



VILLAGE OF SUTTONS BAY
Village Council Regular Meeting
420 N. Front Street, Suttons Bay, MI 49682
August 18, 2025, 5:30 p.m.

Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
 - a. Approval of Minutes June 16, 2025 and Special Meeting August 13, 2025.
 - b. Payment of Invoices
 - c. Reschedule Committee of the Whole to September 9, 2025
4. Agenda Approval
5. Public Comment / Communication (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
 - a. Local Government Approval for Off Premise Tasting Room License
 - b. Managers Review-Contract Amendment
 - c. Appointment of DDA member-Rebekah TenBrink
8. Special Committee Reports/Staff Reports
9. Good of the Order (Council Member Comments)
10. Public Comment (please limit to no more than three (3) minutes)
11. Adjournment

If you are planning on attending this meeting and are disabled requiring any special assistance, please notify the Village Clerk by calling 231.271.3051 or by email suttonsbay@suttonsbayvillage.org as soon as possible.



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
MEETING MINUTES OF June 16, 2025

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

Present: Bahle, Lutke, Perkins, Smith, Suppes & Yoder

Absent: Christensen

Staff present: Larrea & Petroskey

Consent Agenda

Yoder moved, Suppes seconded, CARRIED, to approve the Consent agenda as presented. The May 19, 2025 Village Council meeting minutes are approved. The payments for invoices are approved. Ayes: 6, No: 0.

Conflict of Interest: None

Agenda approval

Smith moved Suppes seconded, CARRIED to approve the agenda as presented.

Ayes: 6, No: 0.

Public comment: Bill Crackel spoke regarding the proposed zoning amendment as it relates to parking. He also would like to see a sidewalk along Elm Street near the school.

VSB-2025-20 2024 FYE Audit

The Utilities Committee, General Service Committee and Administrative committees were presented with the 2024 FYE Audit and recommended approval of the same. Larrea noted it was a good audit.

Yoder moved, Bahle seconded, to accept the audit for fiscal year 2024 and direct staff to submit it to the State of Michigan in accordance with the law. Ayes: 6 Nays: 0

2025-21 Planning Commission Amendments Z- 2025 -03

Council was presented with a variety of housekeeping amendments. Member Smith stated that the amendments were recommended to either clarify or remove redundancy.

Member Perkins asked why marijuana establishments were prohibited. Staff along with President Lutke stated the Village opted out by Ordinance in 2018.

Smith moved, Yoder Seconded, CARRIED to adopt Ordinance No. Z- 2025 -03 hereby amending Zoning Ordinance #2 of 2018 and further described and attached to Report VSB-2025-21. Roll Call Vote. Yoder- Yes, Smith-Yes, Bahle-Yes, Perkins-No, Suppes-Yes & Lutke -Yes. Ayes 5. Nays 1.

Staff Reports- Presented

Good of the Order:

Member Perkins informed council that the Leelanau County Commission on Aging is available to assist with utility payments if you meet the criteria.

Public Comment- Bill Crackel spoke regarding short term rental parking requirements.

The meeting was adjourned at 5:40 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.



VILLAGE OF SUTTONS BAY
420 N FRONT STREET, SUTTONS BAY, MI 49682
VILLAGE COUNCIL
SPECIAL MEETING MINUTES OF August 13, 2025

The meeting was called to order at 3:00 p.m. by President Lutke.

Present: Bahle, Lutke, Christensen, Perkins, Smith, Suppes & Yoder
Absent: None
Staff present: Larrea & Petroskey
Guest: Attorney Brad Wierda

Agenda approval

Yoder moved Bahle seconded, CARRIED to approve the agenda as presented.
Ayes: 7, No: 0.

New Business

a. Village of Suttons Bay vs Monchilov Sewer Services, LLC. Discussion

Lutke moved, Suppes seconded, CARRIED to go into closed session pursuant to mcl 15.268(e) to consult with our attorney regarding trial or settlement strategy in the case of Village of Suttons Bay v Monchilov Sewer Services, LLC, Case No. 24-11340-CZ because discussion in open session would have a detrimental financial effect. Roll Call Vote: Yoder-Yes, Bahle-Yes, Suppes-Yes, Lutke-Yes, Christensen-Yes, Smith-Yes, Perkins-Yes. Ayes-7, No: 0

The Council entered Closed Session at 3:03 p.m.
Council returned to Open Session at 3:10 p.m.

