



VILLAGE OF SUTTONS BAY  
Special Village Council Meeting  
420 N. Front Street, Suttons Bay, MI 49682  
December 3, 2024 8:30 a.m.  
Agenda

1. Regular Meeting Called to Order
2. Roll Call
3. Consent Agenda
  - a. Approval of Minutes November 18, 2024
  - b. Payment of Invoices
4. Agenda Approval
5. Public Comment / Communication and Reports (please limit to no more than three (3) minutes)
6. Unfinished Business
7. New Business
  - A. VSB 2024-55 Truth in Taxation Public Hearing
  - B. VSB 2024-54 2025 FYE Budget & Schedule of Fees
  - C. 2025 Meeting Dates & Times
  - D. Appointments-Committees, Boards & Commissions
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](mailto:suttonsbay@suttonsbayvillage.org) as soon as possible.



VILLAGE OF SUTTONS BAY  
420 N FRONT STREET, SUTTONS BAY, MI 49682  
VILLAGE COUNCIL REGULAR MEETING  
MINUTES OF November 18, 2024

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

Present: Bahle, Case, Christensen, Lutke, Smith, Suppes and Yoder

Absent:

Staff present: DeVol, