



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL REMOTE MEETING  
MINUTES OF DECEMBER 20, 2021

The meeting was called to order at 5:30 p.m., by President Lutke.

Present: Bahle, Case, Christensen, Long, Lutke, Smith and Suppes  
Staff present: DeVol, Fay, Larrea and Petroskey

#### Consent Agenda

Case moved, Smith seconded, CARRIED, to approve the Consent Agenda as presented, with an affirmative unanimous roll call vote. The Village Council meeting minutes of December 7, 2021, are approved. The payment of invoices is approved. Ayes: 7, No: 0.

#### Approval of Agenda

Lutke moved, Bahle seconded, CARRIED, to add Agenda Items 7 F. Manager bonus, 7 G. Manager Salary, and 7 H. 2021 Budget Amendment, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

Lutke moved, Suppes seconded, CARRIED, to approve the agenda as amended, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

#### Report VSB-2021-64 Amendment to South Gateway District

Suppes moved, Case seconded, CARRIED, that Amendment No. Z-2021-03 of Ordinance No. 5 of 2018 to amend the south gateway (SG) architectural standards as described in report VSB—2021-64 and being made a part of this motion, be approved. Ayes: 7, No: 0.

#### Report VSB-2021-65 Annual meeting dates

Smith moved, Christensen seconded, CARRIED, that the meeting schedule as attached to Report VSB-2021-65 and being made a part of this motion be adopted, with an affirmative unanimous roll call vote. 2022 Village Council regular meetings will be held on the 3<sup>rd</sup> Monday of the month, at 5:30 p.m., apart from January and February being held one day later due to Holidays. Ayes: 7, No: 0.

#### Village Council appointments

Case moved, Smith seconded, CARRIED, to appoint the following individuals to the relative Boards and Committees, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

- Village Council President Pro-Tem: Colleen Christensen
- General Service, Administrative and Utility Committees: Unchanged, same as 2021
- DDA: Erik Bahle for a term ending 2024
- ZBA: Karl Bahle as Village Council ex-officio  
Frank Smith as Planning Commission ex-officio

- Planning Commission:
  - Jared Pontius for a term ending 2024
  - Frank Smith for a term ending 2024
  - Steve Feringa for a term ending 2022
  - Roger Suppes as Village Council ex-officio

#### Certificate of Appreciations

Bahle moved, Christensen seconded, CARRIED, to approve the Resolutions as presented for Judy Tucker and By the Bay Garden Club, with an affirmative unanimous roll call vote.

Ayes: 7, No: 0.

#### State of Emergency ends December 31, 2021

Larrea stated the State of Emergency ends on December 31, 2021, and at this time there is not an extension to continue remote meetings.

#### Village Manager Review

Bahle moved, Cases seconded, CARRIED, to approve a \$4,000 bonus for the Village Manager for the year 2021, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

#### Village Manager's Salary

Suppes moved, Case seconded, CARRIED, to approve an increase in the manager's salary to \$80,000 per year, with an affirmative unanimous roll call vote. Ayes: 7, No: 0.

#### 2021 Budget Amendment

Long moved, Christensen seconded, CARRIED, to approve a 2021 budget amendment to accommodate for the \$4,000 Manager's bonus, with an affirmative unanimous roll call vote.

Ayes: 7, No: 0.

Lutke introduced the idea of a longevity performance bonus, approximately \$10,000 over three years, to be paid out in 2024, based on annual Managers review from years, 2022, 2023 and 2024. This would be an amendment to the Manager's contract (current contract expires 2023). A ceiling on the Manager's salary should be considered. The longevity performance bonus discussion will be placed on the Administrative/Personnel committee agenda for further consideration.

#### Good of the Order

Suppes thanked all Village employees for their hard work in 2021. He further read a couple of quotes applicable to winter. He wished everyone a Merry Christmas and Happy New Year.

Bahle inquired about in-person meeting protocol. Following discussion, it was the consensus of Council to hold in-person meetings with the following protocol:

- Masks are required
- Social distancing as much as the room allows
- Provide hand sanitizer at the door
- Signage re: Symptoms, etc.
- Hybrid approach. Continue to offer remote access to meetings via Zoom.

Long suggested seeking a grant to support video options for future meetings, pandemic or not.

Eric Carlson of the Enterprise stated that per a review by a Leelanau County attorney regarding in person/remote meetings, the public may attend and give comment remotely and are encouraged to do so. He further stated that Board members must appear in person in order to be counted toward a quorum and to vote, however if they appear remotely, they are only allowed to participate in discussions.

Christensen voiced appreciation for resources such as MML and independent consultant Frank Walsh. She believes these resources would be valuable when looking at all Village's employees' compensations and believes it is time to do so, with an emphasis on keeping employees. She further encouraged Council members to get involved in the community a step beyond the Council role.

Regarding the Managers bonus and salary and his leadership, Long made mention of the change on main street and the Marina, navigating through the pandemic, and bringing on DPW Director, Dave Miller. He is grateful for those who choose to serve in the community.

Debby Smith wished everyone Happy Holidays, and echoed Christensen in becoming more involved in other community activities.

Lutke wished everyone a Merry Christmas and a Happy New Year. He encouraged Council members to visit the DPW/WWTP, and any other Village properties. Lutke invited staff, Council members and their families, to a Holiday gathering at Hop Lot, on Monday, January 10<sup>th</sup>, between 5:00-5:30 p.m.

#### Public Comment

Eric Carlson stated Suttons Bay Township holds their meetings at the Suttons Bay/Bingham Fire Department in their meeting room to accommodate larger participation. He further stated that the Village Manager and staff have been pretty easy to work with.

Sandy Boone, Village taxpayer, thanked Council and employees and wished everyone a Merry Christmas and Happy New Year.

The meeting adjourned at 6:28 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.