



ADMINISTRATION / PERSONNEL COMMITTEE

420 N. Front St.

Suttons Bay, MI 49682

May 8, 2024 at 8:30 am

AGENDA

Call to Order

1. Reports (staff)
 - a. Treasurer Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. VSB-2024-23 Employee Handbook Update(s)
 - b. VSB-2024-24 Fee Schedule Amendment
 - c. VSB-2024-25 Parking Ordinance
4. Status Update – Other Committees
 - a. VSB-2024-22 Electronic Lock Proposal
 - b. VSB-2024-17 M-22 Pedestrian Crossing Proposal
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDT USED/
Fund 101 - General Fund						
Revenues						
101-000-402.000	Current Property Taxes	750,000.00	0.00	0.00	750,000.00	0.00
101-000-404.000	Leased Land Tax Revenue	4,500.00	0.00	0.00	4,500.00	0.00
101-000-410.000	Personal Property Tax Revenue	15,500.00	0.00	0.00	15,500.00	0.00
101-000-476.000	Permits and Fees	13,500.00	11,450.00	450.00	2,050.00	84.81
101-000-573.000	LOCAL COMMUNITY STABILIZATION	5,500.00	0.00	0.00	5,500.00	0.00
101-000-574.000	State Shared Revenue	60,000.00	0.00	0.00	60,000.00	0.00
101-000-577.000	State Revenue-Liquor	3,000.00	0.00	0.00	3,000.00	0.00
101-000-632.000	PARK FEES - BAHLE RENTAL/LAUNCHES	6,000.00	1,300.00	200.00	4,700.00	21.67
101-000-633.100	Motor Vehicle Leases	108,975.00	43,852.54	10,432.09	65,122.46	40.24
101-000-648.000	LAUNCH FEES	0.00	73.00	0.00	(73.00)	100.00
101-000-648.100	Annual Launch Pass	0.00	80.00	80.00	(80.00)	100.00
101-000-665.000	Interest Earnings	28,000.00	9,210.78	3,007.10	18,789.22	32.90
101-000-695.000	Miscellaneous Income	0.00	2,442.42	1,255.24	(2,442.42)	100.00
TOTAL REVENUES		994,975.00	68,408.74	15,424.43	926,566.26	6.88
Expenditures						
101	Village Council	33,780.00	220.79	213.60	33,559.21	0.65
171	Village Manager	41,900.00	8,501.90	2,399.78	33,398.10	20.29
215	Village Clerk	10,520.00	2,186.41	629.85	8,333.59	20.78
253	Treasurer	25,610.00	7,584.26	3,906.84	18,025.74	29.61
265	Village Hall	58,329.00	7,227.89	2,291.44	51,101.11	12.39
345	Police	99,533.00	0.00	0.00	99,533.00	0.00
441	Public Works	94,935.00	11,770.20	3,857.80	83,164.80	12.40
443	Motor Pool Department	109,090.00	33,718.61	11,333.69	75,371.39	30.91
448	Streetlighting	14,000.00	3,259.07	1,093.01	10,740.93	23.28
701	Zoning & Planning	86,387.00	10,438.48	3,538.39	75,948.52	12.08
751	Parks & Recreation	369,657.00	29,969.36	6,871.55	339,687.64	8.11
999	Transfers to Other Funds	390,100.00	0.00	0.00	390,100.00	0.00
TOTAL EXPENDITURES		1,333,841.00	114,876.97	36,135.95	1,218,964.03	8.61
Fund 101 - General Fund:						
TOTAL REVENUES		994,975.00	68,408.74	15,424.43	926,566.26	6.88
TOTAL EXPENDITURES		1,333,841.00	114,876.97	36,135.95	1,218,964.03	8.61
NET OF REVENUES & EXPENDITURES		(338,866.00)	(46,468.23)	(20,711.52)	(292,397.77)	13.71

