



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, March 8, 2023 at 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org). Public participation shall be limited to in-person or via written communication received prior to the meeting

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. Report VSB 2023-08 Holiday Discussion
 - b. Report VSB 2023-19 Part-Time Holiday Discussion
4. Status Update – Other Committees
 - a. Report VSB 2023-18 Infrastructure Progress Reminder
 - b. Report VSB 2023-20 Cultural Sign Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	730,000.00	0.00	730,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,000.00	0.00	4,000.00	0.00
101-000-410.000	Personal Property Tax Revenue	16,000.00	0.00	16,000.00	0.00
101-000-476.000	Permits and Fees	5,000.00	900.00	4,100.00	18.00
101-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	0.00	3,300.00	0.00
101-000-574.000	State Shared Revenue	57,000.00	0.00	57,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	27.50	2,972.50	0.92
101-000-632.000	Bahle Park Rental	1,500.00	225.00	1,275.00	15.00
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	2,000.00	4,523.52	(2,523.52)	226.18
101-000-695.000	Miscellaneous Income	0.00	83.26	(83.26)	100.00
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
Expenditures					
101	Village Council	26,080.00	0.00	26,080.00	0.00
171	Village Manager	38,150.00	4,795.91	33,354.09	12.57
215	Village Clerk	12,558.00	2,631.49	9,926.51	20.95
253	Treasurer	25,614.00	3,594.65	22,019.35	14.03
265	Village Hall	55,371.00	6,421.79	48,949.21	11.60
345	Police	92,975.00	0.00	92,975.00	0.00
441	Public Works	101,675.00	6,568.76	95,106.24	6.46
443	Motor Pool Department	114,935.00	14,335.94	100,599.06	12.47
448	Streetlighting	14,500.00	2,112.68	12,387.32	14.57
701	Zoning & Planning	95,460.00	7,048.54	88,411.46	7.38
751	Parks & Recreation	166,786.00	11,962.82	154,823.18	7.17
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,054,204.00	59,472.58	994,731.42	5.64
Fund 101 - General Fund:					
TOTAL REVENUES		932,025.00	5,759.28	926,265.72	0.62
TOTAL EXPENDITURES		1,054,204.00	59,472.58	994,731.42	5.64
NET OF REVENUES & EXPENDITURES		(122,179.00)	(53,713.30)	(68,465.70)	43.96
Fund 202 - Major Street					
Revenues					
202-000-574.000	State Shared Revenue	94,000.00	0.00	94,000.00	0.00
202-000-665.000	Interest Earnings	500.00	1,038.76	(538.76)	207.75
202-000-691.000	Contributions - Other Funds	90,000.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	32,500.00	0.00	32,500.00	0.00
TOTAL REVENUES		217,000.00	1,038.76	215,961.24	0.48
Expenditures					
000		300,905.00	11,530.53	289,374.47	3.83
TOTAL EXPENDITURES		300,905.00	11,530.53	289,374.47	3.83
Fund 202 - Major Street:					
TOTAL REVENUES		217,000.00	1,038.76	215,961.24	0.48
TOTAL EXPENDITURES		300,905.00	11,530.53	289,374.47	3.83
NET OF REVENUES & EXPENDITURES		(83,905.00)	(10,491.77)	(73,413.23)	12.50
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	59,000.00	0.00	59,000.00	0.00
203-000-665.000	Interest Earnings	200.00	402.72	(202.72)	201.36
203-000-691.000	Contributions - Other Funds	80,000.00	0.00	80,000.00	0.00
TOTAL REVENUES		139,200.00	402.72	138,797.28	0.29
Expenditures					
000		215,965.00	11,775.14	204,189.86	5.45
TOTAL EXPENDITURES		215,965.00	11,775.14	204,189.86	5.45

