



VILLAGE OF SUTTONS BAY  
**REMOTE Access** Village Council Meeting  
Village Hall  
420 N. Front Street  
Suttons Bay, MI 49682 at 5:30pm  
November 16, 2020  
Agenda

Electronic Remote Access, in accordance with Public Act 228 of 2020 will be implemented in response to COVID-19 social distancing requirements and Michigan Health and Human Services restrictions of indoor gatherings. The public may participate in the meeting through Zoom access by computer and smart phone and can find the link on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)

1. Regular Meeting Called to Order
2. Roll Call
3. Review and Approval of the Agenda – Conflict of Interest
4. Consent Agenda
  - a. Approval of Minutes – October 19, 2020
  - b. Payment of Invoices
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
  - a. Report VSB-2020-54 Budget Review
7. New Business
  - a. Report VSB-2020-55 Rules and Procedures
  - b. Report VSB-2020-56 Remote Meeting Policy
  - c. Report VSB-2020-57 Bahle Warming Hut Rental Discussion
  - d. Report VSB-2020-58 Par Plan Grant Request
8. Special Committee Reports/Staff Reports (Verbal)
9. Good of the Order (Council Member Comments)
10. Manager's Report – Work Plan Update
11. Public Comment (please limit to no more than three (3) minutes)
12. Adjournment



VILLAGE OF SUTTONS BAY  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF OCTOBER 19, 2020

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

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

Approval of Agenda

Lutke moved, Case seconded, CARRIED to amend the Agenda and add item to New Business: Resignation of Council Member, by an affirmative unanimous roll call vote. Ayes: 6, No: 0.  
Case moved, Bahle seconded, CARRIED, to approve the Agenda as amended, by an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Approval of Consent Agenda

Bahle moved, Suppes seconded, CARRIED, to approve the Consent Agenda as presented, by an affirmative unanimous roll call vote. The Village Council Regular meeting minutes of September 21, 2020 and the Village Council Special meeting minutes of September 30, 2020 are approved, and can be found in this meeting packet. The Payment of Invoices submitted by Treasurer DeVol are approved, and the invoice report can be found in this meeting packet. Ayes: 6, No: 0.

Report VSB-2020-48 Elm Street proposal

Suppes moved, Case seconded, CARRIED to accept the bid from Elmer's in the amount of \$83,530.00 to complete Segment #1 of Elm Street, as outlined in Report VSB-2020-48 found in this meeting packet, by an affirmative unanimous roll call vote. Ayes: 6, No: 0.

Resignation of Village Council Trustee Kent Newcomb

Council accepted Newcomb's resignation. It was the consensus of Council to appoint a new Trustee following the November election and to consider those who have shown interest in the position, as well as advertise for the vacant position. Lutke requests further discussions at the Committee meetings this week.

Good of the Order

Christensen asked for a timeline on Broadway. Larrea stated he received the permit and is waiting to hear back from KAL Excavating on the start date.

Long extended a thank you to Larrea on Miller on following through on two substantial road projects, specifically Elm and Broadway Streets.

### Manager's Report

Larrea reported preliminary Flood Plain maps received from FEMA and that staff and perhaps an Engineer will take a good look at them as it effects flood insurance for property owners.

Delineators were installed on the pedestrian poles around the bump outs this week as a guide for snowplows.

Road improvements on S. Shore and Pineview will begin Tuesday, October 20<sup>th</sup>.

Larrea and staff will participate in a Zoom meeting with the Viking Cruise Lines on Tuesday.

Staff have been working hard on budgets.

The meeting adjourned at 5:50 p.m.

Meeting minutes submitted by Shar Fay, Village Clerk.

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING					
10/28/2020	18254(E)	010	CHERRYLAND ELECTRIC	SERV THRU OCT	128.11
10/28/2020	18255(E)	BCBS OF MI	BLUE CROSS BLUE SHIELD OF MICH	OCTOBER /NOVEMBER PREMIUM	392.07
10/28/2020	18256(E)	CENTURY-EQ	CENTURLINK	SERV THRU OCT 19, 2020	143.40
10/28/2020	18257(E)	CHARTER	CHARTER COMMUNICATIONS	MARINA MONTHLY-CONF #083239 SERV THRU OC	116.98
10/28/2020	18258(E)	CHARTER	CHARTER COMMUNICATIONS	SERV THRU OCT 22	42.66
10/28/2020	18259(E)	CHARTER	CHARTER COMMUNICATIONS	SERV THRU 10-2020 420 FRONT 824512122001	131.97
10/28/2020	18260(E)	CHARTER	CHARTER COMMUNICATIONS	OCT SERV 146 S SHORE 82451220022588	136.96
10/28/2020	18261(E)	MISC	PRO SOLUTIONS	DECON 30 BOTANICAL DISINFECTANT	339.12
10/28/2020	18262(E)	ONTIME TEL	ON TIME TELECOM, INC	ROBO CALL SEPT	80.00
10/28/2020	18263(E)	TIME WARNE	TIME WARNER CABLE	RICHTER ROAD SERVICE THRU OCTOBER	81.97
10/28/2020	18264(E)	VSP	VISION SERVICE PLAN	SERV THRU OCTOBER	181.49
10/28/2020	18265(E)	VSP	VISION SERVICE PLAN	SERVICE THRU NOVEMBER	160.77
10/28/2020	44632	003	BRAMER AUTO SUPPLY	9-30 THRU 10-2 INVOICES 414993,414980,41	102.77
10/28/2020	44633	017	DC COLLECTIVE GROCER	OFFICE SUPPLIES	8.99
10/28/2020	44634	026	DTE ENERGY	MULTIPLE SERVICES THRU OCTOBER 15, 2020	879.66
10/28/2020	44635	029	NORTHERN BUILDING SUPPLY, LLC	SUPPLIES THROUGH OCTOBER 21, 2020	176.14
10/28/2020	44636	ACTION IND	ACTION INDUSTRIAL SUPPLY	SAFETY WEAR-NEW EMPLOYEE	66.72
10/28/2020	44637	AIRGAS	AIRGAS USA, LLC	PAYER 1459542-SUPPLIES MOTOR POOL	20.58
10/28/2020	44638	AMER WASTE	AMERICAN WASTE	WASTE REMOVAL - 326 FRONT	97.50
10/28/2020	44639	AT&T	AT&T MOBILITY	CELLPHONES OCT 11, 2020 THRU NOV 11, 2020	465.87
10/28/2020	44640	CHAMBER	SUTTONS BAY CHAMBER OF COMMERCE	HOLIDAY TREE ORDER	20.00
10/28/2020	44641	CLARKES	CLARKES COMPLETE SERVICE	TIRE MAINTENANCE	200.00
10/28/2020	44642	DORNBOB	DORNBOB SIGN AND SAFETY, INC	S RICHTER ROAD SIGNS	68.98
10/28/2020	44643	GT JANITOR	KSS ENTERPRISES	CLARIO CLEANER-MARINA SUPPLIES	103.95
10/28/2020	44644	GT RUBBER	GT RUBBER SUPPLY, INC	WATER SYSTEM SUPPLIES	57.16
10/28/2020	44645	GTR	GTR EQUIPMENT CO	YARD GUARD-MOTOR POOL	1,674.12
10/28/2020	44646	HILLSIDE	HILLSIDE FEED AND SEED	STRAW BALE-STREETS	4.50
10/28/2020	44647	INTEGSOFTW	INTEGRITY SOFTWARE SYSTEMS	NEW COMPUTER AND UPGRADES	376.25
10/28/2020	44648	KALEX	KAL EXCAVATING CO	QUARTER CHIP-COAL DOCK PATHWAY	95.04
10/28/2020	44649	KDP RETIRE	KDP RETIREMENT PLAN SVCS, INC	RETIREMENT PLAN FEES- 3RD QTR 2020	270.00
10/28/2020	44650	MMLUNEMP	MICHIGAN MUNICIPAL LEAGUE	3RD QTR CONTRIBUTION RPT 0801-119	12.19
10/28/2020	44651	MR CLEAN	MR CLEAN	SEPTEMBER CLEANING FEES	365.11
10/28/2020	44652	PETROSKY	DOROTHY PETROSKY	SUPPLIES-COFFEE	17.98
10/28/2020	44653	ROAD	LEELANAU CTY ROAD COMMISSION	EQUIPMENT MAINTENANCE PLOW PINS	342.04
10/28/2020	44654	SOS	SOS ANALYTICAL	LAB ANALYSIS	120.00
10/28/2020	44655	WELLS FARG	WELLS FARGO FINANCIAL LEASING	10/12/20 THRU 11/16/20 RENTAL 603-02144	72.92
11/12/2020	44656	006	CONSUMERS ENERGY	SERVICE THRU OCTOBER 29, 2020	3,520.41
11/12/2020	44657	014	GRAINGER	CUST #871012852 V-BELT PULLY	653.35
11/12/2020	44658	025	COUNTY OF LEELANAU	POLICE JULY 2020 PER \$6042.84 MI \$367.43	18,715.38
11/12/2020	44659	24	LEELANAU ENTERPRISE	CUST 1217-VC PUBS OCT	107.40
11/12/2020	44660	BADGER	BADGER METER INC	BEACON MOBILE HOST OCT 2020 598 @.06	35.88
11/12/2020	44661	EASTBAYMED	EAST BAY MEDICAL	DOT DRUG SCREEN - RANDOM	55.00
11/12/2020	44662	GREAT LAKE	GREAT LAKES SPRAY ON BED LINERS INC	BEDLINER 2020 F250	751.37
11/12/2020	44663	KALEX	KAL EXCAVATING CO	WATER LINE REPAIR 503 FRONT ST	1,150.00
11/12/2020	44664	LIGHTHOUSE	LIGHTHOUSE ELECTRICAL SERVICES	REPAIR BALLAST MENS BATHROOM	227.81
11/12/2020	44665	LITTLE	LITTLE OUTDOOR SERVICE	REMOVE TREES @ PS WELLHOUSE GENERATOR	280.00
11/12/2020	44666	MIMUNLWC	MI MUNICIPAL LEAGUE WORKERS CO	5002750-20 INSTALLMENT #3	1,269.00
11/12/2020	44667	NETLINK	NETLINK BUSINESS SOLUTIONS	COPIER 3 MOS MAINT AGREEMENT VILLAGE HAL	132.00
11/12/2020	44668	OMI-2	OPERATIONS MANAGEMENT INT	SERVICES THRU NOVEMBER-20	14,305.48
11/12/2020	44669	PRIORITY H	PRIORITY HEALTH	HEALTH INS THRU NOVEMBER	6,710.64
11/12/2020	44670	ROAD	LEELANAU CTY ROAD COMMISSION	DIESEL/NO-LEAD THRU OCT 2020	703.92
11/12/2020	44671	SPINNIKEN	SPINNIKEN LAWN AND IRRIGATION	IRRIGATION WINTERIZATION	70.00

GEN TOTALS:

Total of 52 Disbursements:

56,241.61





# VILLAGE OF SUTTONS BAY

## REPORT VSB -2020- 54

Prepared:	11-10-20	Pages:	1 of 1
Meeting:	11-16-20	Attachments:	<input checked="" type="checkbox"/>
Subject:	2021 Budget		

### PURPOSE

To address questions and concerns regarding the proposed 2021 Budget.