Yoder moved, Bahle Seconded to accept the settlement offered by Monchilov Sewer Service, LLC to drop the Counter Suite and pay the Village of Suttons Bay \$95,000 to settle Case No. 24-11340-CZ. Roll Call Vote: Yoder-Yes, Bahle-Yes, Suppes-Yes, Lutke-Yes, Christensen-Yes, Smith-Yes, Perkins-Yes. Ayes-7, No: 0

The meeting was adjourned at 3:10 p.m.

Meeting minutes prepared by Dorothy Petroskey, Village Clerk.

Check Date	Check	Vendor Name	Description	Amount
Bank GEN FIFTH THIRD CHECKING				
07/22/2025	47830	BRAMER AUTO SUPPLY	CUST# DOOR LATCH CABLE	55.80
07/22/2025	47831	ETNA SUPPLY COMPANY	ACCT# 6360 CADET PRO LID	119.88
07/22/2025	47832	BAYSHORE OIL & PROPANE	1300 REC 90 @ 3.61 + TAXES	17,822.34
07/22/2025	47833	BECKETT & RAEDER	PLANNIN SERVICES MAY 2025	448.00
07/22/2025	47834	BS&A SOFTWARE	2025/2026 ANNUAL SUPPORT FEES	3,391.00
07/22/2025	47835	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE VILLAGE HALL	140.00
07/22/2025	47836	THE HOME CITY ICE COMPANY	CUST#8401000576 146 BAGS OF ICE	298.70
07/22/2025	47837	INTEGRITY SOFTWARE SYSTEMS	TREND MICRO SUBSCRIPTION 2025-2026	280.00
07/22/2025	47838	KDP RETIREMENT PLAN SVCS, INC	QUARTERLY ESTIMATE 4/25-6/30/25	270.00
07/22/2025	47839	JEFFREY HUGGAR	REFUND PAID TWICE	144.20
07/22/2025	47840	WILLIAM PANTZ	SEASONAL REFUND 25 %	869.50
07/22/2025	47841	CHARTER TOWNSHIP OF ELMWOOD	DEFERMENT NOTICE SUMMER TAXES	31.18
07/22/2025	47842	MR CLEAN	PROFESSIONAL CLEANING OFFICE	340.00
07/22/2025	47843	MI WATER ENVIRONMENT ASSOC	MILLER MWEA ANNUAL DUES 2026	100.00
07/22/2025	47844	NORTHERN SPRINKLERS	MARINA WATER HOSE REPAIR	315.88
07/22/2025	47845	DOROTHY PETROSKEY	GARBAGE BAGS MARINA & OFFICE	33.78
07/22/2025	47846	SECURITY SANITATION, INC	PORTA JOHN WATERWHEEL	1,185.00
07/22/2025	47847	BLUE WATER SOLUTIONS	S.O. # 48503 ENCODER/ENDPOINTS + SHIPPING	1,200.67
07/22/2025	47848	SOS ANALYTICAL	ROUTINE WATER TESTING	325.00
07/22/2025	47849	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER MAINTENANCE	1,020.08
07/23/2025	19624 (E)	CHERRYLAND ELECTRIC	ACCT# 8364410 JULY 2025	199.38
07/23/2025	19625 (E)	DTE ENERGY	MULTIPLE JULY 2025	761.99
07/23/2025	19626 (E)	AMAZON	ZERO WASTE DOG BAGS	128.99
07/23/2025	19627 (E)	AMAZON	5000 BTU AIR CONDITIONER-HARBOR HUT	169.00
07/23/2025	19628 (E)	AMERICAN FLAG	VILLAGE FLAG ADMINISTRATION BLDG	285.31
07/23/2025	19629 (E)	BRIGHTSPEED	TELEPHONE SERVICE-1522 RICHTER JULY 2025	274.05
07/23/2025	19630 (E)	BRIGHTSPEED	TELEPHONE SERVICE-MULTIPLE JULY 2025	677.80
07/23/2025	19631 (E)	CHARTER COMMUNICATIONS	ACCT# 8284131220008513 146 S SHORE	205.00
07/23/2025	19632 (E)	FIFTH THIRD BANK	BANK FEES JULY	372.30
07/23/2025	19633 (E)	STATE OF MICHIGAN - TREASURY	JUNE 2025 SALES TAX - MARINA	459.04
07/23/2025	47850	STANDARD INSURANCE COMPANY	642946 0117 AUGUST 2025 PREMIUM	511.22
07/29/2025	19634 (E)	ADOBE	MNGR SOFTWARE JULY 2025	21.19
07/29/2025	19635 (E)	CHARTER COMMUNICATIONS	ACCT# 005237301 JULY 2025	119.99
07/29/2025	19636 (E)	CHARTER COMMUNICATIONS	ACCT# 005327201JULY 2025	159.99
07/29/2025	19637 (E)	MICHIGAN RETAILERS SERVICES	ID# 46597-001 AUGUST PREMIUM 2025	611.76
07/29/2025	19638 (E)	CHARTER COMMUNICATIONS-NATL	ACCT# 103479401JULY 2025	130.00
07/29/2025	19639 (E)	WELLS FARGO FINANCIAL LEASING	ACCT# 4500147001000 SHARP LEASE	83.79
07/30/2025	19640 (E)	CHARTER COMMUNICATIONS	ACCT# 005326901 326 FRONT	140.00
08/06/2025	47851	BRAMER AUTO SUPPLY	CUST 8571 SHOP SUPPLIES	38.34
08/06/2025	47852	DC COLLECTIVE GROCER	BAG OF ICE	2.50
08/06/2025	47853	ART'S AUTO AND TRUCK PARTS INC	CUST # 20090 RADIAL SEALS	71.76
08/06/2025	47854	COUNTY OF LEEANAU	PERSONNEL & MILEAGE APRIL 2025	20,666.92
08/06/2025	47855	ABONMARCHE CONSULTANTS, INC	24-1952 SUTTONS BAY COMFORT STATION	1,200.00
08/06/2025	47856	BAYSHORE OIL & PROPANE	536 GALS REC 90 @3.61 +TAX	25,875.65
08/06/2025	47857	BUNEKS HARDWARE	B339683 HARDWARE FOR SAW	1.99
08/06/2025	47858	DORNBOSS SIGN AND SAFETY, INC	ORDER # 13629 SIGNS	447.55
08/06/2025	47859	GOOD NATURE GARDENS, INC	GARDEN MAINTENANCE JULY 2025	210.00
08/06/2025	47860	HYDROCORP	CUSTOMER # C000781 CCCP JULY 2025	837.01
08/06/2025	47861	R W MERCER CO	REPLACE PARTS GAS PUMP	880.66
08/06/2025	47862	MONICA WOLFE	TRANSIENT REFUND MINUS PROCESS FEE	129.00
08/06/2025	47863	MARLIN GREENFIELD	TRANSIENT REFUND 1 NIGHT	74.00
08/06/2025	47864	JACOBS ENGINEERING GROUP, INC	PROJ # 40472316.16 CUST # 120525	21,755.25
08/06/2025	47865	PURE WATER WORKS	WATER/DEPOSIT/FUEL CHARGE	214.25
08/06/2025	47866	LEEANAU CTY ROAD COMMISSION	JULY FUEL CHARGES	1,243.55
08/06/2025	47867	SECURITY SANITATION, INC	BAHLE PARK PORTA JOHN	125.00
08/06/2025	47868	SMITH & JOHNSON, ATTORNEYS	15455.00001 MONCHOLIV	3,851.75
08/06/2025	47869	USABUEBOOK	HACH 25 ML SAMPLES/FLOURECENT PAINT	180.14