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGT USED
Fund 202 - Major Street						
Revenues						
202-000-574.000	State Shared Revenue	93,000.00	29,327.95	29,327.95	63,672.05	31.54
202-000-665.000	Interest Earnings	10,000.00	5,323.97	1,771.72	4,676.03	53.24
202-000-691.000	Contributions - Other Funds	90,000.00	0.00	0.00	90,000.00	0.00
202-000-692.000	Contrib fr Gov Units - County	40,000.00	0.00	0.00	40,000.00	0.00
TOTAL REVENUES		233,000.00	34,651.92	31,099.67	198,348.08	14.87
Expenditures						
000		199,935.00	35,514.23	7,601.97	164,420.77	17.76
TOTAL EXPENDITURES		199,935.00	35,514.23	7,601.97	164,420.77	17.76
Fund 202 - Major Street:						
TOTAL REVENUES						
TOTAL EXPENDITURES						
NET OF REVENUES & EXPENDITURES						
		33,065.00	(862.31)	23,497.70	33,927.31	2.61

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGD USED
Fund 203 - Local Street Fund						
Revenues						
203-000-574.000	State Shared Revenue	56,500.00	23,224.02	23,224.02	33,275.98	41.10
203-000-665.000	Interest Earnings	3,300.00	956.07	313.85	2,343.93	28.97
203-000-691.000	Contributions - Other Funds	160,000.00	0.00	0.00	160,000.00	0.00
203-000-695.000	Miscellaneous Income	3,800.00	0.00	0.00	3,800.00	0.00
TOTAL REVENUES		223,600.00	24,180.09	23,537.87	199,419.91	10.81
Expenditures						
000		258,846.00	34,889.57	7,825.69	223,956.43	13.48
TOTAL EXPENDITURES		258,846.00	34,889.57	7,825.69	223,956.43	13.48
Fund 203 - Local Street Fund:						
TOTAL REVENUES		223,600.00	24,180.09	23,537.87	199,419.91	10.81
TOTAL EXPENDITURES		258,846.00	34,889.57	7,825.69	223,956.43	13.48
NET OF REVENUES & EXPENDITURES		(35,246.00)	(10,709.48)	15,712.18	(24,536.52)	30.38

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDDT USED
Fund 248 - DDA Fund						
Revenues						
248-000-403.000	CAPTURED TAX REVENUE	82,000.00	0.00	0.00	82,000.00	0.00
248-000-665.000	Interest Earnings	1,500.00	1,660.01	561.80	(160.01)	110.67
TOTAL REVENUES		83,500.00	1,660.01	561.80	81,839.99	1.99
Expenditures						
000		29,530.00	2,527.35	270.54	27,002.65	8.56
TOTAL EXPENDITURES		29,530.00	2,527.35	270.54	27,002.65	8.56
Fund 248 - DDA Fund:						
TOTAL REVENUES		83,500.00	1,660.01	561.80	81,839.99	1.99
TOTAL EXPENDITURES		29,530.00	2,527.35	270.54	27,002.65	8.56
NET OF REVENUES & EXPENDITURES		53,970.00	(867.34)	291.26	54,837.34	1.61

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDT USED
Fund 402 - Property Replacement Fund						
Revenues						
402-000-665.000	Interest Earnings	11,200.00	4,944.01	1,602.20	6,255.99	44.14
402-000-691.000	Contributions - Other Funds	176,115.00	0.00	0.00	176,115.00	0.00
TOTAL REVENUES		187,315.00	4,944.01	1,602.20	182,370.99	2.64
Expenditures						
000		27,250.00	0.00	0.00	27,250.00	0.00
TOTAL EXPENDITURES		27,250.00	0.00	0.00	27,250.00	0.00
Fund 402 - Property Replacement Fund:						
TOTAL REVENUES		187,315.00	4,944.01	1,602.20	182,370.99	2.64
TOTAL EXPENDITURES		27,250.00	0.00	0.00	27,250.00	0.00
NET OF REVENUES & EXPENDITURES		160,065.00	4,944.01	1,602.20	155,120.99	3.09


GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDC USED
Fund 590 - Sewer Fund						
Revenues						
590-000-476.000	Permits and Fees	5,500.00	100.00	100.00	5,400.00	1.82
590-000-600.000	Charge for Services	140,000.00	27,358.19	8,754.91	112,641.81	19.54
590-000-628.000	RTS Fees	117,000.00	29,555.90	9,865.27	87,444.10	25.26
590-000-629.000	Waste Hauler Fees	10,000.00	10,400.94	5,837.06	(400.94)	104.01
590-000-630.000	Capital Charge	165,000.00	41,888.98	13,981.98	123,111.02	25.39
590-000-659.000	Penalties	1,000.00	1,002.52	361.89	(2.52)	100.25
590-000-665.000	Interest Earnings	23,000.00	8,303.95	2,788.57	14,696.05	36.10
590-000-691.600	Contributions -Fr GF - Parks	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.800	Contributions -Fr Marina Fund	10,000.00	0.00	0.00	10,000.00	0.00
590-000-691.900	Contrib - GF - Public Works	5,000.00	0.00	0.00	5,000.00	0.00
590-000-695.000	Miscellaneous Income	0.00	148.20	148.20	(148.20)	100.00
TOTAL REVENUES		486,500.00	118,758.68	41,837.88	367,741.32	24.41
Expenditures						
537	Sewer Fund - Collection	355,145.00	66,325.18	14,197.33	288,819.82	18.68
538	Sewer - Plant	566,735.00	94,592.07	33,025.48	472,142.93	16.69
TOTAL EXPENDITURES		921,880.00	160,917.25	47,222.81	760,962.75	17.46
Fund 590 - Sewer Fund:						
TOTAL REVENUES		486,500.00	118,758.68	41,837.88	367,741.32	24.41
TOTAL EXPENDITURES		921,880.00	160,917.25	47,222.81	760,962.75	17.46
NET OF REVENUES & EXPENDITURES		(435,380.00)	(42,158.57)	(5,384.93)	(393,221.43)	9.68

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDC USED
Fund 591 - Water Fund						
Revenues						
591-000-476.000	Permits and Fees	1,000.00	541.12	100.00	458.88	54.11
591-000-600.000	Charge for Services	76,000.00	9,671.21	3,077.92	66,328.79	12.73
591-000-628.000	RTS Fees	62,000.00	16,127.46	5,378.31	45,872.54	26.01
591-000-630.000	Capital Charge	55,000.00	14,094.12	4,700.43	40,905.88	25.63
591-000-633.000	Hydrant Rental	25,000.00	0.00	0.00	25,000.00	0.00
591-000-659.000	Penalties	600.00	393.02	154.68	206.98	65.50
591-000-665.000	Interest Earnings	13,000.00	5,797.20	1,924.25	7,202.80	44.59
591-000-691.600	Contributions -Fr GF - Parks	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.800	Contributions -Fr Marina Fund	5,000.00	0.00	0.00	5,000.00	0.00
591-000-691.900	Contrib - GF - Public Works	1,800.00	0.00	0.00	1,800.00	0.00
591-000-695.000	Miscellaneous Income	0.00	301.36	301.36	(301.36)	100.00
TOTAL REVENUES		244,400.00	46,925.49	15,636.95	197,474.51	19.20
Expenditures						
000						
TOTAL EXPENDITURES		466,500.00	58,975.64	26,442.16	407,524.36	12.64
TOTAL EXPENDITURES		466,500.00	58,975.64	26,442.16	407,524.36	12.64
Fund 591 - Water Fund:						
TOTAL REVENUES		244,400.00	46,925.49	15,636.95	197,474.51	19.20
TOTAL EXPENDITURES		466,500.00	58,975.64	26,442.16	407,524.36	12.64
NET OF REVENUES & EXPENDITURES		(222,100.00)	(12,050.15)	(10,805.21)	(210,049.85)	5.43

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGT USED
Fund 594 - Marina Fund						
Revenues						
594-000-631.000	Pump outs	2,500.00	0.00	0.00	2,500.00	0.00
594-000-642.000	Gas Sales	170,000.00	0.00	0.00	170,000.00	0.00
594-000-642.100	Gas Sales - Tax Exempt	1,500.00	0.00	0.00	1,500.00	0.00
594-000-646.000	Sale of Ice	1,300.00	0.00	0.00	1,300.00	0.00
594-000-649.000	Waiting List	2,500.00	3,450.00	(375.00)	(950.00)	138.00
594-000-653.000	Transient Fees	95,000.00	0.00	0.00	95,000.00	0.00
594-000-653.100	Marina Day Use	3,000.00	0.00	0.00	3,000.00	0.00
594-000-654.000	Slip Fees	325,000.00	342,150.00	5,431.00	(17,150.00)	105.28
594-000-659.000	Penalties	0.00	569.30	(665.70)	(569.30)	100.00
594-000-665.000	Interest Earnings	28,500.00	8,795.88	2,941.10	19,704.12	30.86
TOTAL REVENUES		629,300.00	354,965.18	7,331.40	274,334.82	56.41
Expenditures						
000		802,745.00	52,240.48	9,338.67	750,504.52	6.51
TOTAL EXPENDITURES		802,745.00	52,240.48	9,338.67	750,504.52	6.51
Fund 594 - Marina Fund:						
TOTAL REVENUES		629,300.00	354,965.18	7,331.40	274,334.82	56.41
TOTAL EXPENDITURES		802,745.00	52,240.48	9,338.67	750,504.52	6.51
NET OF REVENUES & EXPENDITURES		(173,445.00)	302,724.70	(2,007.27)	(476,169.70)	174.54