### OVERVIEW

Similar to previous years, we have taken a segmented approach to reviewing the 2021 budget. All committee's being the administration, marina and utilities committee and general service committees have all reviewed their respective budgets. This meeting is intended to provide all of you with another opportunity to view and review the budget prior to the public hearing on December 3, 2020.

In 2021, we will continue to work towards improving our aged infrastructure (roads, water, sewer) by patching and replacing various roadways and underground pipes. Improving and maintaining our current equipment, initializing security initiatives, such as, cameras at our DPW plant, and incorporating computer programs that alert Staff when part of our sewage systems fails. These are just a few of the initiatives that Staff and the VC will be addressing in the 2021 year.

### ACTION REQUESTED

None.

# Village of Suttons Bay SEP Fiscal Year 2020 Amendment Budget and 2021 Proposed Budget

## Revised 11-12-2020

Submitted for 11-16-2020 Village Council Meeting

Revenues	2017 Actual	2018 Actual	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed	
Current Property Taxes	656,821	674,566	692,770	682,000	704,950	695,000	Actual tax roll for 2020, est for 2021
Personal Property Tax Revenue	43,959	20,569	16,889	15,000	17,000	15,000	
Leased Land Tax Revenue	0	0	0	0	4,200	4,000	
Permits and Fees	4,967	4,442	4,340	1,500	9,500	1,500	STR permits
State Shared Revenue	54,157	55,514	59,290	50,000	50,000	50,000	
State Revenue-Liquor	3,227	3,116	3,079	0	3,050	3,000	Recv'd fr lcc, spec event liq license rev
Covid Reimb Revenue	0	0	0	0	5,500	0	State reimb for COVID expenses - estimate
Grant Revenue	0	0	0	0	11,250	1,250	Trail - GTB \$10,000, Par-Plan cameras \$ 1,250
Local Comm Stabilization					3,200	3,000	
Interest Earnings	1,590	5,485	8,440	3,000	3,000	2,800	at \$900 now, will it open before year end?
Bahie Park Rental	2,104	2,275	1,925	1,200	900	1,200	trans in to motor pool from other funds
Equipment Leases							
Major Streets Leases	33,582	33,582	33,600	33,600	35,600	35,600	
Local Streets Leases	28,050	28,050	28,050	28,050	29,050	29,050	108,975 Motor Pool
Water Leases	11,007	11,007	11,025	11,025	11,025	11,025	
Sewer Leases	7,037	7,037	7,050	7,050	7,050	7,050	
WTPP Leases	2,135	2,135	2,012	2,150	2,150	2,150	
Park Lease	15,869	15,869	15,875	15,875	15,875	15,875	
Marina Leases	2,427	2,427	2,450	2,450	5,450	5,450	
Public Works Leases	18,752	2,752	2,775	2,775	2,775	2,775	
Sale of Fixed Assets	0	0	0	0	0	0	
Contributions - Private	0	1,375	500	0	4,500	0	From Art Fest - trees
Miscellaneous Income	16,033	6,704	592	0	7,000	0	2020 - ins reimb, refund from cancelled classes
<b>Total General Fund Revenues</b>	<b>901,717</b>	<b>876,905</b>	<b>890,662</b>	<b>855,675</b>	<b>933,025</b>	<b>885,725</b>	

**Expenditures**

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Village Council</b>						
Administrative Wages	4,165	4,165	4,165	4,175	4,175	4,175
FICA Contribution	0	0	0	0	0	0
Workers Compensation	86	100	64	125	125	125
COVID Expense					8,000	0
Legal Services	7,161	2,000	0	2,000	10,000	5,000
Audit Services	3,068	3,000	2,156	3,000	2,300	3,000
Employee Relations	14,777	10,000	260	1,000	7,000	1,000
Consultant Fees	0	15,000	1,600	2,500	1,580	1,580
Interim Manager	0	15,000	0	0	0	0
Printing & Publishing	0	100	88	200	200	200
Miscellaneous Expense	14,556	10,000	7,048	8,000	10,000	8,000
Education, Training & Dues	935	3,000	838	3,000	1,000	3,000
<b>Total Village Council</b>	<b>44,748</b>	<b>62,365</b>	<b>16,219</b>	<b>24,000</b>	<b>44,380</b>	<b>26,080</b>

new acct 2020  
 most legal is under Vil Hall  
 gf portion of total (10,000, extra for bonds, SAW or TAP  
 2020- Employee manual development 5000  
 TPA for retirement plan docs and admin  
 for charge back and BOR adj  
 VC members training, mml dues, etc

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Village Manager</b>						
Administrative Wages	18,896	18,923	22,214	23,500	23,500	24,500
FICA Contribution	1,367	1,448	1,699	1,850	1,850	1,874
Medical Insurance	4,028	4,268	0	0	0	0
Workers Comp	144	233	144	275	275	275
Retirement Contribution	876	946	2,221	2,350	2,350	2,450
Life, AD&D Insurance	213	214	210	225	150	150
Unemployment	2	1,066	7	100	50	50
Operating Supplies	0	0	492	500	500	500
Mileage	0	300	17	300	300	300
Education, Training & Dues	0	1,450	1,376	2,500	2,500	2,500
<b>Total Village Manager</b>	<b>25,526</b>	<b>28,848</b>	<b>28,380</b>	<b>31,600</b>	<b>31,475</b>	<b>32,599</b>

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Village Clerk</b>						
Administrative Wages	4,933	5,187	5,500	5,600	5,875	6,000
Wages	0	0	0	0	0	0
FICA Contribution	363	397	405	430	450	459
Medical Insurance	790	756	807	875	850	890
Workers Compensation	13	23	14	25	25	25
Retirement Contribution	246	260	547	560	590	600
Life, AD&D Insurance	76	76	75	100	100	100
Unemployment	1	52	1	50	50	50
Office Supplies - General	0	0	50	0	0	0
Office Supplies - Elections	0	0	0	150	150	150
Education, Training & Dues	60	1,000	831	2,500	2,200	2,500
<b>Total Village Clerk</b>	<b>6,482</b>	<b>7,751</b>	<b>8,230</b>	<b>10,290</b>	<b>10,290</b>	<b>10,774</b>

removed elections dept.added line item here  
Includes dues

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Village Treasurer</b>						
Administrative Wages	7,520	7,749	14,423	14,160	14,750	14,900
FICA Contribution	553	593	1,076	1,095	1,155	1,150
Medical Insurance	1,120	1,221	1,911	2,025	2,000	2,000
Workers Compensation	24	35	25	25	30	30
Retirement Contribution	374	388	1,451	1,420	1,475	1,490
Life, AD&D Insurance	104	110	170	175	175	180
Unemployment	2	150	1	50	50	50
Office Supplies	392	400	395	400	400	400
Operating Supplies	420	750	742	750	750	750
Contractual Services	0	0	0	500	300	500
Education, Training & Dues	50	1,000	50	2,500	1,500	2,500
<b>Total Village Treasurer</b>	<b>10,559</b>	<b>12,396</b>	<b>20,244</b>	<b>23,100</b>	<b>22,585</b>	<b>23,950</b>

envelopes, tax supplies  
postage, ann fee for tax program  
For additional assistance with BS&A Program  
MMTA membership, training

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed	
<b>Village Hall</b>							
Administrative Wages	5,013	5,166	1,881	5,200	5,059	5,200	office assist
FICA Contribution	369	396	150	400	387	400	
Medical Insurance	767	814	0	0	0	0	
Workers Compensation	16	21	0	3	20	20	
Retirement Contribution	-544	259	0	0	790	520	2020 had addtl' pymnt,
Life, AD&D Insurance	69	70	0	0	0	0	
Unemployment	1	0	0	3	50	50	
Office Supplies	6,334	5,000	5,998	6,000	7,000	7,000	addtl' supplies due to shutdown
Postage	1,442	1,450	1,466	1,600	1,800	1,600	increase includes equip rental, and ink
Legal Services	12,793	13,000	3,287	10,000	13,000	10,000	
Contracted Service	5,131	4,000	6,427	6,500	6,700	6,500	cleaning, rug rental, windows for vil hall
Telephones	3,502	3,850	5,279	5,500	5,500	5,500	monthly & system maint
Printing & Publishing	1,476	1,600	2,109	1,600	2,200	1,600	mtg pubs, letterhead, newsletter
Insurance	4,824	5,516	5,800	5,800	5,800	5,800	
Utilities - Electric	1,747	2,500	1,387	2,400	2,400	2,500	electric slightly lower this year
Utilities - Gas	1,333	2,000	1,578	2,000	1,800	2,000	
Repair & Maintenance	319	500	307	500	1,000	500	fire ext service, addtl' ofc maint
Miscellaneous Expense	579	3,000	70	1,000	2,000	1,000	lightening storm damage
Capital Improv.- Equipment	5,812	0	0	0	0	0	no longer needed here- is -will be prop replacement fu
<b>Total Village Hall</b>	<b>50,983</b>	<b>49,142</b>	<b>35,739</b>	<b>48,506</b>	<b>55,506</b>	<b>50,190</b>	