Check Date	Check	Vendor Name	Description	Amount
08/13/2025	47870	BRAMER AUTO SUPPLY	CUST# 8571 BRAKE CLEANER	56.70
08/13/2025	47871	ART'S AUTO AND TRUCK PARTS INC	CUST# 20090 2 BATTERIES	278.88
08/13/2025	47872	NORTHERN BUILDING SUPPLY, LLC	JULY MULTIPLE INVOICES	861.23
08/13/2025	47873	AIRGAS USA, LLC	CYLINDER RENTAL JULY 2025	60.66
08/13/2025	47874	BAYSHORE OIL & PROPANE	974 GALS REC 90 @ 3.54 + TAXES	4,087.88
08/13/2025	47875	BUHR ELECTRIC INC	LABOR FIVE PEDESTALS MARINA	240.00
08/13/2025	47876	BUNEKS HARDWARE	2 SHOVELS/WIRE BRUSH	48.96
08/13/2025	47877	EPS SECURITY	SRVC AGREEMENT THRU NOV 2025	255.00
08/13/2025	47878	GARAGE DOOR SERVICES, INC	JOB #42570502 DOOR REPAIR	716.29
08/13/2025	47879	INTEGRITY SOFTWARE SYSTEMS	TROUBLESHOOT AFTER INTERNET EXPLORER EXC	780.00
08/13/2025	47880	MAPLE RIVER DIRECT MAIL	TAX BILLS MAILING	336.07
08/13/2025	47881	SOS ANALYTICAL	ROUTINE TESTING JULY	100.00
08/15/2025	19641 (E)	CONSUMERS ENERGY	MULTIPLE ACCTS AUGUST 2025	5,911.74
08/15/2025	19642 (E)	CHERRYLAND ELECTRIC	1520 RICHTER ROAD AUGUST 2025	167.81
08/15/2025	19643 (E)	DTE ENERGY	MULTIPLE ACCTS AUGUST 2025	303.19
08/15/2025	19644 (E)	AMAZON	SELF WRINGING MOP-MARINA	16.99
08/15/2025	19645 (E)	AT&T MOBILITY	CELL PHONE-MULTIPLE ACCTS AUGUST 2025	488.57
08/15/2025	19646 (E)	BARN OWL TECH	DATA/CAMERA BAHLE PARK/WELLS	37.74
08/15/2025	19647 (E)	CHARTER COMMUNICATIONS	146 S SHORE	205.00
08/15/2025	19648 (E)	FIFTH THIRD BANK	BANK FEES AUGUST	458.82
08/15/2025	19649 (E)	FIRST INTERNET BANK OF INDIANA	FIFPC - SUTTONS BAY, MI 2018- 3013-39801	67,250.00
08/15/2025	19650 (E)	GFL ENVIRONMENTAL	MARINA WASTE JULY 2025	332.82
08/15/2025	19651 (E)	GFL ENVIRONMENTAL	MARINA WASTE AUGUST 2025	332.82
08/15/2025	19652 (E)	GFL ENVIRONMENTAL	1520 RICHTER WASTE REMOVAL	499.50
08/15/2025	19653 (E)	MICHIGAN ASSOCIATION OF PLANNING	MAP PLANNING CONFERENCE 2025	440.00
08/15/2025	19654 (E)	MI MUNICIPAL LEAGUE	MML CONVENTION 2025	650.00
08/15/2025	19655 (E)	PRIORITY HEALTH	GROUP 784340 2025 AUGUST PREMIUM	10,872.14
08/15/2025	19656 (E)	VISION SERVICE PLAN	ACCT# 30 017164 AUGUST PREMIUM 2025	221.49

