



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.

Suttons Bay, MI 49682

October 7, 2026, 2026 at 8:30 am

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. Manager's Review-Discussion
 - b. VSB-2026-25 Ethics Policy
4. Status Update – Other Committees
 - a. VSB-2026-30 General Services Update
 - b. Marina Fee Increases 2027
 - c. VSB-2026-29 Water/Sewer Increases 2027
5. Public Comments/Written Communication
6. Committee Member Comments:
7. Announcements
8. Adjournment

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2026-25	
Prepared:	September 30, 2026	Pages:	1 of 1
Meeting:	October 7, 2026	Attachments:	☒
Subject:	Ethics		

PURPOSE

Ethics discussion.

STAFF COMMENT

Council requested staff look at adding an ethics section to Council's administrative rules and procedures. While researching, I found that in 2007, Resolution #2 of 2007 was passed unanimously by the Village Council. That resolution is attached with modifications to address some of our more recent challenges. The committee should review the document and decide if any of the additional language is appropriate.

The document, has a basic format that will change and be finalized once a decision on the additional language has been made.

ACTION REQUESTED

Discussion.

VILLAGE OF SUTTONS BAY CODE OF ETHICS

All elected and appointed officials of the Village of Suttons Bay (village officials) shall abide by all of the following standards of conduct when discharging the duties of their respective offices:

1. Officials shall prioritize the common good of the community over any private or commercial gain or personal agenda.
2. Village officials shall treat each other and members of the public appearing before them with respect, fairness, honesty and sincerity.
3. Village officials shall never solicit Village residents or businesses with false statements or misleading statements, to advance a personal agenda.
4. Village officials shall discharge the duties of their respective offices in accordance with prescribed constitutional, statutory, and regulatory procedures and shall apply the laws and policies of the village in an evenhanded manner without partiality, favoritism, or dishonesty and not for personal gain or benefit.
5. Village officials who acquire confidential information in the course of their duties that is not available at the time to the general public shall not use such information to further their private interests or the private interests of another person.
6. Village officials shall not represent their personal opinions as that of the Village of Suttons Bay or the village council, committee, commission, or board on which they serve, unless expressly authorized to do so.
7. Village Officials shall not represent the Village Council and shall not contact any entity, regarding current or potential projects, funding, proposals etc. without being expressly authorized as a representative by the Village Council
8. Officials shall not advocate, partner or represent private interests in any capacity before elected or appointed officials.
9. Village officials shall not, directly or indirectly, make use of or permit others to make use of village property, equipment, vehicles, or supplies of any kind for personal gain or benefit.
10. Village officials shall not, directly or indirectly, solicit or accept any gift or a loan of money, goods, services or other thing of value which tends to influence or creates the appearance that it influences the manner in which they perform their official duties or is intended or has the appearance of being intended as a reward for any official act on their part.
11. Village officials shall not engage in or accept employment or render services that are incompatible or in conflict with the discharge of their official duties or that tends to impair their independence of judgment when discharging their official duties.
12. Except as permitted under the Contracts of Public Servants with Public Entities Act, MCL 15.321, et seq., village officials shall not, directly or indirectly, solicit or be a party to a contract between themselves and the Village of Suttons Bay and shall not solicit a

contract between an entity in which they have a financial or personal interest and the Village of Suttons Bay.

13. Village officials shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which they have, directly or indirectly, a financial or personal interest unless expressly permitted by state law following full disclosure of such financial or personal interest.
14. ~~Village officials shall not participate in and vote on land use decisions when they reside on or have an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.~~
15. Village officials shall not participate in and vote on land use decisions when they reside on or have an ownership interest in land **that will benefit financially from the decision.**
16. When making discretionary, administrative decisions, including but not limited to land use decisions, village officials shall refrain from making statements or taking any actions outside the formal decision-making process that would suggest they have prejudged the matter before them or would in any way preclude them from affording the applicant and the public a fair hearing.
17. It is with full understanding and agreement that a failure to properly manage personal interest can lead to following:
 - a. The council's vote or contract approval may be legally invalidated or challenged in court.
 - b. The council may issue a formal public reprimand (censure) or initiate removal proceedings as permitted by law.
 - c. Officials may be held financially accountable in a court of law.
 - d. Violations of federal and state ethics laws, resulting in fines, civil liability, or criminal charges.