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Public Safety</b>						
Contractual Service - County	70,450	74,000	76,983	75,000	75,000	77,500
Equipment/Vehicle Mileage	4,917	6,500	5,542	6,000	6,000	6,000
Miscellaneous Expense	0	0	0	1,000	1,000	1,500
<b>Total Public Safety</b>	<b>75,367</b>	<b>80,500</b>	<b>82,525</b>	<b>82,000</b>	<b>82,000</b>	<b>85,000</b>
						billed qtrly from county billed qtrly from county
<b>Planning &amp; Zoning</b>						
Administrative Wages	12,445	12,750	14,317	19,700	15,000	15,750
Wages	0	0	1,881	0	4,975	5,013
Wages - Planning Commission	2,920	4,804	2,520	4,825	4,825	4,825
Wages - Zoning Board of Appeals	320	840	600	850	850	850
FICA Contribution	952	976	1,221	1,600	1,512	1,600
Medical Insurance	2,316	2,377	968	1,200	1,100	1,200
Workers Compensation Insurance	103	106	65	125	125	125
Retirement Contribution	596	638	1,423	1,375	2,350	2,076
Life, AD&D Insurance	165	78	162	150	150	225
Unemployment Insurance	2	430	5	125	100	125
Office Supplies	477	1,000	1,025	700	600	700
Postage	200	200	0	200	200	200
Professional Planning Services	2,000	3,000	0	500	500	500
Zoning Ordinance - Planning	10,344	5,000	0	500	500	500
Legal Fees	1,511	4,000	0	4,000	2,000	4,000
Contractual Services	6,250	6,920	6,390	11,500	6,000	11,500
Printing & Publishing	934	4,000	684	1,500	1,200	1,500
Education, Training & Dues	35	1,500	1,650	2,250	2,250	2,250
<b>Total Planning &amp; Zoning</b>	<b>29,125</b>	<b>35,869</b>	<b>32,911</b>	<b>51,100</b>	<b>44,237</b>	<b>52,939</b>
						addtl for pr yr pymnt za increase in hours legal notices, mtg pubs



	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Streetlighting</b>						
Utilities - Electric	11,437	12,000	12,751	13,000	13,500	13,500
<b>Total Streetlighting</b>	11,437	12,000	12,751	13,000	13,500	13,500
<b>Public Works</b>						
Administrative Wages	6,525	6,584	12,289	13,500	24,000	25,200
Wages	6,641	6,515	5,507	7,800	5,570	5,800
FICA Contribution	959	1,003	1,311	1,675	2,289	3,100
Medical Insurance	2,541	2,510	1,640	3,800	2,500	2,700
Workers Compensation	135	153	103	325	325	325
Retirement Contribution	657	595	1,491	2,175	2,990	3,100
Life, AD&D Insurance	181	155	161	275	275	275
Unemployment	1	667	10	100	100	100
Office Supplies	0	200	200	200	200	200
Operating Supplies	786	2,000	995	1,000	2,000	1,000
Waste Removal	7,284	10,000	9,120	10,000	10,000	10,000
Rental	1,213	2,400	1,742	1,800	2,800	2,800
Contractual Services	0	1,500	195	1,000	1,000	1,000
Lease of Building	0	0	0	0	0	0
Telephones	1,141	1,500	1,762	2,400	2,400	2,400
Hydrant Rental Fee	25,000	25,000	25,000	25,000	25,000	25,000
Utilities - Water	1,800	1,800	1,800	1,800	1,800	1,800
Utilities - Sewer	5,000	5,000	5,000	5,000	5,000	5,000
Repair & Maintenance	5,729	1,500	11,480	27,000	27,000	27,000
Education, Training, & Dues	0	1,500	0	1,500	1,500	1,500
Equipment/Vehicle Rent	18,752	2,752	2,775	2,775	2,775	2,775
<b>Total Public Works</b>	84,345	73,334	82,581	109,125	119,524	121,075

Mideal fees, dog bags, software security fees  
6 yd container monthly, and spring clean-up 6800  
porta jon rental, waterwheel, Bahle  
DOT drug screen,  
cell phones, and contracts, phones  
gen fund to water fund - hydrant use  
for water service  
for sewer service  
fire ext annual service, bids maint  
to motor pool for equip rental

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Parks &amp; Recreation</b>						
Administrative Wages	1,376	1,632	1,972	8,800	2,000	2,100
Wages	24,420	33,145	27,703	27,800	31,500	27,800
FICA Contribution	1,885	2,661	2,189	2,725	2,560	2,150
Medical Insurance	4,518	5,552	4,752	8,350	5,600	6,800
Workers Compensation	553	813	508	550	550	550
Retirement Contribution	1,284	1,319	2,769	3,550	3,350	3,550
Life, AD&D Insurance	424	383	386	500	500	620
Unemployment Insurance	5	2,041	3	100	100	100
Operating Supplies	2,584	3,500	3,694	3,500	4,000	3,500
Contractual Service	1,763	2,500	2,320	2,500	2,600	2,500
Insurance	385	385	400	400	400	400
Utilities - Electric	2,853	3,000	2,438	2,700	3,400	3,400
Utilities - Gas	1,049	1,350	1,277	1,350	1,350	1,350
Utilities - Water	5,000	5,000	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000	10,000	10,000
Repair & Maintenance	4,937	5,000	5,081	5,000	6,000	5,000
Equipment/Vehicle Rent	15,869	15,869	15,875	15,875	15,875	15,875
Capital Improvements	19,572	0	0	30,000	30,000	30,000
<b>Total Parks &amp; Recreation</b>	<b>98,477</b>	<b>94,150</b>	<b>86,367</b>	<b>128,700</b>	<b>124,785</b>	<b>120,695</b>

Liability Ins - Par Plan  
all parks  
Heat for park bldgs - DTE  
Parks costs for water service  
parks cost for sewer service  
trans to motor pool for park equip rental  
2020 - Cameras \$2975, fill sand \$1900  
Blue dome lid cans \$2454  
Raise Overheads N Park launch \$2250  
2021- 5 water fountains - \$7500  
Continue Waterwheel Improv

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Motor Vehicle</b>						
Wages (admin wage)	3,157	3,236	3,680	10,325	3,900	4,195
Wages	18,385	20,262	21,100	20,675	21,000	22,759
FICA Contribution	1,565	1,798	1,817	2,450	2,100	2,065
Medical Insurance	3,967	3,897	4,644	7,100	6,000	6,200
Workers Compensation	358	588	366	675	675	675
Retirement Contribution	1,041	1,175	2,470	3,100	2,560	3,100
Life, AD&D Insurance	327	334	337	425	475	475
Unemployment Insurance	2	1,204	2	1,600	1,600	1,600
Safety Equipment	160	2,000	1,094	2,000	2,000	2,000
Operating Supplies	-82	3,500	3,495	3,500	4,500	4,500
Gas Purchases	10,957	18,000	14,896	18,000	9,000	18,000
Insurance	7,500	6,815	7,199	8,100	8,000	8,100
Utilities - Electric	1,670	2,250	1,852	2,250	2,250	2,250
Utilities - Gas	2,502	2,500	2,960	3,000	2,000	2,000
Repair & Maintenance Ground & Building	59	1,500	1,252	1,500	1,500	1,500
Vehicle Maintenance	8,419	6,000	31,076	6,000	82,000	6,000
Equipment Maintenance	23,687	8,000	10,228	8,000	10,000	8,000
Capital Improvement - Equipment	0	5,000	0	0	3,000	0
<b>Total Motor Vehicle</b>	<b>83,674</b>	<b>88,059</b>	<b>108,468</b>	<b>98,700</b>	<b>162,560</b>	<b>93,419</b>
<b>Total Operational Expenditures</b>	<b>520,723</b>	<b>544,414</b>	<b>514,415</b>	<b>620,121</b>	<b>710,842</b>	<b>630,221</b>

oil, filters, mower parts, vehicle parts, shop supplies  
1900 in winter, 600 in summer months  
increased due to new trucks  
DPW bldg  
dpw bldg  
facility and grounds maint  
2020 - jack dohoney- vactor repairs  
mower maint, trailers, scrapers, equip, tires 2000  
2020 -spray liner and side steps 3000

<b>Transfers Out</b>									
Major Street Fund	150,000	170,000	220,000	70,000	70,000	70,000	70,000	70,000	70,000
Local Street Fund	80,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Property Replacement Fund	22,840	120,081	120,100	120,100	140,100	140,100	140,100	140,100	140,100
Downtown Development Authority Fund	20,000	5,000	0	0	0	0	0	0	0
<b>Total Transfers Out</b>	<b>272,840</b>	<b>355,081</b>	<b>400,100</b>	<b>250,100</b>	<b>270,100</b>	<b>270,100</b>	<b>270,100</b>	<b>270,100</b>	<b>270,100</b>
<b>Total General Fund Expenditures</b>	<b>793,563</b>	<b>899,495</b>	<b>914,515</b>	<b>870,221</b>	<b>980,942</b>	<b>980,942</b>	<b>980,942</b>	<b>980,942</b>	<b>900,321</b>
<b>Total Expenditures</b>	<b>793,563</b>	<b>899,495</b>	<b>914,515</b>	<b>870,221</b>	<b>980,942</b>	<b>980,942</b>	<b>980,942</b>	<b>980,942</b>	<b>900,321</b>
<b>Total Revenue</b>	<b>901,717</b>	<b>876,905</b>	<b>890,662</b>	<b>855,675</b>	<b>933,025</b>	<b>933,025</b>	<b>933,025</b>	<b>933,025</b>	<b>885,725</b>
<b>Excess Revenue or Expense (-)</b>	<b>108,154</b>	<b>-22,590</b>	<b>-23,853</b>	<b>-14,546</b>	<b>-47,917</b>	<b>-47,917</b>	<b>-47,917</b>	<b>-47,917</b>	<b>-14,596</b>
<b>Beginning Fund Balance</b>	<b>508,276</b>	<b>742,425</b>	<b>719,835</b>	<b>695,982</b>	<b>695,982</b>	<b>695,982</b>	<b>695,982</b>	<b>695,982</b>	<b>648,065</b>
<b>Ending Fund Balance</b>	<b>742,425</b>	<b>719,835</b>	<b>695,982</b>	<b>681,436</b>	<b>648,065</b>	<b>648,065</b>	<b>648,065</b>	<b>648,065</b>	<b>633,469</b>

