



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.


Suttons Bay, MI 49682

November 6, 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. 2025 Administrative & Personnel Budget(s) Discussion
4. Status Update – Other Committees
 - a. 2025 Marina Fee Schedule
 - b. 2025 Utility & Marina Budget(s) Discussion
 - c. 2025 General Services Budget(s) Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024-44	
Prepared:	October 31, 2024	Pages:	1 of 1
Meeting:	November 6, 2024	Attachments:	<input type="checkbox"/>
Subject:	Wage Adjustment Discussion		

OVERVIEW

The following wage increases are being incorporated into the 2025 budget for consideration.

DEPARTMENT OF PUBLIC WORKS

Among the most interesting facts regarding our DPW staff is that we have four individuals that have been employed with the Village from 9 to 40 years. These individuals show great pride in their work to ensure our residents are safe and our community is clean and beautiful. Despite this department being short staffed by one-man for several months in 2024, they sacrificed and adapted to ensure our community was prepared for our residents and visitors alike.

Over the past 3 years, we have discussed hiring an additional DPW worker due to the expansion of their duties over the past 6 years. In 2024, we budgeted to hire another employee with a focus on water licensing to assist with all the State mandated testing and “daylighting” of water lines. However, that proved more costly than anticipated, so we incentivized our current licensed employees to obtain further licensing and we shifted focus to hiring another non-licensed DPW worker with the budgeted funds. We now have three individuals licensed and experienced to meet the demanding State of Michigan water system requirements (Dave, Paul & Lou) and three individuals to focus mostly on the other DPW tasks (Nate, Kevin, Matt).

CONCLUSION

The budget contains a wage increase of \$3.00 per hour for qualifying (5 years or more) DPW employees. New hires, will be provided an entry level wage scale that will increase with obtaining a CDL and consideration of their experience.

ADMINISTRATION

As you are aware, we had a personnel change in May with the resignation of our then Clerk. At the time, we were heading into our busy season and staff took it upon themselves to absorb the duties of the position and charge forward through our busy season. To clarify, they felt they were too busy to adequately train a new employee, so they divided the tasks up and charged ahead. At some point, we will need to re-establish an office position, however, with 37 years of experience between Lorrie and Dorothy, they have established a level of efficiency that can only be accomplished by their 17 years of working together.

As we entered our 2025 budgeting season, discussion of hiring another individual was once again at the forefront of our discussions. Interestingly, both felt that the community would be better served if they were to carry the load through 2024 and into 2025, provided, we continue to allow them flexibility. A

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part-time employee was hired to work 8-hours a week to ensure the equally important, yet time-consuming tasks, are completed. This unselfish move will save the Village thousands of dollars in 2025.

CONCLUSION

I have budgeted a \$3.00/hour raise for the both of them based on their efficiency, increased tasks and overall experience. In addition, we will convert their hourly wage to salary for 2025. I don't think enough can be said about these two and their dedication to this community.

HARBOR MASTER

Eddie brings 14 years of experience to our community as Harbor Master, which equates to the longest tenured and most experienced Harbor Master in Leelanau County. She continues to oversee a staff of several young crew members every season, yet still manages to generate a great deal of praise from our boating community.

CONCLUSION

Eddie was instrumental in our quest to submit three marina grant applications in a weeks' time, two of which have been granted totaling over \$800,000 in funds. This increase, will bring Eddie into a more competitive wage with other marinas in Leelanau County, however, additional consideration is forthcoming. I am requesting a \$3.00 an hour raise for Eddie. This increase would come from the Marina fund.

RECOMMENDATION

To recommend the above increases to the Village Council for the 2025 budget.