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BDT USED
Fund 731 - RETIREMENT SYSTEM FUND						
Revenues						
731-000-400.900	Employer Contributions T&A	0.00	13,117.70	13,117.70	(13,117.70)	100.00
731-000-401.900	Employee contributions - T&A	0.00	979.92	979.92	(979.92)	100.00
731-000-402.900	Investment Income - T&A	0.00	21,728.16	21,728.16	(21,728.16)	100.00
731-000-500.900	Management Fees - T&A	0.00	(702.06)	(702.06)	702.06	100.00
TOTAL REVENUES						
		0.00	35,123.72	35,123.72	(35,123.72)	100.00
Fund 731 - RETIREMENT SYSTEM FUND:						
TOTAL REVENUES						
		0.00	35,123.72	35,123.72	(35,123.72)	100.00
TOTAL EXPENDITURES						
		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES						
		0.00	35,123.72	35,123.72	(35,123.72)	100.00
TOTAL REVENUES - ALL FUNDS						
		3,082,590.00	689,617.84	172,155.92	2,392,972.16	22.37
TOTAL EXPENDITURES - ALL FUNDS						
		4,040,527.00	459,941.49	134,837.79	3,580,585.51	11.38
NET OF REVENUES & EXPENDITURES						
		(957,937.00)	229,676.35	37,318.13	(1,187,613.35)	23.98

		VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 23	
Prepared:	April 25, 2024	Pages:	1 of 1
Meeting:	May 8, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Employee Handbook Updates		

PURPOSE

To consider various housekeeping amendments to the personnel policy manual.

OVERVIEW

We have recently performed a 5-year review on our personnel manual to ensure we are up to date on recent court opinions, new laws and changes to existing laws. In doing so, we were informed that we needed to amend our manual to reflect the Pregnant Workers’ Fairness Act, Michigan Crown Act, and PUMP for Nursing Mothers Act. We also took this opportunity to re-introduce language that was inadvertently left out of the manual, addressing employee pay for individuals who are not scheduled to work, yet are called in. Lastly, further clarification on holiday pay was incorporated to address a misconception on how many hours may be claimed on holidays.

The changes include:

- Section 2.1 – Update to reflect the new Michigan Crown Act (MCA)– Non-discrimination.
- Section 2.1 – Update to reflect the new Pregnant Workers Fairness Act(PWFA) - Non-discrimination.
- Section 2.2 – Harassment Prevention – Update per MCA & PWFA
- Section 2.3 - Disability Accommodation – Update per MCA & PWFA
- Section 2.4 - Religious Accommodation – Update per MCA & PWFA
- Section 2.5 - Pregnancy Accommodation – Update per MCA & PWFA
- Section 5.6 – Call In Pay – This text will reflect a 2-hour min pay when called in.
- Section 7.1 – Holiday’s – Clarifications made regarding Holiday pay, eligibility, and qualifying hours.
- Section 7.3 – PUMP for Nursing Mothers Act – Standard incorporated.

CONCLUSION

The proposed changes are reflective of various new or amended laws that address discrimination. Section 5.6 has already been discussed and supported and Section 7.1 further clarifies holiday pay. Consideration for support of these changes is requested.

Only hours actually worked are considered in the calculation of overtime.

Advance approval from your direct supervisor is required for any non-exempt employee to work overtime. Further, non-exempt employees may not start early, work late, take work home, or work through a meal break without their supervisor's approval. Thus, although employees will be paid for all hours worked in accordance with applicable law, failure to obtain advance approval as required under this policy may result in disciplinary action up to and including termination of employment.