**Major Streets**

<b>Revenues</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Requested</b>	<b>2021 Proposed</b>
Grant Revenue	0	0	0	0	0	0
State Shared Revenue	76,872	76,000	82,319	77,000	77,000	77,000
Interest Earnings	475	1,200	4,621	500	2,000	500
Contributions - Private	0	0	0	0	0	0
Contributions - Governmental Units - County	29,580	30,667	31,613	31,000	32,000	31,000
Transfer In - General Fund	150,000	170,000	220,000	70,000	70,000	70,000
Miscellaneous Income	1,252	0	0	0	0	0
<b>Total Major Street Fund Revenue</b>	<b>258,179</b>	<b>277,867</b>	<b>338,553</b>	<b>178,500</b>	<b>181,000</b>	<b>178,500</b>
<b>Expenditures</b>						
Administrative Wages	4,508	5,592	6,387	10,132	6,700	9,132
Wages	30,116	33,445	32,319	35,100	32,000	35,100
FICA Contribution	2,494	2,987	2,843	3,500	3,800	3,500
Medical Insurance	6,714	7,376	6,684	10,050	7,200	8,300
Workers Compensation	1,072	1,400	1,162	1,850	1,200	1,500
Retirement Contribution	1,774	1,955	3,862	4,525	3,870	4,525
Life, AD&D Insurance	531	517	518	625	625	625
Unemployment Insurance	6	2,094	3	2,100	1,500	2,100
Operating Supplies	4,230	6,000	4,265	6,000	6,000	6,000
Engineering Services	0	2,000	0	2,000	2,000	2,000
Audit Services	263	600	562	600	575	600
Contractual Service	5,224	12,500	1,040	12,500	6,000	12,500
Building Lease	0	0	0	0	0	0
Liability Insurance	413	413	425	425	370	425
Repair & Maintenance	4,218	8,000	3,967	8,000	8,000	8,000
Sidewalks	1,129	5,000	0	5,000	1,000	5,000

TAP Grant, no rev - st pays for project winter maint was 16610 and PA 82 was 6200

From Co Road Comm millage Gen Fund contrib to Major Street Fund

increase due to full yr manager and dpw director

Increase to 10% in 2019

salt, sand, mulch, projects other than tap maj str portion of 10000 (6%) snow removal, summer striping, tree maint, sweeping

patch, street repairs repairs

Miscellaneous	10,392	0	0	0	0	0	0	0		
Loan Payment - Property Replacement Fund	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855		
Equipment/Vehicle Rent	33,582	33,583	33,600	33,600	35,600	35,600	35,600	35,600		
Capital Improvements	29,882	11,500	21,272	452,996	522,461	101,500	101,500	101,500		
<b>Total Major Street Fund Expenditures</b>	<b>139,403</b>	<b>137,817</b>	<b>121,764</b>	<b>591,858</b>	<b>641,756</b>	<b>239,262</b>	<b>239,262</b>	<b>239,262</b>		
									2020	2021
									TAP	Elm St
									S Shore	St Marys
									M-22 camera	water fountain
									2 Str Lghts M-22	1,500
									?	
<b>Total Expenditures</b>	<b>139,403</b>	<b>137,817</b>	<b>121,764</b>	<b>591,858</b>	<b>641,756</b>	<b>239,262</b>	<b>239,262</b>	<b>239,262</b>		
<b>Total Revenues</b>	<b>258,179</b>	<b>277,867</b>	<b>338,553</b>	<b>178,500</b>	<b>181,000</b>	<b>178,500</b>	<b>178,500</b>	<b>178,500</b>		
<b>Excess Revenue or Expense (-)</b>	<b>118,776</b>	<b>140,050</b>	<b>216,789</b>	<b>-413,358</b>	<b>-460,756</b>	<b>-60,762</b>	<b>-60,762</b>	<b>-60,762</b>		
<b>Beginning Fund Balance</b>	<b>156,015</b>	<b>274,791</b>	<b>434,841</b>	<b>651,630</b>	<b>651,630</b>	<b>190,874</b>	<b>190,874</b>	<b>190,874</b>		
<b>Ending Fund Balance</b>	<b>274,791</b>	<b>434,841</b>	<b>651,630</b>	<b>238,272</b>	<b>190,874</b>	<b>130,112</b>	<b>130,112</b>	<b>130,112</b>		



### Local Street Fund

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Grant Revenue	0	0	0	0	0	0
State Shared Revenue	48,114	41,000	47,769	41,000	44,000	42,000
Interest Earnings	253	500	1,671	900	500	500
Contributions - Private	0	0	0	0	0	0
Transfer In - General Fund	80,000	60,000	60,000	60,000	60,000	60,000
Miscellaneous Income	275	0	3,064	0	0	0
<b>Total Local Street Fund Revenues</b>	<b>128,642</b>	<b>101,500</b>	<b>112,504</b>	<b>101,900</b>	<b>104,500</b>	<b>102,500</b>
Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	4,508	5,593	6,387	12,100	6,800	8,000
Wages	28,986	32,201	31,013	30,825	30,500	33,000
FICA Contribution	2,411	2,850	2,747	3,375	3,600	3,375
Medical Insurance	6,514	7,140	6,472	9,200	7,164	8,300
Workers Compensation	1,072	1,700	1,124	1,800	1,500	1,600
Retirement Contribution	1,718	1,900	3,732	4,375	3,725	4,200
Life, AD&D Insurance	512	500	499	625	625	625
Unemployment Insurance	6	1,000	3	350	300	350
Operating Supplies	2,281	3,500	4,546	4,500	4,500	4,500
Engineering Services	0	0	0	2,000	2,000	2,000
Audit Services	241	600	562	600	575	600
Contractual Service	3,404	11,500	1,040	8,500	7,000	8,500
Lease of Building	0	0	0	0	0	0
Insurance	413	413	425	425	425	425
Repair & Maintenance	4,295	3,500	4,928	6,500	6,500	6,500
Rep & Maint - Broadway Street	0	0	0	0	48,000	40,000
Sidewalks	682	0	0	5,000	1,000	5,000

sales tax rev fr st of mi, includes winter maint rev

fr gen fund

10% of gr wage

salt, sand, mulch, signs, etc

loc str portion of 10,000 (6%)

sweeping, tree maint, painting

patch, street repair

new acct in 2020 \$8000 \$40000 & \$40,000 for 2021 K

	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	Local Street portion of Bigs loan payment Trans to Motor Pool
Property Replacement Fund	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	
Equipment/Vehicle Rent	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	
Capital Improvements	6,414	0	0	0	0	0	0	0	
<b>Total Local Street Fund Expenditures</b>	<b>94,362</b>	<b>103,302</b>	<b>94,363</b>	<b>121,080</b>	<b>121,080</b>	<b>156,119</b>	<b>158,880</b>	<b>158,880</b>	
<b>Total Expenditures</b>	<b>94,362</b>	<b>103,302</b>	<b>94,383</b>	<b>121,080</b>	<b>121,080</b>	<b>156,119</b>	<b>158,880</b>	<b>158,880</b>	
<b>Total Revenues</b>	<b>128,642</b>	<b>101,500</b>	<b>112,504</b>	<b>101,900</b>	<b>101,900</b>	<b>104,500</b>	<b>102,500</b>	<b>102,500</b>	
<b>Excess Revenues or Expense (-)</b>	<b>34,280</b>	<b>-1,802</b>	<b>18,121</b>	<b>-19,180</b>	<b>-19,180</b>	<b>-51,619</b>	<b>-56,380</b>	<b>-56,380</b>	
<b>Beginning Fund Balance</b>	<b>100,591</b>	<b>134,871</b>	<b>133,069</b>	<b>151,190</b>	<b>151,190</b>	<b>151,190</b>	<b>99,571</b>	<b>99,571</b>	
<b>Ending Fund Balance</b>	<b>134,871</b>	<b>133,069</b>	<b>151,190</b>	<b>132,010</b>	<b>132,010</b>	<b>99,571</b>	<b>43,191</b>	<b>43,191</b>	

### Sewer Fund

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Permits and Fees	5,560	5,500	5,500	5,500	0	5,500
Grant Revenue	125,782	152,700	0	0	1,250	0
Charge for Services	146,976	140,000	142,969	140,000	142,000	140,000
General Fund	15,000	15,000	15,000	15,000	15,000	15,000
Marina Fund	10,000	10,000	10,000	10,000	10,000	10,000
RTS Fees	113,757	113,800	114,248	113,800	113,800	113,800
Waste Hauler Fees	79,421	72,000	125,826	90,000	98,000	92,000
Capital Charge	162,255	162,000	163,036	165,000	163,000	163,000
Penalties	5,251	3,000	3,423	2,000	1,300	1,300
Interest Earnings	5,136	6,600	12,527	7,500	5,000	3,000
Miscellaneous Income	58	0	24,134	0	0	0
<b>Total Sewer Fund Revenues</b>	<b>669,196</b>	<b>680,600</b>	<b>616,663</b>	<b>548,800</b>	<b>549,350</b>	<b>543,600</b>
<b>Expenditures</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Requested</b>	<b>2021 Proposed</b>
<b>Collection System</b>						
Administrative Wages	23,775	26,250	31,751	32,970	44,475	45,800
Wages	19,430	20,200	22,264	21,600	25,000	25,500
FICA Contribution	3,154	3,500	3,984	4,175	5,315	5,295
Medical Insurance	7,927	8,213	7,512	10,760	9,200	9,600
Workers Compensation Insurance	383	564	351	700	350	500
Retirement Contribution	2,151	2,240	4,968	5,457	6,950	6,990
Life, AD&D Insurance	625	625	612	725	750	750
Unemployment Insurance	5	50	4	50	50	50
Office Supplies	105	0	0	200	200	200
Safety Equipment	319	0	307	2,000	1,500	2,000
Operating Supplies	2,204	2,500	3,604	2,500	4,000	3,500
Postage	1,292	1,250	1,288	1,300	1,300	1,300

Connection fee for 1 new hook up  
2020- 1/2 of camera grant,  
usage based fee fluctuates by user, \$ 0.006663 per gal  
Parks and Public Works

Static charge on monthly bill based on meter size  
Revenue of \$0.06 per gal, Williams  
Static charge on monthly bill based on meter size  
reduced penalty rev covid

includes meters, badger ann service, billing stock, etc  
100 per mo for mailing bills, 100 addtl' misc postage