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES					
TOTAL EXPENDITURES		139,200.00	402.72	138,797.28	0.29
NET OF REVENUES & EXPENDITURES		215,965.00	11,775.14	204,189.86	5.45
		(76,765.00)	(11,372.42)	(65,392.58)	14.81
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	30,000.00	0.00	30,000.00	0.00
248-000-665.000	Interest Earnings	10.00	138.87	(128.87)	1,388.70
TOTAL REVENUES		30,010.00	138.87	29,871.13	0.46
Expenditures					
000		9,855.00	625.76	9,229.24	6.35
TOTAL EXPENDITURES		9,855.00	625.76	9,229.24	6.35
Fund 248 - DDA Fund:					
TOTAL REVENUES		30,010.00	138.87	29,871.13	0.46
TOTAL EXPENDITURES		9,855.00	625.76	9,229.24	6.35
NET OF REVENUES & EXPENDITURES		20,155.00	(486.89)	20,641.89	2.42
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	300.00	1,442.48	(1,142.48)	480.83
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,350.00	1,442.48	174,907.52	0.82
Expenditures					
000		70,000.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		176,350.00	1,442.48	174,907.52	0.82
TOTAL EXPENDITURES		70,000.00	0.00	70,000.00	0.00
NET OF REVENUES & EXPENDITURES		106,350.00	1,442.48	104,907.52	1.36
Fund 590 - Sewer Fund					
Revenues					
590-000-476.000	Permits and Fees	5,500.00	0.00	5,500.00	0.00
590-000-566.000	Grant Revenue	1,250.00	0.00	1,250.00	0.00
590-000-600.000	Charge for Services	140,000.00	8,975.86	131,024.14	6.41
590-000-628.000	RTS Fees	113,800.00	9,841.94	103,958.06	8.65
590-000-629.000	Waste Hauler Fees	92,000.00	20,134.49	71,865.51	21.89
590-000-630.000	Capital Charge	163,000.00	13,948.67	149,051.33	8.56
590-000-659.000	Penalties	1,300.00	427.64	872.36	32.90
590-000-665.000	Interest Earnings	1,750.00	3,617.21	(1,867.21)	206.70
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	5,000.00	0.00
TOTAL REVENUES		543,600.00	56,945.81	486,654.19	10.48
Expenditures					
537	Sewer Fund - Collection	343,030.00	23,721.19	319,308.81	6.92
538	Sewer - Plant	572,257.00	42,513.54	529,743.46	7.43
TOTAL EXPENDITURES		915,287.00	66,234.73	849,052.27	7.24
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	56,945.81	486,654.19	10.48
TOTAL EXPENDITURES		915,287.00	66,234.73	849,052.27	7.24

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 02/28/2023	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
NET OF REVENUES & EXPENDITURES		(371,687.00)	(9,288.92)	(362,398.08)	2.50
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	441.12	58.88	88.22
591-000-600.000	Charge for Services	76,000.00	3,242.12	72,757.88	4.27
591-000-628.000	RTS Fees	62,000.00	5,380.33	56,619.67	8.68
591-000-630.000	Capital Charge	55,000.00	4,721.37	50,278.63	8.58
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	164.12	435.88	27.35
591-000-665.000	Interest Earnings	120.00	1,790.06	(1,670.06)	1,491.72
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	1,800.00	0.00
TOTAL REVENUES		231,020.00	15,739.12	215,280.88	6.81
Expenditures					
000					
TOTAL EXPENDITURES		287,185.00	34,962.09	252,222.91	12.17
TOTAL EXPENDITURES		287,185.00	34,962.09	252,222.91	12.17
Fund 591 - Water Fund:					
TOTAL REVENUES		231,020.00	15,739.12	215,280.88	6.81
TOTAL EXPENDITURES		287,185.00	34,962.09	252,222.91	12.17
NET OF REVENUES & EXPENDITURES		(56,165.00)	(19,222.97)	(36,942.03)	34.23
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	2,500.00	0.00	2,500.00	0.00
594-000-642.000	Gas Sales	140,000.00	0.00	140,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	0.00	1,500.00	0.00
594-000-646.000	Sale of Ice	1,500.00	0.00	1,500.00	0.00
594-000-649.000	Waiting List	2,500.00	3,700.00	(1,200.00)	148.00
594-000-653.000	Transient Fees	95,000.00	0.00	95,000.00	0.00
594-000-653.100	Marina Day Use	2,000.00	0.00	2,000.00	0.00
594-000-654.000	Slip Fees	300,000.00	315,574.00	(15,574.00)	105.19
594-000-659.000	Penalties	0.00	333.80	(333.80)	100.00
594-000-665.000	Interest Earnings	1,000.00	5,467.36	(4,467.36)	546.74
TOTAL REVENUES		546,000.00	325,075.16	220,924.84	59.54
Expenditures					
000					
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
Fund 594 - Marina Fund:					
TOTAL REVENUES		546,000.00	325,075.16	220,924.84	59.54
TOTAL EXPENDITURES		756,855.00	40,092.31	716,762.69	5.30
NET OF REVENUES & EXPENDITURES		(210,855.00)	284,982.85	(495,837.85)	135.16
TOTAL REVENUES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		2,815,205.00	406,542.20	2,408,662.80	14.44
NET OF REVENUES & EXPENDITURES		3,610,256.00	224,693.14	3,385,562.86	6.22
NET OF REVENUES & EXPENDITURES		(795,051.00)	181,849.06	(976,900.06)	22.87

