachments:	<input type="checkbox"/>
Subject:	Personnel Policy Manual Amendment		

PURPOSE

To consider an amendment to the Personnel Policy Manual.

OVERVIEW

The Amendment proposes to clarify a long-standing understanding of how employees are paid when they are called to service. The previous personnel manual stated:

Any non-exempt on-call employee called to work at a time other than their normally scheduled shift will be paid for a minimum of two hours at their regular pay and will receive one- and one-half times their regular pay rate for all time worked during the period of their service call.

We do not currently address this; however, it is currently treated the same. For instance, the employee is coming in following a full work week, therefore, overtime is applied (1.5x). Staff feels that it would be appropriate to address the above and amend the manual. From a time perspective, it appears that most calls take in the two hour range so an amendment would simply add clarity on this subject and eliminate future confusion.

CONCLUSION

Should the committee agree, Staff will present the above language to our human resources attorney for review and direction prior to presenting it to the VC for consideration.

A consensus of the committee will determine our direction.