



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682

Wednesday, March 9, 2022 at 8:10 am

Due to continuing concerns about COVID-19 transmission there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org) for remote attendance for those members of the public wishing to participate.

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 Report 2022-13 Property Sale Request
4. Status Update – Other Committees
 - a. Report VSB 2022-14 Fire Training Request
 - b. Report VSB 2022-15 Bathroom Discussion
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
Revenues					
101-000-402.000	Current Property Taxes	726,000.00	0.00	726,000.00	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	2,425.00	2,575.00	48.50
101-000-566.000	Grant Revenue	1,250.00	1,250.00	0.00	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	3,300.00	0.00	3,300.00	0.00
101-000-574.000	State Shared Revenue	55,000.00	0.00	55,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	68.75	2,931.25	2.29
101-000-632.000	Bahle Park Rental	1,500.00	500.00	1,000.00	33.33
101-000-633.100	Motor Vehicle Leases	108,975.00	0.00	108,975.00	0.00
101-000-665.000	Interest Earnings	1,000.00	54.87	945.13	5.49
TOTAL REVENUES		925,025.00	4,298.62	920,726.38	0.46
Expenditures					
101	Village Council	26,080.00	0.00	26,080.00	0.00
171	Village Manager	39,185.00	5,877.92	33,307.08	15.00
215	Village Clerk	11,770.00	1,913.55	9,856.45	16.26
253	Treasurer	24,615.00	2,722.91	21,892.09	11.06
265	Village Hall	50,916.00	6,296.79	44,619.21	12.37
345	Police	88,875.00	0.00	88,875.00	0.00
441	Public Works	100,825.00	8,069.17	92,755.83	8.00
443	Motor Pool Department	102,725.00	13,766.71	88,958.29	13.40
448	Streetlighting	14,500.00	1,997.83	12,502.17	13.78
701	Zoning & Planning	76,025.00	5,927.07	70,097.93	7.80
751	Parks & Recreation	154,875.00	9,890.55	144,984.45	6.39
999	Transfers to Other Funds	310,100.00	0.00	310,100.00	0.00
TOTAL EXPENDITURES		1,000,491.00	56,462.50	944,028.50	5.64
Fund 101 - General Fund:					
TOTAL REVENUES		925,025.00	4,298.62	920,726.38	0.46
TOTAL EXPENDITURES		1,000,491.00	56,462.50	944,028.50	5.64
NET OF REVENUES & EXPENDITURES		(75,466.00)	(52,163.88)	(23,302.12)	69.12
Fund 202 - Major Street					
Revenues					
202-000-528.000	FEDERAL GRANT REVENUE	32,000.00	0.00	32,000.00	0.00
202-000-574.000	State Shared Revenue	82,000.00	0.00	82,000.00	0.00
202-000-665.000	Interest Earnings	500.00	24.77	475.23	4.95
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		237,000.00	24.77	236,975.23	0.01
Expenditures					
000		233,370.00	9,501.92	223,868.08	4.07
TOTAL EXPENDITURES		233,370.00	9,501.92	223,868.08	4.07
Fund 202 - Major Street:					
TOTAL REVENUES		237,000.00	24.77	236,975.23	0.01
TOTAL EXPENDITURES		233,370.00	9,501.92	223,868.08	4.07
NET OF REVENUES & EXPENDITURES		3,630.00	(9,477.15)	13,107.15	261.08
Fund 203 - Local Street Fund					
Revenues					
203-000-574.000	State Shared Revenue	48,000.00	0.00	48,000.00	0.00
203-000-665.000	Interest Earnings	100.00	4.14	95.86	4.14
203-000-691.000	Contributions - Other Funds	80,000.00	0.00	80,000.00	0.00
TOTAL REVENUES		128,100.00	4.14	128,095.86	0.00
Expenditures					
000		195,315.00	9,169.61	186,145.39	4.69
TOTAL EXPENDITURES		195,315.00	9,169.61	186,145.39	4.69

