



VILLAGE OF SUTTONS BAY
ADMINISTRATION/PERSONNEL COMMITTEE
MEETING NOTES OF NOVEMBER 8, 2023

The meeting was called to order at 8:45 a.m.

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

2024 Fee Schedule

Committee recommends the proposed 2024 Fee Schedule to Village Council for approval.

2024 Proposed Budget

Lutke is recommending a \$5,000 performance bonus to Village Manager Larrea as a result of the Manager's review, stating the funds are in the budget. Larrea hand delivered a report to Committee members noting a 12% increase for the Harbor Master and the Office Assistance. Larrea stated an additional DPW Worker is needed. Research is ongoing for this position, but would like someone with a combined skill set, specifically a water license. \$60,000 has been placed in the budget for this new position. The new position will be brought back to Village Council once the position has been developed. Committee inquired into the availability of higher education and incentives to the current staff. Committee briefly discussed pay ceilings for positions, and replacement costs for employees if they leave. Committee asked what is done to keep the current employees and how pay amounts are set. Larrea stated that municipalities can get creative with wages, PTO, and insurances.

Larrea stated the DDA capture is \$80,000. Before the DDA next week is a proposed consultant contract from Rob Baciagalupi who has an extensive DDA background. Because the other entities have not opted in, it may be necessary to amend the DDA plan, a major process, to better align the capture with the goals.

Larrea stated the Zoning Ordinance amendments will continue with the goal of a more user-friendly document. The ordinances need to be clean and understood.

Committee noted the high cost of the public safety contract.

In the Parks and Recreation budget, capital improvements include a concrete ADA compliant pathway at Sutton Park. The material of the pathway is still being considered. Also in the budget is a water bottle filler, fencing, and ADA swings.

Larrea went on to explain in the local streets budget, S. Shore Drive and St. Mary's Street are budgeted for new pavement. The Village did not qualify for grants or loans.

Committee would like to further discuss raising water rates. It has been a very long time, perhaps ten years since raising water rates. Everything costs more and the system needs to be maintained.

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Committee recommends the proposed 2024 Budget to Village Council for approval.

Committee Member Comments

Lutke stated various boards have vacancies and is looking for recommendation of individuals to fill vacancies.

The meeting adjourned at 9:50 a.m.

Meeting notes submitted by Shar Fay, Clerk.