



VILLAGE OF SUTTONS BAY
ADMINISTRATION/PERSONNEL SERVICE COMMITTEE
MEETING NOTES OF NOVEMBER 3, 2021

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

Present: Christensen and Suppes
Absent: Lutke
Staff present: DeVol, Fay, Larrea and Petroskey

Budget Amendments 2021

Larrea reviewed the amendments found in the packet, highlighted in gray. The Village received a State reimbursement for COVID expenses for \$5,749.00. There is a savings under Public Works, Repair and Maintenance, due to COVID. There was a decrease in expenditures in Parks and Rec, Capital Improvement, that will be carried over to the 2022 budget. The TAP grant project is now complete, coming in over budget. The Elm Street fix was also an increase in expenditures. Following discussions, Committee is recommending the 2021 Administration/Personnel budget amendments be approved by Council.

Budget Introduction 2022

Regarding wages, Larrea is recommending \$1.50 wage increase for all employees, full and part time, and a 10% wage increase for the DPW Director. Larrea recognizes staff wages are low, and wants fair wages to instill pride and appreciation, and staff longevity. Christensen is requesting time be allocated to evaluate staff wages, salaries, and incentives, across the board this upcoming year. In the Public Safety line item, an increase is requested due to past negotiations. Negotiations for Public safety and with Jacobs will take place in 2022. These contracts are currently one-year contracts. Under Planning and Zoning, \$20,000 is being requested for professional planning services with Giffels to complete the Master Plan. Larrea states Giffels are expert leaders when it comes to affordable/workforce housing; they are efficient and well versed. An increase is requested for the contractual planner as well. In Parks and Rec, the plan is to continue the trend of upgrading the parks with its small budget. Capital improvements include mobi maps, water fountains, park signs, and a concrete path at Sutton Park, and new restroom doors. The Park signs are to identify the parks by name. Wedge Park will likely see some small improvements whereas Water Wheel Park is a much bigger project requiring fund raising. Porta john expenditures will now be split into their appropriate department. The pedestrian bridge project at the Marina will likely be split between the Marina, and parks. Larrea states the Village is considering replacing vehicles every 4-5 years, while we can still get good prices for the vehicles. Current staff is now able to fix vehicles and have purchased tools to do so. The Village has a mechanic on staff now. In Property Replacement is a request to purchase a new (used) single axle, automatic Plow truck. Staff has been taking a segmented approach on roads, sidewalks, and water and sewer

repairs. This approach will continue for a couple of more years. An increase is requested for sidewalk repairs. Grove, Elm, West and Lincoln Streets have been earmarked for repairs in the 2022 budget. Tree replacement and plants for the rain gardens are in the budget. A volunteer program was briefly discussed. Larrea explained that the DDA has the ability to tax themselves to generate funds enough to make loan payments for restrooms. Larrea stated that overall, the General Fund is in good shape.

DeVol stated the property replacement for the Village Hall and the DPW Building will be paid off in 2025, and the WWTP will be fully paid for in 2026. She explained that the Marina, and the Water and Sewer are enterprise funds, meaning the revenue and expenses stay in their respective departments.

Following discussions, Committee is recommending the Administration/Personnel proposed 2022 Budget be approved by Council.

Public Comments

Karin Andrews stated the proposed budget does not match the Parks and Rec priorities/goals, and believes Parks should be a high priority. She suggested trees to replace the plants in the rain gardens. She thanked staff for all that they do.

Committee Member Comments

Suppes stated he has noticed a big, positive difference in staff and the work place environment and wants the Village to continue to make it a great place to work.

Christensen thanked Rob, Lorrie and Dorothy on putting together the budget. She also believes that effort should be made in organizing a volunteer program.

The meeting adjourned at 9: 12 a.m.

Meeting notes submitted by Shar Fay, Village Clerk.