GEN TOTALS:

Total of 85 Checks:
Less 0 Void Checks:

207,517.43
0.00

Total of 85 Disbursements:

207,517.43

Village Clerk

From: kathryn almquist danielson <katalmquist37@gmail.com>
Sent: Monday, August 4, 2025 8:27 PM
To: Village Clerk
Subject: Village Council Meeting Agenda Request

Request to be placed on August 18th Village Council Meeting.

1. There is a need for at least 2 more stop signs on St Marys Street. The VOLUME of traffic has significantly increased during the past 5 years due to many using St Marys as a bypass from M 22. Locals and others no longer want to drive through downtown because they do not want to stop for pedestrian traffic or deal with the traffic congestion. And, of course, speeding has also become an issue. St Marys is a residential street & was never meant to be a highway bypass.


Village Manager, Rob Larrea, whom I contacted about this request in September of 2024, stated that a traffic study would need to be performed and stated that a study is not likely to justify additional stop signs. What is the date of the last "study" completed?

2. Council giving permits to use motorized vehicles on Village beaches.

3. The addition of at least 2 more handicap parking spaces at the Marina's parking for beach access. At this time there is only one handicap parking space.

4. When a Village ordinance is violated by a residence or business is there a means in place for follow up?

Thank you,
Kathryn Danielson

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2025-23	
Prepared:	August 14, 2025	Pages:	1 of 1
Meeting:	August 18, 2025	Attachments:	<input checked="checked" type="checkbox"/>
Subject:	Off Premise Tasting Room Request		

PURPOSE

To review and consider a request made by Grand Traverse Distillery, LLC 321 St Joseph Street, Unit A for an Off-Premise Tasting Room Permit.

OVERVIEW

A request has been made by Grand Traverse Distillery, to review and consider the attached Resolution. The State of Michigan requires government agencies to adopt a resolution for a recommendation from the local legislative body on applications associated with a premise requesting to serve alcohol. The applicant is requesting consideration of an **off-premise tasting room license** at the above-mentioned property location.

The process requires any municipality **to first determine if the use is permitted**, which is the step before you. The Applicant will then be required to apply to the State before moving forward. Once that step has been exhausted, the Applicant will then be required to apply to the Village and all permitting agencies with jurisdiction.

As you can see, this is not an efficient process but one determined by the State to protect the businesses, residents and municipalities. Staff has reviewed the zoning ordinance and has determined that the use itself is permitted. For clarification purposes, this approval is a recommendation to the State and not an approval of the project or business itself.