		VILLAGE OF SUTTONS BAY REPORT VSB -2023 - 08	
Prepared:	March 2, 2023	Pages:	1 of 1
Meeting:	March 8, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Personnel Policy Manual Amendment		

PURPOSE

To revisit a recommendation made at the January committee meeting regarding recognized federal and village holidays.

OVERVIEW

The committee discussed various adjustments to the paid holiday portion of the manual, which in part, included:

- a. Replacing Columbus Day with Indigenous People Day.
- b. Adding Juneteenth to the federal holiday list.
- c. Eliminating a village holiday, the day after Thanksgiving.

Following the committee meeting and distribution of the January meeting notes, several employees requested a Staff meeting. Although we will commonly meet throughout the year to discuss any concerns, requests, or ideas, this was the first time for such a request. The discussion involved the decision to eliminate a village holiday (the day after Thanksgiving), as a paid holiday. Apparently, the day after Thanksgiving has been celebrated as a village holiday for decades and considering most employees have been here for several years, they've become accustomed to planning family visits around said holiday.

STAFF COMMENT


A straw poll vote has resulted in a nearly unanimous request to keep the day after Thanksgiving as a village holiday, even if it means giving up such an important federal holiday, such as Juneteenth.

At this point, there are a few options to consider:

1. Recognize both days as a holiday.
2. Move the recommendation forward to replace the day after Thanksgiving with Juneteenth.
3. Keep the list of paid holidays as they were in 2022, without changes or additions.

RECOMMENDATION

Consideration to keep the village holiday.

		VILLAGE OF SUTTONS BAY REPORT VSB -2023 - 19	
Prepared:	March 2, 2023	Pages:	1 of 1
Meeting:	March 8, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Personnel Policy Manual Amendment-Holiday Pay Part Time Employees		

PURPOSE

To revisit a recommendation made at the January committee meeting regarding part time employment and paid holidays.

OVERVIEW

The committee discussed various incentive-based adjustments to the paid holiday portion of the manual, which in part, included offering part time employees holiday pay. Following discussion, it was determined that there needed to be a clear delineation between paid holidays and full/part time employment and therefore, opted against paid holidays for part time employees.

I reviewed employee manuals from Leelanau and Grand Traverse County relating to part time employees. Part-time employees are offered Holiday pay (8 hours) as long as they were scheduled to work that day. For Example, if a part-time employee is not scheduled to work on Mondays and the Holiday falls on a Monday, the employee will not receive pay for that day. However, if the Holiday falls on a Tuesday and that is the regularly scheduled day for the employee to work, the employee would be paid for the holiday.

The amendment for consideration that should have been presented as such:

FULL-TIME
 10 holidays
 8- hours (max pay)

PART TIME
 5 Holidays (if scheduled to work that day)
 8- hours (max pay)

RECOMMENDATION

To consider the part-time incentive.