5.6 Call-In Pay

Non-exempt on-call employees are eligible for call-in pay when they are called in to work at a time other than their normally scheduled shift. At least two (2) hours will be paid when an employee is called in for unscheduled work when on-call (even if the actual time worked is less than two (2) hours). Further, all such actual time worked during the service call will be paid at a rate of one and one-half times their regular rate of pay.

5.7 Compensatory Time

The Village reserves the right, prior to the end of the work week, to reduce a non-exempt employee's hours to avoid overtime provided operational demands allow for such a reduction. When a reduction in hours is not possible, non-exempt employees shall earn overtime or may elect to accrue compensatory time off, which will accrue at time and one-half of the employee's regular rate of pay. For full-time and part-time employees, compensatory time may be accrued up to 240 hours (or 160 actual hours at time and one-half). The Village or employee may elect to convert unused compensatory time back to overtime pay.

5.78 Compensation

Because recruiting and maintaining employees is critical to our success, the Village is committed to paying equitable, competitive wages that reflect the requirements and responsibilities of the position, and in compliance with applicable state and federal wage and hour laws.

Hourly rates of pay and salaries are set by the Village Council, based upon recommendations from supervisors, performance evaluations, and in compliance with wage and hour laws. An employee's hourly rate or salary is subject to an annual review and may be adjusted based upon factors including but not limited to attendance, punctuality, quality of work, quantity of work, employee dedication and commitment to the community, employee's excellence in the position, the employee's ability to be a team player and evidence of an attitude of cooperation that supports the Village's mission and objectives, the budget, and an employee's performance review, if any. The Village, at its sole discretion, may award incentive bonuses based upon an employee's individual contribution.

7.1 Holidays

The Village observes the following paid holidays for full-time employees:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

If a scheduled holiday falls on a Saturday, the Village will observe the preceding Friday as a paid holiday. Should it fall on a Sunday, the Village will observe the following Monday as a paid holiday

Holiday pay is paid to eligible employees only for the hours the employee would have otherwise worked that particular day, up to eight (8) hours maximum pay.

Part-time employees who regularly work at least 20 hours a week are eligible for ~~are allowed~~ up to five (5) H holidays with pay (if the employee would otherwise have been scheduled to work that day). ~~with 8 hours maximum pay.~~ All other holidays over the five (5) paid holidays that occur on a day the part-time employee would have otherwise worked, will be unpaid unless the employee has available PTO.

To qualify for Holiday Pay, the employee must be a non-exempt employees.

Full-time ~~E~~ employees who are required to work on a holiday will receive 1.5 times their rate of pay for the actual hours worked, in addition to the ~~eight (8) hours~~ Holiday Pay. ~~The eight (8) hour~~

Holiday Pay is not considered worked time for purposes of calculating additional overtime for the week. However, additional overtime will be paid for any hours worked over forty (40) hours per week, including those hours worked on a holiday. All overtime must be pre-approved by a supervisor.

Any employee observing a religious holiday not listed above is entitled to use any PTO or Vacation Time to observe that holiday.

Eligible full-time employees who are on approved paid leave (e.g. PTO or Vacation Time) during a holiday will receive holiday pay for that particular day and their PTO/Vacation Time will not be charged for that day. If eligible, part-time employees will have the holiday pay charged in leui of PTO/Vacation if they have not already exhausted their five (5) holidays with pay.

Employees on an unpaid leave of absence (including, without limitation, authorized unpaid medical leave or, extended Military leave, or other approved unpaid leave of absence) are not eligible for Holiday Ppay for holidays occurring during the unpaid leave.

7.2 Meal and Rest Breaks

Employees are allowed a thirty (30) minute unpaid meal break each day. Meal breaks are generally taken around the halfway point of the employee's scheduled shift. The schedule for meal breaks should be established based on work requirements. Staggered meal breaks may be necessary to ensure the continuity of operations and services. Non-exempt employees are not permitted to work during meal breaks, unless expressly authorized by their supervisor, and thus, meal breaks are unpaid. However, all time worked must be recorded and will be paid in accordance with applicable law.


In addition to the meal break, two paid rest periods of fifteen (15) minutes each are permitted each day. Rest periods may not be combined and/or added to a meal break to extend the time. The schedule for these breaks depends on the needs of the Village and department.