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Fund 203 - Local Street Fund:					
TOTAL REVENUES		128,100.00	4.14	128,095.86	0.00
TOTAL EXPENDITURES		195,315.00	9,169.61	186,145.39	4.69
NET OF REVENUES & EXPENDITURES		(67,215.00)	(9,165.47)	(58,049.53)	13.64
Fund 248 - DDA Fund					
Revenues					
248-000-403.000	CAPTURED TAX REVENUE	14,000.00	0.00	14,000.00	0.00
248-000-665.000	Interest Earnings	5.00	1.81	3.19	36.20
TOTAL REVENUES		14,005.00	1.81	14,003.19	0.01
Expenditures					
000		7,715.00	591.21	7,123.79	7.66
TOTAL EXPENDITURES		7,715.00	591.21	7,123.79	7.66
Fund 248 - DDA Fund:					
TOTAL REVENUES		14,005.00	1.81	14,003.19	0.01
TOTAL EXPENDITURES		7,715.00	591.21	7,123.79	7.66
NET OF REVENUES & EXPENDITURES		6,290.00	(589.40)	6,879.40	9.37
Fund 402 - Property Replacement Fund					
Revenues					
402-000-665.000	Interest Earnings	150.00	18.72	131.28	12.48
402-000-691.000	Contributions - Other Funds	176,050.00	0.00	176,050.00	0.00
TOTAL REVENUES		176,200.00	18.72	176,181.28	0.01
Expenditures					
000		60,000.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES		60,000.00	0.00	60,000.00	0.00
Fund 402 - Property Replacement Fund:					
TOTAL REVENUES		176,200.00	18.72	176,181.28	0.01
TOTAL EXPENDITURES		60,000.00	0.00	60,000.00	0.00
NET OF REVENUES & EXPENDITURES		116,200.00	18.72	116,181.28	0.02
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	1,250.00	0.00	100.00
590-000-600.000	Charge for Services	140,000.00	9,894.60	130,105.40	7.07
590-000-628.000	RTS Fees	113,800.00	9,631.07	104,168.93	8.46
590-000-629.000	Waste Hauler Fees	92,000.00	21,008.37	70,991.63	22.84
590-000-630.000	Capital Charge	163,000.00	13,726.22	149,273.78	8.42
590-000-659.000	Penalties	1,300.00	605.55	694.45	46.58
590-000-665.000	Interest Earnings	1,750.00	51.61	1,698.39	2.95
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	56,167.42	487,432.58	10.33
Expenditures					
537	Sewer Fund - Collection	265,860.00	18,734.86	247,125.14	7.05
538	Sewer - Plant	559,737.00	35,996.21	523,740.79	6.43
TOTAL EXPENDITURES		825,597.00	54,731.07	770,865.93	6.63
Fund 590 - Sewer Fund:					
TOTAL REVENUES		543,600.00	56,167.42	487,432.58	10.33
TOTAL EXPENDITURES		825,597.00	54,731.07	770,865.93	6.63

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 02/28/2022	AVAILABLE BALANCE	% BDGT USED
Fund 590 - Sewer Fund					
NET OF REVENUES & EXPENDITURES		(281,997.00)	1,436.35	(283,433.35)	0.51
Fund 591 - Water Fund					
Revenues					
591-000-476.000	Permits and Fees	500.00	3,866.12	(3,366.12)	773.22
591-000-600.000	Charge for Services	76,000.00	3,659.37	72,340.63	4.81
591-000-628.000	RTS Fees	62,000.00	5,363.50	56,636.50	8.65
591-000-630.000	Capital Charge	55,000.00	4,649.91	50,350.09	8.45
591-000-633.000	Hydrant Rental	25,000.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	233.92	366.08	38.99
591-000-665.000	Interest Earnings	120.00	22.39	97.61	18.66
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	17,795.21	213,224.79	7.70
Expenditures					
000		303,850.00	23,933.67	279,916.33	7.88
TOTAL EXPENDITURES		303,850.00	23,933.67	279,916.33	7.88
Fund 591 - Water Fund:					
TOTAL REVENUES		231,020.00	17,795.21	213,224.79	7.70
TOTAL EXPENDITURES		303,850.00	23,933.67	279,916.33	7.88
NET OF REVENUES & EXPENDITURES		(72,830.00)	(6,138.46)	(66,691.54)	8.43
Fund 594 - Marina Fund					
Revenues					
594-000-631.000	Pump outs	3,200.00	0.00	3,200.00	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	2,400.00	3,140.00	(740.00)	130.83
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	280,000.00	296,801.00	(16,801.00)	106.00
594-000-659.000	Penalties	0.00	968.40	(968.40)	100.00
594-000-665.000	Interest Earnings	200.00	54.33	145.67	27.17
TOTAL REVENUES		525,800.00	300,963.73	224,836.27	57.24
Expenditures					
000		696,150.00	45,328.81	650,821.19	6.51
TOTAL EXPENDITURES		696,150.00	45,328.81	650,821.19	6.51
Fund 594 - Marina Fund:					
TOTAL REVENUES		525,800.00	300,963.73	224,836.27	57.24
TOTAL EXPENDITURES		696,150.00	45,328.81	650,821.19	6.51
NET OF REVENUES & EXPENDITURES		(170,350.00)	255,634.92	(425,984.92)	150.06
TOTAL REVENUES - ALL FUNDS		2,780,750.00	379,274.42	2,401,475.58	13.64
TOTAL EXPENDITURES - ALL FUNDS		3,322,488.00	199,718.79	3,122,769.21	6.01
NET OF REVENUES & EXPENDITURES		(541,738.00)	179,555.63	(721,293.63)	33.14

		<h2 style="margin: 0;">VILLAGE OF SUTTONS BAY</h2> <h3 style="margin: 0;">REPORT VSB -2022-13</h3>	
Prepared:	March 1, 2022	Pages:	1 of 1
Meeting:	March 9, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Property Sale Request		

