



ADMINISTRATION/PERSONNEL COMMITTEE
MEETING NOTES OF JANUARY 5, 2022

The meeting was called to order at 9:00 a.m. by Lutke.

Present: Christensen, Suppers and Lutke
Staff present: Devol, Fay, Larrea and Petroskey
Guest: Deputy John Donohue

Manager's contract

Committee discussed guidance from Frank Walsh, Consultant, and further discussed the following:

- Difficulty finding Managers; maintain a strong manager.
- Giving a message of approval to the Manager by offering incentives
- Learning curve, cost and time to train a new Manager
- Offering a bonus to encourage longevity
- Cohesiveness of team. Hiring and training can be expensive
- Would bonuses replace annual raises?
- Per Walsh, the MML Report is not the best guide due to extenuating circumstances such as, WWTP, DPW, Marina, etc. Every municipality is different.
- Does the Manager have liability insurance?

Committee is recommending amending the Manager's contract to 2024, with longevity to be paid in 2024. Committee is further recommending no ceiling be placed on the salary and that salary and bonuses be based on the annual performance review, with full Council and budget approval. The amended Manager's contract will be reviewed by an attorney. The amendment should include extending the contract for one year and two months, and a longevity bonus. Committee further recommends staff evaluations, wages and salaries be placed on the next Administration committee agenda.

Status Update

Committee discussed moving the meetings to the SB/Bingham Fire Department. It was the consensus of Committee to hold January meetings at the Village Hall. Christensen is looking into acoustics for the meeting room.

Committee discussed the Ice Rink operated by Suttons Bay Township, specifically storage and upkeep, and volunteerism.

Committee discussed the resurfacing of M-22, a project of MDOT, with a start date of May 2022.

The meeting adjourned at 9:40 a.m.

Meeting notes submitted by Shar Fay