7.3 Lactation Breaks

The Village accommodates employees who wish to express breast milk during the workday when separated from their newborn children. For up to one year after the child's birth, nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers who are returning from maternity leave should speak with the Village Manager or his/her designee regarding their needs. The Village and the employee's direct supervisor will work with employee to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Village's operations. The Village will provide a private area, other than a bathroom, for nursing employees to express breast milk. To the extent possible, lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If a non-exempt employee's lactation break time cannot run concurrently with already provided meal and rest breaks, or additional time is needed, such breaks will be provided, unpaid. However, if the lactation breaks are longer than 20 minutes and the employee is not performing any work, the break time will be unpaid.

7.4 Bereavement Leave

The Village has taken into consideration the personal needs that arise from the death of an immediate family member. In the event of such a loss, full-time and part-time employees will be allowed up to five (5) days of paid leave for the death of a spouse or domestic partner, child (or step-child), mother or father (or step-parent), and sister or brother (or step-sibling) and grandchild (or step-grandchild);

		VILLAGE OF SUTTONS BAY REPORT VSB -2024 - 24	
Prepared:	April 29, 2024	Pages:	1 of 1
Meeting:	May 8, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Fee Schedule Update		

PURPOSE

To consider modifications to the Fee Schedule.

OVERVIEW

Master Plan Amendment Fee: This fee was incorporated a few years ago due to the age of the joint Master Plan. When it was discovered that the plan had not been reviewed every 5-years as the law required, we added the fee to circumvent potential arguments of the plan’s validity. On November 20, 2023, the Village Council unanimously approved the new Village of Suttons Bay Master Plan. We no longer need this legal stop gap. **Recommendation:** Eliminate the Fee


Change of Use Fee: This fee is long overdue as the amount of time required to research the use, water and sewer changes etc., is significant. The fee is estimated at \$100.00, however we will monitor the fee through December to determine if adjustments are needed. **Recommendation:** Adopt the Fee.

ACTION REQUESTED

To consider updating the fee schedule.

2024 SCHEDULE OF FEES

RESIDENTIAL LAND USE REVIEW FEES		PLANNING COMMISSION APPLICATION FEES	
Single Family Dwelling	\$100.00	Site Plan Review Level A	
Residential Additions	\$50.00	< 5,000 sq ft addition	\$500.00
Residential Garages	\$50.00	< 5,000 sq ft use permitted by right. See exceptions ZO Section 14-4 (3)	\$500.00
Two Family (Duplex) Dwelling	\$150.00	Amendment to Level A	\$250.00
Multi-Family Dwelling	\$150 + \$25 per unit Each structure	Site Plan Review Level B	
Assessory/Incidental/Other Uses	\$50.00	> 5,000 sq ft (SUP, PUD, Site Condominiums) Section 14-4	\$1,000.00
Home Occupation	\$100.00	Amendment to Level B	\$500.00
Curb Cut / Driveway Permit	\$50.00	(See Note 7)	
Late Permit Fee	2 x the required fee	MEETING FEES	
		Conceptual Review	\$100.00
COMMERCIAL / INDUSTRIAL REVIEW FEES		Zoning Board of Appeals	\$500.00
Commercial Land Use Permit	\$200.00	Petition for Master Plan Amendment	\$2,500.00
Industrial Land Use Permit	\$200.00	Request for Zoning Ordinance Amendment	\$1,000.00
Sign Permit	\$50.00	Request for Map Amendment	\$1,000.00
Late Permit Fee	2 x the required fee	Request for Annexation	\$2,500.00
Short Term Rental Fee	\$600/3 year term	See Note 7	
OTHER APPLICATION FEES		PARK FACILITY RESERVATIONS	
Land Division/Boundary Adjustment	\$250.00	Bahle Hut /Per Day (See Note 4)	\$100 + \$100 Deposit
Mass Gathering	\$100.00	North Park	(See Note 5)
Late Permit Fee	2 x the required fee	CIVIL INFRACTION FINES	
Change of Use Fee	\$100.00		
DOCUMENT FEES		1st Offense	\$100.00
Master Plan or Recreation Plan	\$30.00	2nd Offense	\$250.00
Zoning Ordinance	\$30.00	3rd Offense	\$500.00
(See Note 6 & 7)		(See Note 9)	
		NSF Fee -Returned Check	Fee Per Statute
		EMPLOYEE REIMBURSEMENT	
		Mileage Reimbursements	Per IRS.gov
		Meal Per Diem	Per GSA.gov

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2024 - 25	
Prepared:	May 1, 2024	Pages:	1 of 1
Meeting:	May 20, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Trailer Parking and Abandonment Ordinance		

PURPOSE

To consider moving the Ordinance forward.