REQUESTED ACTION

MOTION TO ADOPT RESOLUTION 2 of 2025 PROVIDED BY THE LIQUOR CONTROL COMMISSION.



Off-Premises Tasting Room License & Permit Application

For information on manufacturer and wholesaler licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#)

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Grand Traverse Distillery LLC									
Address to be licensed: 321 N St Joseph Street Unit A									
City: Suttons Bay	Zip Code: 49682								
City/township/village where license will be issued: Suttons Bay		County: Leelanau							
Contact name: Steven Rabish	Contact phone: 231-947-8635	Contact email: Steven@GrandTraverseDistillery.com							
<p>Check all applicable license types that you hold at your licensed manufacturing premises:</p> <table border="0"><tr><td><input type="checkbox"/> Small Wine Maker license</td><td><input checked="" type="checkbox"/> Small Distiller license</td><td rowspan="3">You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.</td></tr><tr><td><input type="checkbox"/> Wine Maker license</td><td><input type="checkbox"/> Distiller license</td></tr><tr><td><input type="checkbox"/> Brandy Manufacturer license</td><td></td></tr></table>			<input type="checkbox"/> Small Wine Maker license	<input checked="" type="checkbox"/> Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.	<input type="checkbox"/> Wine Maker license	<input type="checkbox"/> Distiller license	<input type="checkbox"/> Brandy Manufacturer license	
<input type="checkbox"/> Small Wine Maker license	<input checked="" type="checkbox"/> Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.							
<input type="checkbox"/> Wine Maker license	<input type="checkbox"/> Distiller license								
<input type="checkbox"/> Brandy Manufacturer license									

Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:	Base Fee:	Fee Code MLCC Use Only	
<input checked="" type="checkbox"/> Off-Premises Tasting Room License	\$100.00	4038	*Sunday Sales Permit (AM) allows the sale of spirits and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.
<input checked="" type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033	
<input checked="" type="checkbox"/> Sunday Sales Permit (PM) **	\$15.00	4032	**Sunday Sales Permit (PM) allows the sale of spirits on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of wine on Sunday after 12:00 noon.
<input type="checkbox"/> Catering Permit	\$100.00	4031	
<input type="checkbox"/> Dance Permit	No Charge		A \$70.00 inspection fee is required for a new Off-Premises Tasting Room license.
<input type="checkbox"/> Entertainment Permit	No Charge		
<input type="checkbox"/> Specific Purpose Permit (list activity below):			
Days/Hours requested: _____			
<input type="checkbox"/> Extended Hours Permit	No Charge		
Check type(s): <input type="radio"/> Dance <input type="radio"/> Entertainment			
Days/Hours requested: _____			
<input type="checkbox"/> Outdoor Service	No Charge		
<input type="checkbox"/> Direct Connection(s)	No Charge		

Inspection Fee: (MLCC Fee Code 4036)	\$70.00
License & Permit Fees:	\$275.00
TOTAL FEES:	\$345.00

Make Checks Payable to State of Michigan

Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

Off-Premises Tasting Room License Designation (Select One): ☒ Full Drinks ☐ Samples Only



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC use only)

Local Government Approval For Off-Premises Tasting Room License
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for a NEW OFF-PREMISES TASTING ROOM LICENSE

to be located at: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059



ADMINISTRATION/PERSONNEL COMMITTEE

Meeting Notes of August 15, 2025

420 N. Front Street

Suttons Bay, MI 49682

The meeting was called to order at 8:30 a.m.

Present: Christensen, and Lutke

Absent: Suppes

Staff: Petroskey

Public comments: None

Committee Business:

Manager's Evaluations:

President Lutke stated he had provided each council member with a copy of the manager's evaluation. He stated that the manager's evaluation ranked between 86% and 100% meeting expectation.

Lutke stated that the contract states the manager qualifies for an annual bonus. It was noted that the contract did not provide for a COLA increase. Lutke noted that this year's COLA is 2.5%. He stated a COLA would increase his salary by \$2875.00. After discussion, committee felt a bonus in the amount of \$3000 would be justified but to also factor in a COLA, bringing the amount to \$5875.00.

Committee stated that they would rather amend the contract to provide for a COLA increase and each year look at a bonus amount, based on the evaluations and other factors.

Committee recommends that the contract be amended to provide for a cost-of- living increase that is based on COLA.

The meeting adjourned at 9:15 am

Meeting notes submitted by Dorothy Petroskey, Clerk.