Legal Services	437	750	0	750	300	750	not spent yet in 2018, fees for lift sta docs?
Audit Services	2,848	2,570	2,263	2,600	2,300	2,600	sewer portion, may have extra exp in 2019 fr SAW
Contractual Services	1,315	2,000	2,539	2,500	2,500	2,500	Computer IT, misc services
Lease of Building	0	0	0	0	0	0	
Settlements	0	0	0	0	0	0	
Telephones	2,850	3,300	3,552	3,400	3,700	4,000	Centurylinkphone lines, equip, and cell phones
Printing & Publishing	60	50	0	50	50	50	
Insurance	370	370	375	400	435	450	Liability ins - Par Plan
Utilities - Electric	6,469	8,200	8,541	8,300	10,600	10,600	
Utilities - Gas	859	1,100	1,126	1,200	1,200	1,200	DTE Energy
Repair & Maintenance	4,678	7,500	10,667	7,500	7,500	7,500	includes generator annual maint, Cummins Bridgeway
Education, Training & Dues	95	200	0	500	500	500	
Loan Payment - Property Replacement Fund	13,704	13,704	13,725	13,725	13,725	13,725	Sewer fund portion of Bldgs loan payment
Depreciation	44,786	61,661	66,871	70,000	70,000	70,000	
Equipment/Vehicle Rent	7,037	7,037	7,050	7,050	7,050	7,050	Trans to Motor Pool
Capital Improvement.	155,317	248,631	106,822	155,500	69,500	40,000	
<b>Total Sewer Fund Collection System</b>	<b>302,198</b>	<b>422,465</b>	<b>300,176</b>	<b>355,912</b>	<b>288,450</b>	<b>262,410</b>	
							2020 Collections 2021
<b>Wastewater Treatment Plant</b>							TAP 23,000 SCADA 15000
Administrative Wages	7,863	7,800	9,110	15,850	9,500	10,000	1 generator 35869 Patching 25000
Wages	8,595	9,300	9,676	9,820	9,800	10,090	PS gas line 418
FICA Contribution	1,196	1,308	1,393	1,970	1,500	1,600	PS lift eval 1900
Medical Insurance	3,275	3,752	2,487	4,700	2,300	2,480	Camera - lift sta 2975
Workers Compensation	210	250	215	275	275	275	
Retirement Contribution	817	875	1,870	2,567	1,930	2,009	
Life, AD&D Insurance	228	250	233	325	350	350	
Unemployment Insurance	6	50	7	50	50	50	
Safety Equipment	40	100	266	500	500	500	
Operating Supplies	1,384	2,000	2,426	2,000	3,000	3,000	includes water cooler, copier maint contract, Northern
Postage	0	35	0	50	50	50	

Fuel and Lubricants	0	0	0	0	0	0	0	0	0	0	part of Jacobs contract
Chemicals and Treatment	0	0	0	0	0	0	0	0	0	0	part of Jacobs contract
Engineering Services	0	0	0	0	0	5,000	5,000	5,000	5,000	5,000	have not used in 2020
Legal Services	0	3,500	0	0	0	0	0	0	0	0	
Contractual Service	161,706	160,000	188,161	189,000	189,000	189,000	195,000	189,000	189,000	189,000	addtl' available for year end reconcile, per agreement
Biosolids Reuse	0	0	0	0	0	0	0	0	0	0	
Janitorial Service	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Permits and Fees	3,967	2,500	2,358	2,500	2,500	3,500	3,500	3,500	3,500	3,500	Annual licences from St of MI
Telephones	3,000	3,155	3,156	3,150	3,150	3,150	3,150	3,150	3,150	3,150	
Insurance	600	600	600	600	600	600	600	600	600	600	Liability ins - Par Plan
Utilities - Electric	0	0	0	0	0	0	0	0	0	0	no exp in 2018, part of Jacobs agreement
Utilities - Gas	0	0	0	0	0	0	0	0	0	0	no exp in 2018, part of Jacobs agreement
Repair & Maintenance	34,380	5,000	3,970	5,000	5,000	8,000	8,000	5,000	5,000	5,000	chem control, fire ext
Chemical Feed Equipment	0	0	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
Building and Grounds	785	1,500	1,834	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Depreciation	103,072	109,172	101,533	113,575	113,575	113,575	113,575	113,575	113,575	113,575	
Equipment/Vehicle Lease	2,135	2,135	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	to motor pool
Capital Improvements	4,540	302,452	221,251	50,000	50,000	24,000	24,000	50,000	50,000	50,000	
Sewer Bond Payment	110,000	110,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	Principle pymnt on sewer bonds
Amortize Bond Issue Costs	3,750	3,750	0	3,750	3,750	3,750	3,750	3,750	3,750	3,750	Amort on sewer bonds
Interest Expense	19,338	17,550	15,763	13,900	13,900	14,000	14,000	13,000	13,000	13,000	Interest pymnt on sewer bonds
<b>Total Wastewater Treatment Plant</b>	<b>470,887</b>	<b>747,034</b>	<b>683,459</b>	<b>547,232</b>	<b>547,232</b>	<b>522,480</b>	<b>522,480</b>	<b>539,629</b>	<b>539,629</b>	<b>539,629</b>	2020
											2021
<b>Total Sewer Expenditures</b>	<b>773,085</b>	<b>1,169,499</b>	<b>983,635</b>	<b>903,144</b>	<b>903,144</b>	<b>810,930</b>	<b>810,930</b>	<b>802,039</b>	<b>802,039</b>	<b>802,039</b>	RAS replace 18200 cable serv 5800
<b>Total Expenditures</b>	<b>773,085</b>	<b>1,169,499</b>	<b>983,635</b>	<b>903,144</b>	<b>903,144</b>	<b>810,930</b>	<b>810,930</b>	<b>802,039</b>	<b>802,039</b>	<b>802,039</b>	
<b>Total Expenditures less depreciation</b>	<b>625,227</b>	<b>998,666</b>	<b>815,231</b>	<b>719,569</b>	<b>719,569</b>	<b>627,355</b>	<b>627,355</b>	<b>618,464</b>	<b>618,464</b>	<b>618,464</b>	
<b>Total Revenue</b>	<b>669,196</b>	<b>680,600</b>	<b>616,663</b>	<b>548,800</b>	<b>548,800</b>	<b>549,350</b>	<b>549,350</b>	<b>543,600</b>	<b>543,600</b>	<b>543,600</b>	
<b>Excess Cash Revenues or Expense (-)</b>	<b>43,969</b>	<b>-318,066</b>	<b>-198,568</b>	<b>-170,769</b>	<b>-170,769</b>	<b>-78,005</b>	<b>-78,005</b>	<b>-74,864</b>	<b>-74,864</b>	<b>-74,864</b>	
<b>Beginning Cash Balance</b>	<b>976,081</b>	<b>1,020,050</b>	<b>799,984</b>	<b>601,416</b>	<b>601,416</b>	<b>601,416</b>	<b>601,416</b>	<b>523,411</b>	<b>523,411</b>	<b>523,411</b>	
<b>Ending Cash Balance</b>	<b>1,020,050</b>	<b>799,984</b>	<b>601,416</b>	<b>430,647</b>	<b>430,647</b>	<b>523,411</b>	<b>523,411</b>	<b>448,547</b>	<b>448,547</b>	<b>448,547</b>	

### Water Fund

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Permits and Fees	4,150	0	880	475	650	500
Charge for Services	77,629	80,000	69,224	75,000	77,000	76,000
General Fund	6,800	6,800	6,800	6,800	6,800	6,800
Marina Fund	5,000	5,000	5,000	5,000	5,000	5,000
RTS Fees	59,489	58,000	63,494	60,000	62,000	62,000
Capital Charge	55,601	55,000	55,085	55,000	55,000	55,000
Grant Revenue - St of MI	0	0	0	0	4,500	0
Penalties	2,013	1,000	1,552	800	600	600
Interest Earnings	649	500	3,821	2,000	2,300	2,000
Hydrant Rental	25,000	25,000	25,000	25,000	25,000	25,000
695.0 Miscellaneous Revenue	223	0	305	0	200	0
<b>Total Water Fund Revenues</b>	<b>236,554</b>	<b>231,300</b>	<b>231,161</b>	<b>230,075</b>	<b>239,050</b>	<b>232,900</b>

will amend if new hook-ups  
water usage based on per gal used, \$0.0295 per gal  
From Parks and Public Works  
From Marina  
These are static, based on meter size \$9.58 per mo  
These are static, based on meter size \$9.00 per mo  
EGLE - Wellhead pymnt  
rev transferred in fr gen fund

### Expenditures

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	29,665	30,493	38,807	39,750	51,525	52,500
Wages	26,472	28,007	29,984	30,097	32,300	34,000
FICA Contribution	4,088	4,775	5,080	5,343	6,450	6,600
Medical Insurance	10,756	11,225	9,742	10,200	11,800	12,500
Workers Compensation	715	1,075	673	1,225	1,100	1,200
Retirement Contribution	2,801	2,925	6,452	6,984	8,450	8,650
Life, AD&D Insurance	799	786	784	900	900	950
Unemployment Insurance	4	50	6	200	100	200
Office Supplies	200	100	45	300	300	300
Safety Equipment	120	2,000	320	2,000	2,000	2,000
Operating Supplies	6,435	7,000	6,782	7,000	7,000	7,000
Lab Analysis	2,343	3,000	1,733	3,000	2,900	3,000
Postage	1,373	1,400	1,220	1,400	1,400	1,500
Engineering Services	0	2,000	0	2,000	8,000	8,000

10% contrib beg 2019  
includes meters, bill cards, ann software fees  
weekly, qtrly water samples  
\$100 per mo for bills, plus annual report  
USDA





MARINA FUND

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Pump outs	2,940	2,000	3,474	3,200	3,010	3,200
Gas Sales	120,696	95,000	132,354	125,000	119,000	125,000
Gas Sales - Tax Exempt	1,048	0	1,557	1,000	500	1,000
Sale of Ice	1,220	1,500	1,510	1,200	254	1,000
Launch Fees	525	450	32	200	0	500
Annual Launch Pass	90	0	6	0	0	0
Waiting List	1,808	1,400	2,400	1,700	2,500	1,700
Penalties	0	300	419	4,000	500	0
Interest Earnings	3,901	500	31,069	4,000	4,000	4,000
Transient Fees	64,568	60,000	75,534	68,000	92,100	65,000
Marina Day Use	1,985	1,500	1,695	1,500	1,200	1,500
Slip Fees	240,407	230,000	272,351	272,000	278,000	272,000
Sale of Fixed Assets	0	0	0	0	0	0
Loan Repayment - Water Fund	21,271	22,403	21,160	0	0	0
Miscellaneous Income	1,073	30	72	0	85	0
Proceeds from Debt Financing	0	0	0	0	0	0
<b>Total Marina Fund Revenues</b>	<b>461,532</b>	<b>415,083</b>	<b>543,633</b>	<b>477,800</b>	<b>501,149</b>	<b>474,900</b>