OVERVIEW

As many of you have noticed, there has been an increase in individuals storing / parking/ abandoning their **unattached trailers** on our village streets. This dangerous trend of disengaging boats on trailers and leaving them unattended and unsecured on our village streets would no longer be permitted if this ordinance was adopted.

The dangers of this practice are simple. These trailers rely on the mechanical braking systems of the vehicle towing them. When disengaged, they have no power for movement, no mechanical braking system or parking brake. From a public safety standpoint, if these trailers were to be have a wheel chock fail, it would pose an unnecessary safety risk to our residents. The ordinance would regulate this issue and allow the Sheriff to address it appropriately.

STAFF COMMENT

This practice has progressively increased over the past few years as has the concern for the public’s health, safety and welfare. Simply putting a brick behind the wheel of an unattached boat and trailer, that is parked on a slope is careless and an unnecessary threat to our residents and visitors of this community. Trailers may be parked in one’s driveway, however, using our streets to dangerously store an unattached trailer will now result in a ticket and/or the abandoned trailer being towed away at the owner’s expense.

ACTION REQUESTED

Discussion and consideration to move the ordinance forward.

THE VILLAGE OF SUTTONS BAY
LEELANAU COUNTY, MICHIGAN

ORDINANCE NO.

TRAILER PARKING AND ABANDONMENT ORDINANCE

An ordinance to promote the public health, safety and welfare of Village residents by regulating the parking, storage or abandonment of unattached trailers on village streets pursuant to the Michigan Vehicle Code, being Public Act 300 of 1949, General Law Village Act, Public Act 3 of 1895, Public Act 12 of 1994, being the Revised Judicial Act of 1961, as amended to provide a procedure therefore; to repeal any ordinance or provision thereof in conflict herewith; and to prescribe penalties and enforcement remedies for the violation of this ordinance.

THE VILLAGE OF SUTTONS BAY ORDAINS:

SECTION I: TITLE

This ordinance shall be known and cited as the Village of Suttons Bay Trailer Parking and Abandonment Ordinance.

SECTION II: PURPOSE

The purpose of this Ordinance is to protect the public health, safety and welfare of Village residents by regulating the parking, standing, storage and abandonment of unattached trailers designed or intended to be drawn on a highway or street by a motor vehicle and used to transport tools, goods, recreational vehicles, watercrafts or vessels on Village Streets.

SECTION III: DEFINITIONS

ABANDONED - means any vehicle or unattached trailer, that has remained parked on a village street for a period of not less than 48 hours or more than 18 hours on a state trunk line.

MOTOR VEHICLE - means every vehicle that is self-propelled and licensed to travel on a highway or street.

STREET - means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

TRAILER - means a vehicle without motive power, designed or intended to be drawn on a highway or street by a motor vehicle and used to transport property such as tools, recreational vehicles, ORV's, ATV's, watercraft, vessels and similar goods or property.

SECTION IV: TRAILER PARKING PROHIBITIONS

It shall be unlawful to disengage a trailer from the transporting motor vehicle while located on a street. Unattached trailers pose a threat to the public as they rely on the towing vehicle to provide transportation

power and a braking system. Any unattached trailer located within a public street will be considered abandoned and removed per Section V below.

SECTION V: RIGHT OF REMOVAL

The Village reserves the right to remove any abandoned vehicle or trailer parked on a Village Street in violation of this Ordinance at the owners' expense.

SECTION VI: VIOLATIONS AND PENALTY

Any person who violates any provision of this ordinance shall be responsible for a municipal civil infraction defined in Revised Judicature Act 236 of 1961 and shall be subject to a fine as established by the 86th District Court of not less than one-hundred (\$100) Dollars and not more than Five Hundred (\$500.00) Dollars. Each day that a violation continues to exist shall constitute a separate offense.

SECTION VII: SEVERABILITY

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this ordinance other than said part or portion thereof.

SECTION VIII: EFFECTIVE DATE

This ordinance shall take effect (20) days following the publication of the Ordinance or a synopsis of the Ordinance in a newspaper of general circulation in the Village.

Approved: _____

Steve Lutke, Village President

Publication Date: _____

Effective: _____

Shar Fay, Village Clerk