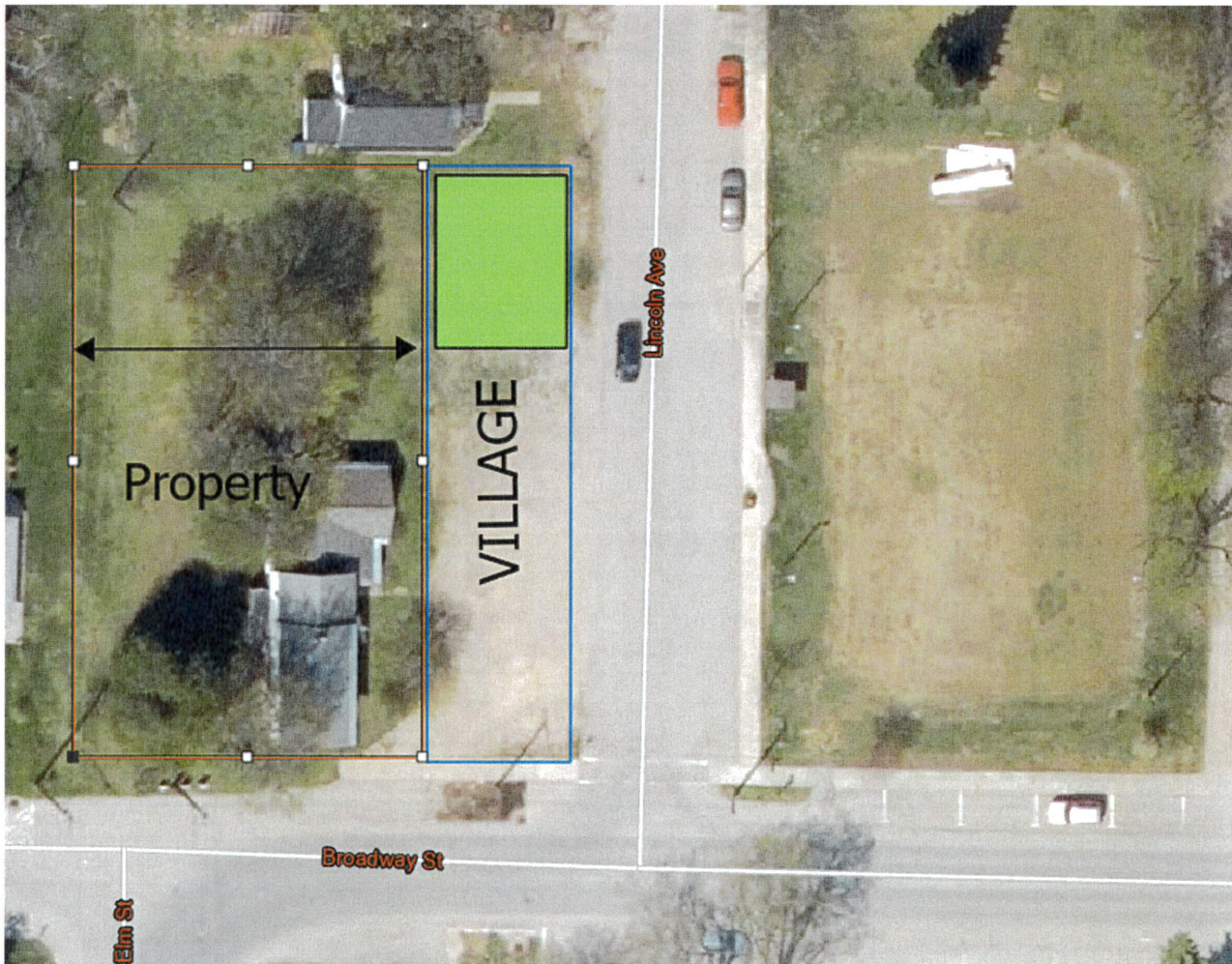
PURPOSE

To discuss a request for the sale of property located on Lincoln Street.

OVERVIEW

The builder and property owner of 306 Broadway has diligently been working towards rehabilitation of the home located at the corner of Broadway and Lincoln Ave. The property has a significant history and the Village commends the owner for his efforts in bringing the property back to a livable and desirable standard.

The illustration below is to be used for discussion purposes only. The **red** box illustrates the property being rehabilitated, the **blue** rectangle represents village owned property used for public parking and snow storage, the **green** box depicts the area requested for sale, and finally, the **<----arrow---->** indicates the southern edge of the parcel to be created, when combined with the **green** box and northern line.



STAFF COMMENTS

Preliminary discussions have indicated that the property owner would like to create a lot, construct a home and utilize it as a short-term rental. It is common for adjacent property owners to request the municipality sell or gift property to them for various reasons. These inquiries have been consistent over the past 3-years and involve easements, alleys and now parking areas. From a positive perspective, the Village would benefit from having another taxable property on the tax roll. The concern lies with the value of easements, undeveloped alleys and previously acquired land, due to the cost in trying to obtain private land when it is needed by the Village.

This parking area supports users of the ice rink, church, and others that are aware the parking area is public. Once the improvements to that municipal lot are implemented and it is clearly posted as a municipal lot, we should see an increase in all around use. There are so many variables that play into the use or sale of land that would have to be explored. I am certainly not opposed to considering the sale of that piece of property or even the *purchase* of his property, however, the Village will have to evaluate if selling and/or buying property at this time is a priority.

REQUESTED ACTION

Discussion