Cust removed if non-payment, penalties are rare  
 dependant on weather, can fluctuate  
 billed annually in Jan, based on boat length  
 final payment in 2019 for loan to water fund  
 Bond Revenue

Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	16,475	20,467	27,555	28,860	40,755	40,887
Wages	45,660	59,388	53,533	56,900	59,300	58,900
Wages Dock Hands	28,492	35,000	30,968	36,750	38,750	38,750
FICA Contribution	6,747	8,787	8,338	9,372	10,420	10,500
Medical Insurance	10,949	13,245	11,543	15,100	15,000	15,500
Workers Compensation	2,709	3,748	2,336	2,700	2,000	2,700
Retirement Contribution	3,136	3,693	7,701	8,676	10,050	9,978
Life, AD&D Insurance	935	1,052	1,039	1,100	1,100	1,140
Unemployment Insurance	16	5,393	20	2,250	2,000	2,000
Uniform	397	700	536	700	900	1,200
Operating Supplies	10,032	11,000	6,543	9,000	11,000	7,000

2020-masks, 2021 -New Village Logo in shirts  
 2020 - addt'l for high water 2021-New Red Nun Buoys






## Downtown Development Authority

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed	
Current Property Taxes	0	0	0	0	0	0	fire dept and village rev, based on 100000 incr in tv
Tax Penalty and Interest	0	0	0	0	0	0	
Interest Revenue	3	0	0	5	150	5	
Transfer In - General Fund	20,000	5,000	0	0	0	0	no contributions from gen fund beg 2018
<b>Total Downtown Development Authority Revenue</b>	<b>20,003</b>	<b>5,000</b>	<b>0</b>	<b>5</b>	<b>150</b>	<b>5</b>	
<b>Expenditures</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2020 Requested</b>	<b>2021 Proposed</b>	
Administrative Wages	2,424	2,470	2,810	2,820	2,920	3,050	office admin wage
Wages	0	0		0	0	0	
FICA Contribution	184	189	212	225	225	240	
Medical Insurance	624	400	177	200	200	200	
Workers Compensation	21	21	14	25	25	25	
Retirement Contribution	116	130	281	282	295	305	
Life, AD&D Insurance	31	31	30	40	40	40	
Unemployment Insurance	1	25		25	25	25	
Office Supply	57	200	80	100	100	100	
Operating Supplies	0	200	40	100	100	100	
Engineering Services	0	0		0	0	0	
Legal Services	0	3,000	0	1,000	1,000	1,000	
Audit Services	263	240	207	350	250	250	
Contractual Service	6,116	1,000	0	1,000	1,000	1,000	DDA portion of 10,000 (2%)
Postage	0	50	0	50	50	50	
Printing & Publishing	0	2,000	0	1,000	1,000	1,000	
<b>Total Downtown Development Authority Expenditures</b>	<b>9,837</b>	<b>9,956</b>	<b>3,851</b>	<b>7,217</b>	<b>7,230</b>	<b>7,385</b>	
<b>Total Expenditures</b>	<b>9,837</b>	<b>9,956</b>	<b>3,851</b>	<b>7,217</b>	<b>7,230</b>	<b>7,385</b>	
<b>Total Revenues</b>	<b>20,003</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>150</b>	<b>5</b>	
<b>Excess Revenues or Expenses (-)</b>	<b>10,166</b>	<b>-9,946</b>	<b>-3,851</b>	<b>-7,212</b>	<b>-7,080</b>	<b>-7,380</b>	
<b>Beginning Fund Balance</b>	<b>26,377</b>	<b>36,443</b>	<b>29,146</b>	<b>25,295</b>	<b>25,295</b>	<b>18,215</b>	
<b>Ending Fund Balance</b>	<b>36,443</b>	<b>29,146</b>	<b>25,295</b>	<b>18,083</b>	<b>18,215</b>	<b>10,835</b>	

3050  
233,325  
8%

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2020- 55	
Prepared:	11-10-20	Pages:	1 of 1
Meeting:	11-16-20	Attachments:	<input checked="" type="checkbox"/>
Subject:	Rules & Procedures – Proposed Changes		

PURPOSE

To discuss minor changes to the Rules & Procedures in which the Village operates.

OVERVIEW

The Village Council typically reviews the Rules & Procedures yearly or when a new member joins the Village Council. Minor changes to procedures and expectations have been provided for your review. Additions are indicated by using red text with deletions shown by way of a ~~strike~~ through.

1. Section A-1. Regular Meetings- added February.
2. Section A-2. Special Meetings - Has been updated to elimination of the “hand delivered” packets to delivered via email.
3. Section A-3. Changed the language to reflect the language recommended by the MML.
4. Section B-4.- Agenda Distribution – A change to eliminate “hand delivered” meeting packets and state the following: emailed or made available at the Village Hall, upon request,...
5. Section E-3. Addressing the Council – Language has been changed to eliminate the requirement of having individuals state their name and home address, which is no longer valid.
6. Section F- 5 – Authorization – Clarification on who, if deemed appropriate, may contact the Village Attorney, Engineer or otherwise.

ACTION REQUESTED

Discussion and if acceptable a motion to make the changes, as presented.



# VILLAGE OF SUTTONS BAY

## RULES AND PROCEDURES

### VILLAGE COUNCIL

#### A. REGULAR AND SPECIAL MEETINGS

All meetings of the Village Council will be held in compliance with state statutes, including the Open Meetings Act, Public Act 267 of 1976 as amended, and with these rules.

##### 1. Regular Meetings

Regular meetings of the Village Council will be held on the 3<sup>rd</sup> Monday of each Month, beginning at 5:30 p.m. at 420 Front Street, Suttons Bay, unless otherwise rescheduled by resolution of the Council. The January **and February** regular meeting of the Village Council will be held on the 3<sup>rd</sup> Tuesday of the month.

##### 2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Village President or any three members of the Council on at least 24 hour's written notice to each member of the Council **delivered by email.** ~~served personally or left at the council member's usual place of residence.~~

No official action shall be taken at any special meeting of the Council unless the item has been stated in the notice of such meeting. Special meeting notice should state the purpose of the meeting.

##### 3. Posting Requirements for Regular and Special Meetings

- a. Within ten days after the first meeting of the Council ~~following the November elections~~ **in each calendar or fiscal year**, a public notice stating the dates, times and places of the regular monthly council meetings will be posted at the Village office and on the Village web site.
- b. For a rescheduled regular or a special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the Village office and on the Village web site
- c. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the Council determine that delay would be detrimental to the Village's efforts in responding to the threat.
- d. The Michigan Open Meetings Act requires copies of the notice of public meetings must be provided by first-class mail upon request and the payment of a reasonable yearly fee for the costs of printing and postage.

#### **4. Minutes of Regular and Special Meetings**

In accordance with Section 64.5 of the General Law Village Act of 1895 as amended and the provisions of the Michigan Open Meetings Act, the Clerk shall record all the proceedings and resolutions of the Council and shall attend its meetings. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerks duties.

- a. The minutes or synopsis of the minutes of each Council meeting and the votes of the council members shall be published on the village web site and in a newspaper circulated in the village, if there is one, or posted in 3 public places in the village, within 15 days after the meeting.
- b. A copy of the minutes of each Council meeting shall be available for public inspection at the village offices during regular business hours within 8 business days of said meeting.

#### **5. Work Sessions (Committee of the Whole, (CW))**

Upon the call of the Village President or the Council and with appropriate notice to the Council members and the public, the Council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any council member enter into a formal commitment with another member regarding a vote to be taken subsequently. However, council members may express their opinions and indicate their probable votes as a result of the discussion.

- a. All Council Members shall be voting members of the Committee of the Whole for the express purpose of review of items requiring discussion and/or additional information regarding business of the Village.
- b. The President Pro-Tem being the Chairperson of the CW, will set the agenda for the CW, with approval of the Village President.
- c. All items, to be discussed, shall be listed on the agenda.
- d. All agenda items resulting in a recommendation to Village Council, will be placed on subsequent Council meeting agendas.
- e. There will be time set aside for Public Comment at each Work Session.

### **B. CONDUCT OF MEETINGS**

#### **1. Meetings to be Public**

All regular and special meetings of the Village Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine.

All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

## **2. Agenda Approval**

An agenda for each regular Council meeting shall be prepared by the Village President in the following order of business:

1. Call to order
2. Roll call of Council (Quorum)
3. Consent Agenda approval
4. Agenda approval
5. Approval of minutes (From Previous Meetings)
6. Public Comment (General)
7. Unfinished Business (Unfinished or Pending Matters)
8. New Business
9. Special Committee Reports
10. Good of the Order
11. Manager's Report
12. Public Comments (General)
13. Announcements
14. Adjournment

Any council member shall have the right to add items to the regular agenda before it is approved. In addition, each council member has the right to have any item removed from the consent agenda and moved to the appropriate portion of the regular agenda, prior to approval of the regular agenda.

## **3. Consent Agenda**

The Consent Agenda is intended to streamline the process for approval of regular, routine issues that come before the Council based on the assumption that the consent agenda items have been dealt with by the appropriate committee and/or that thorough material and information has been provided and reviewed in advance by Council.

Consent Agenda Items should be Regular, Routine, Standard, Non-Controversial, and Self-Explanatory. In order for the Consent agenda to work properly, reports, materials, information and other matters in the Consent Agenda are known in advance and information will be distributed with the agenda packet in sufficient time to be read by all members.

Issues in the consent agenda do not need any discussion before a vote. Unless a Council member feels that an item should be discussed and requests the removal of that item ahead of time, prior to agenda approval, the entire content is voted on at once without any additional explanations or comments.

**4. Agenda Distribution**

Meeting packets will be ~~delivered~~ **emailed or made available at the Village Hall, upon request**, to all council members on or before the Thursday before the meeting.

**5. Quorum**

A majority of the elected or appointed and sworn members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

**6. Attendance at Council Meetings**

Election to the Village Council is a privilege sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the Village. Attendance at Council meetings is critical to fulfilling this responsibility. The Village Council is empowered by Section 65.5 of Act 3 of 1895 as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance.

The Council may excuse absences for cause. If a council member has more than three unexcused successive absences for regular or special meetings of the Council, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three successive regular or special meetings of the Council, the Council may enact a resolution of censure, or request the council member's resignation, or both.

**7. Presiding Officer**

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The village president is ordinarily the presiding officer. The Village Council shall appoint one of its members president pro tempore, who shall preside in the absence of the president. In the absence of both the president and the president- pro tem, the Council shall appoint one of its members to preside.

**8. Disorderly conduct**

The presiding officer may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, failing to be germane,

speaking longer than the allotted time, or speaking vulgarities. Such person shall be there upon seated until the chair determines whether the person is in order. If the person so engaged in presentation shall be called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the sergeant at arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

## **C. CLOSED MEETINGS**

### **1. Purpose**

Closed meetings may be held only for the reasons provided in the Michigan Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the village attorney or another attorney representing the village regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by the council for employment or appointment to a public office shall be held in an open meeting.
- f. To consider material exempt from discussion or disclosure by state or federal statute.

### **2. Calling Closed Meetings**

At any regular or special meeting council members by a two-thirds vote of the council members elected or appointed and sworn may call a closed session except under Sections C.1.a. and C.1.b. above. The roll call vote and purpose or purposes for calling the closed meeting shall be entered into the minutes of the meeting at which the vote is taken.

### **3. Minutes of Closed Meetings**

A separate set of minutes shall be taken by the Clerk or the designated Secretary of the Council at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session minutes were approved.

## **D. ORDER, DISCUSSION AND VOTING**

### **1. Rules of Parliamentary Procedure**

The rules of parliamentary practice as contained in the latest edition of Roberts Rules of Order shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these rules, the ordinances of the Village of Suttons Bay, or State statutes applicable to the Village of Suttons Bay. The Village President may appoint a parliamentarian.

The Chair shall preserve order and decorum and may speak to points of order in preference to other council members. The Chair shall decide all questions arising under this parliamentary authority and shall be subject to appeal, which shall be determined by a majority of the council members present.

Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be "Shall the decision of the Chair be sustained?" If the majority of the members present vote "aye", the ruling of the Chair is sustained; otherwise it is overruled.

### **2. Order of Discussion and Voting**

The following order shall prevail:

- a. Agenda item is read
- b. Motion
- c. Second
- d. Discussion
- e. Vote (if roll call vote is required, voting shall start in rotation)
- f. President shall announce result of vote.

### **3. Conduct of Discussion**

During the council discussion and debate, no member shall speak until

recognized for that purpose by the Chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone, and avoid interjecting a personal note into the debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. The Chair, at his or her discretion and subject to the appeal process mentioned in Section D.1, may permit any person to address the council during its deliberations.

#### **4. Ordinances and Resolutions**

No ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code; or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title.

If requested by the Chair, the vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or Village Ordinance.

#### **5. Roll Call**

In all roll call votes, the names of the members of the Council shall be called.

#### **6. Duty to Vote**

Election to a deliberative body carries with it the obligation to be a voting member. Council members present at a council meeting are expected to vote on every matter before the body. Unless otherwise provided by law or excused by the council, a member of the village council who is recorded as present shall vote on all questions decided by the council. A council member who is present and does not vote shall be counted as voting with the prevailing side and shall be so recorded.

Conflict of interest, as defined by statute (Public Act 317 of 1968 as amended) shall be the sole reason for a member to abstain from voting. No member shall abstain from voting unless that member states his or her conflict of interest. If a question of conflict of interest arises, the council shall by a simple majority vote of those present determine whether a conflict exists.

The right to vote is limited to the members of council present at the time the vote is taken. Voting by proxy or by telephone is not permitted.



## 7. Results of Voting

- a. In all cases where a vote is taken, the Chair shall declare the result.
- b. It shall be in order for any council member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

## E. CITIZEN PARTICIPATION

### 1. General

Each council meeting agenda shall provide for time for general audience participation. If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak.

### 2. Length of Presentation

Any person who addresses the Village Council during a council meeting or public hearing shall be limited to three (3) minutes in length per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up. The Chair may, with the approval of the Council, modify this time limitation to account for the speaker being an applicant, a representative of others, etc.

### 3. Addressing the Council

~~When persons address the village council, they shall state their name and home address. They~~ **Persons addressing council** should confine discussion to the question at hand and to its merits. Speakers should address their remarks to the Chair, maintain a courteous tone, and avoid interjecting a personal note into debate. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have the opportunity to speak. Minutes shall be kept from public forum and recorded with council minutes.

## F. MISCELLANEOUS

### 1. Adoption and Amendment of Rules and Procedure

These rules of procedure of the Village Council will be reviewed and adopted by a majority vote. A copy of the rules adopted shall be distributed to each council member.

The council may alter or amend its rules at any time by a majority vote of its members after notice has been given of the proposed alteration or amendment.



## 2. Suspension of Rules

The rules of the Village Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that council actions shall conform to state statutes and to the Michigan and the United States Constitutions.

## 3. Bid Awards


Bids will be awarded by the Village Council during regular meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

## 4. Committees/Task Force

- a. Standing Committees: Annually during the December Council meeting the Village Council will establish Standing Committees, their responsibilities, the meeting dates and times. ~~These Standing Committees, their responsibilities, meeting dates and times will be published within ten days after the December meeting of the Council in the Village office and on the Village Web Site.~~  
Committee members will serve terms of one year and will be appointed by the Village President. They shall be members of the council. The President shall fill any committee vacancies.
- b. Special Committees: Special committees of council, maybe established for a specific period of time by the Village President in writing or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.
- c. Citizen Task Forces: Citizens task forces may be established by a resolution of the council which specifies the task to be accomplished and the date of its dissolution. Members of such committees will be appointed by a majority vote of the Village Council and not less than a majority must be citizens of the village. Vacancies will be filled by majority vote of the Village Council present at the meeting.

## 5. ~~Authorization for Contacting Village Attorney~~ **Contact Authorization**

In the event that the Village hires outside legal services, only the Village Manager, President or President Pro Tem **may** have the authority to contact ~~said attorney~~ **legal** unless otherwise directed to do so.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2020- 56</b>	
Prepared:	11-10-20	Pages:	1 of 1
Meeting:	11-16-20	Attachments:	Policy <input checked="" type="checkbox"/>
Subject:	Remote Meeting Policy		

PURPOSE

To adopt a procedure in accordance with law addressing remote participation for meeting attendance.

OVERVIEW

Attached is a Remote Meeting Policy for your review and adoption. This policy has been reviewed by the Village Attorney and is hereby recommended for adoption by the Village Council.

The policy addresses the changes made by the Governor (Senate Bill 1108) effectively amending the Open Meetings Act. The changes allow the Village to conduct virtual meetings for any reason through the end of this year, December 31, 2020. It is anticipated that this timeline will change due to continued COVID-19 increases, therefore, we are adopting this policy separate from the Rules & Procedures until COVID-19 subsides and /or this language becomes more permanent.

ACTION REQUESTED

A motion for consideration has been provided.

THAT the Remote Meeting policy be approved as presented.


## **VILLAGE OF SUTTONS BAY REMOTE MEETING POLICY**

In recognition that extenuating circumstances may occasionally make in-person participation infeasible, to allow the Village Council and all appointed boards and commissions to timely conduct its business and affairs, Council members, commissioners and board members may participate in meetings remotely using the following procedures.

Nothing in this policy shall be construed to conflict with or contravene the obligations of Council members, commissioners and board members to hold its meetings in a place available to the general public pursuant to Section 3 of the Open Meetings Act, MCL 15.263, nor to discourage in-person attendance by members in particular whose circumstances so allow:

1. Before January 1, 2021 and retroactive to March 18, 2020, all elected and appointed boards and commissions may meet remotely for any circumstances.
2. Starting January 1, 2021 through December 31, 2021, elected and appointed members may participate remotely only for those circumstances requiring accommodation of members absent due to military duty; a medical condition (meaning an illness, injury, disability, or other health-related condition); or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person if a member resides in the affected area or the elected or appointed members usually holds its meetings in the affected area. Only those members absent due to military duty or a medical condition may participate remotely. Any member who is not on military duty or does not have a medical condition must be physically present at the meeting to participate.
3. On and after January 1, 2021 through December 31, 2021, elected and appointed members may participate remotely only in the circumstances requiring accommodation of members absent due to military duty. Only those members absent due to military duty may participate remotely. Any member who is not on military must be physically present at the meeting to participate.
4. The remotely participating member shall give notice of their intent to participate remotely to the Village Clerk, and the means of such participation, as soon as practicable. The public shall be provided with notice of the absence of the member and information about how to contact that member sufficiently in advance of the meeting to provide input on any business that will come before the Council, board or commission.
5. The Council, board or commission shall post advance notice of a remote meeting on the Village's homepage at least 18 hours before the meeting begins. Notice of a meeting of a public body held electronically must clearly explain all of the following:
  - a. Why the meeting is being held electronically.

- b. How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.
  - c. How members of the public may contact members of the Village Council, board or commission to provide input or ask questions on any business that will come before the Village Council at the meeting.
  - d. How persons with disabilities may participate in the meeting.
6. The Clerk shall make the meeting agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.
7. Two-way communication by video conferencing is required for members to participate remotely. The remotely participating member shall be able to hear all discussion and activity at the meeting and shall be able to be heard by elected and appointed members and members of the public in attendance at the meeting. The Village may use technology to facilitate typed public comments during the meeting.
8. If connection is lost during the meeting, the member will be treated as if they had left the meeting and documented as such in the minutes of the meeting.
9. Prior to remote participation, the identity of the remotely participating member shall be verified by reasonable means by the members present.
10. Each member attending the meeting remotely shall make a public announcement at the outset of the meeting, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.
11. All votes at meetings in which one or more members are participating remotely shall be by roll call.

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2020- 57	
Prepared:	11-10-20	Pages:	1 of 1
Meeting:	11-16-20	Attachments:	<input type="checkbox"/>
Subject:	Bahle Hut Rental Discussion		

PURPOSE

To discuss rental of the Bahle Hut.

OVERVIEW

At our previous meeting, the Village Council (October) supported the idea of renting out the Bahle Hut through the 20/21 winter season. Points of discussion included raising the fee to cover C-19 cleaning, posting health department guide lines, having applicants sign waiver forms to protect ourselves from potential claims, and even closing the hut for the season. These discussions have been continual among Staff since that time, as it is a desire by all to keep this community asset open.


Since our previous meeting, our area has seen an increase in C-19 cases, contact tracing requirements, among other limitations. In addition, the following quote was taken from the press release issued on 11-9-20 by the Benzie Leelanau District Health Department:

“As you are likely aware, we are currently experiencing a rapid surge in cases of COVID-19 across the state, nation, and in northern Michigan,” stated Lisa Peacock, Health Officer. “Most of the counties in Region 6 & 8 are now in the highest risk category “E” for either the case rate, the positivity rate, or both. This reflects the current reality that there is widespread transmission of COVID-19 happening throughout our communities, including workplace settings. It is important that we all do our part to slow the spread of this virus.”

There is no doubt the Bahle Hut has provided families, friends and our community with memories and traditions for decades. Unfortunately, C-19 continues to challenge our traditions, both indoors and outdoors, and the Bahle Hut is without exception. Staff is requesting that the Village Council consider postponing the rental of the Bahle Hut for the 20/21 winter season.

ACTION REQUESTED

Discussion and motion.

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2020- 58	
Prepared:	11-12-20	Pages:	1 of 1
Meeting:	11-16-20	Attachments:	<input checked="" type="checkbox"/>
Subject:	Par Plan Grant		

**PURPOSE**

To discuss submitting a grant for camera purchase at the wastewater treatment plant and DPW.

**OVERVIEW**

We are continuing our efforts to protect our infrastructure with the installation of security cameras. Cameras have been placed at Suttons Park, overseeing our main lift station and other cameras are to be installed at the crosswalks along M-22, to protect our pedestrian islands. The resolution before you would support our intent to seek funding for the installation of cameras at the wastewater treatment plant and DPW campus. We have been successful in the past in securing these grants and hoping to continue that trend with another request.

**ACTION REQUESTED**

Discussion and motion





VILLAGE OF SUTTONS BAY  
LEELANAU COUNTY, MICHIGAN

RESOLUTION # 4 OF 2020  
MICHIGAN TOWNSHIP PARTICIPATING PLAN  
RISK REDUCTION GRANT PROGRAM APPLICATION

At a regular meeting of the Village Council held at 5:30 p.m. on November 16, 2020 at the Village Hall, 420 N. Front Street, PO Box 395, Suttons Bay MI, the following resolution was offered for adoption by motion of \_\_\_\_\_, and supported by \_\_\_\_\_.

WHEREAS, the Village of Suttons Bay was made aware of the opportunity to make application to the Michigan Par Plan Risk Reduction Grant Program for security cameras at our Wastewater Treatment Plant; and

WHEREAS, the Village of Suttons Bay has been a member in good standing with the Par Plan for many years; and

WHEREAS, the Village of Suttons Bay desires to maintain a safe environment for our staff, and our facilities by ensuring security of our assets while monitoring our operations,

NOW, THEREFORE, BE IT RESOLVED, THAT the Village Council of the Village of Suttons Bay, hereby adopts Resolution# 4 of 2020, Michigan Township Participating Plan Risk Reduction Grant Program Application for the purchase of Video Cameras at the Wastewater Treatment Plant, indicating its sincere interest in protecting our operations and assets while enacting additional safety measures for the Village staff.

MOVED:

SUPPORTED:

AYES:

NAYS: 0

Absent/ Excused:

**CERTIFICATION**

I, Shar Fay, Clerk of the Village of Suttons Bay, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Village of Suttons Bay at a regular meeting held on the \_\_\_ day of November, 2020.

Village of Suttons Bay || New VMS

Rob Larrea  
Village of Suttons Bay  
420 Front Street  
Suttons Bay, Michigan 49682  
manager@suttonsbayvillage.org • 231-271-3051  
Oct 27, 2020

Hello Rob. It is my pleasure to present this estimate for your New VMS.

TKS Security is committed to providing all of our customers with gold-standard products, installation and service! We offer customized, turn-key solutions for any of your company's security needs, including: access control, video systems, fire alarms and burglar alarms.

Please review the included scope of work and related pricing. If you have any questions or need anything at all, do not hesitate to contact any of our dedicated team members.

Thank you very much for this opportunity. I am looking forward to working with you soon!

Sincerely,

Mike Richard

**Mike Richard**  
**Account Executive**  
**(616) 916-2930**  
**MRichard@GoTKS.com**

**Joel Marquez**  
**COO/CoFounder**  
**(616) 255-4155**  
**JMarquez@GoTKS.com**

**Brett Byrnes**  
**CTO/CoFounder**  
**(231) 631-5413**  
**BByrnes@GoTKS.com**



7050 12th Ave • Jenison, MI 49428 || 967 E Commerce Dr • Traverse City, MI 49685  
P: (888) 595-1115 || F: (888) 502-1651 || info@gotks.com || **WWW.GOTKS.COM**



# Village of Suttons Bay || New VMS

## SCOPE OF WORK

### Project: Village of Suttons Bay New VMS

Location(s) Enter Project Address/Addresses

Roll Out (P

Scope of Work: TKS Security will provide and install all listed, required equipment for your project.

Customer Requirements: TKS Security will have access to the location above, Monday-Friday from 8a-5p. A 120V/AC power outlet and an internet connection must also be provided (can use existing when available). For projects containing a fire alarm, dedicated 120V/AC power with lockout must be provided at the panel location.

Special Notes:



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## Village of Suttons Bay || New VMS

## VIDEO SYSTEM

Get the full view of your business from anywhere at any time using your desktop computer or mobile device. We will help you be proactive instead of reactive. TKS uses only safe video components (no compromised or vulnerable brands). We are a leader in video analytics in the region. We offer solutions that read license plates, identify faces, open gates with recognition, help identify patterns and much more.

Click [here](#) for detailed information about our video system solutions.

QTY	SKU	Name
1	DW-BJCUBE6T	DW BlackJack Cube 6TB Windows
1	DW-SPECTRUMLSC001	DW Spectrum Single Camera License
2	TPE-TG80G	Trendnet 8-Port Gigabit POE+ Switch
2	Loco5AC	Ubiquity PTP Nano Station Small
5	UN-IPC2324EBRDPZ28	4MP/Motorized VF Bullet 2.8-12mm AF Ext
5	TR-JB06-A-IN	Exterior Bullet Junction Box
2	CAT6-GRN (500)	Cat6 Riser Green 500ft Box
5	WIRLBR	Wire Drop Labor - Installation, Termination
1	NETLBR	Network Drop Labor - Installation, Termination
1	MISC	Miscellaneous Parts, Wire, Equipment
16	INSLBR	Install Labor - Programming, Installation, Testing

Subtotal \$9,790.00

Total \$9,790.00



**TKS || SECURITY**  
YOUR WORLD. SECURED.

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# Village of Suttons Bay || New VMS

## MONITORING/HOSTING

We're 100% committed to giving our customers the absolute best in security monitoring services. We employ the most highly qualified and professionally trained security personnel combined with cutting-edge technologies to ensure peace-of-mind for our customers. Our monitoring centers are expertly staffed to not only to provide the utmost regard for safety, but also to ensure that we're offering premier service.

Click [here](#) for detailed information about our monitoring/hosting solutions.

Remote Video Service (RVS): TKS hosted video services including cloud services, mobile app management, remote view and basic video support. (Help with incidents, capturing stills, etc.)

Quantity	Description	Price	Subtotal
1	*Remote Video Service (RVS) Under 20 Cams	\$10.00	\$10.00
Subtotal		\$10.00	
Total		\$10.00	

\*Monthly monitoring/hosting cost to billed quarterly.

## TOTAL INITIAL INVESTMENT

### Total Initial Investment (Parts, Installation, Programming, Testing, Training)

\$9,790.00



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**From:** manager@suttonsbayvillage.org  
**Sent:** Monday, October 26, 2020 8:30 AM  
**To:** Shar Fay  
**Subject:** FW: water, and please pass along to Dave

Shar,  
Please print this email for the VC packet.

Thank you,

Rob Larrea, AICP  
Village Manager  
Village of Suttons Bay  
231-271-3051 Ext.1



---

**From:** Kathy Egan <kathyegan8@gmail.com>  
**Sent:** Friday, October 23, 2020 8:01 AM  
**To:** Rob Larrea <manager@suttonsbayvillage.org>  
**Subject:** water, and please pass along to Dave

Rob,

I had left you a voicemail this morning and after I did everything within my limited power to erect a barrier around my house and divert the water on Broadway to stay on the road, I went to the DPW garage and waited for the staff to show up. I couldn't think of anything else to do to be proactive.

They couldn't have been more accommodating. Within a half hour they were on the street and making a plan. David wasn't due to start work until 8:00 but he was soon here too.

Thank you, thank you, thank you.

I have a plastic tube thing that I fill with water to act as a barrier, it works like sand bags. I had set that up during the night. Dave saw it and was interested. Could you please forward this link to him - this is where it came from (although I borrowed this one from GaryCheadle).

Hydrabarrier: <https://hydrabarrier.com/>

Thank you again,

Kathy

**suttonsbay@suttonsbayvillage.org**

---

**From:** manager@suttonsbayvillage.org  
**Sent:** Thursday, October 29, 2020 8:36 AM  
**To:** Shar Fay  
**Subject:** FW: S. Shore Dr. project

Shar,  
Please place this in the VC packet.

Thank you,

Rob Larrea, AICP  
Village Manager  
Village of Suttons Bay  
231-271-3051 Ext.1

-----Original Message-----

From: James Shannahan <jandcshannahan@icloud.com>  
Sent: Wednesday, October 28, 2020 11:38 AM  
To: Village Manager <manager@suttonsbayvillage.org>  
Subject: S. Shore Dr. project

Many thanks for fixing that area; we drive it on a daily basis

Jim and Claudia Shannahan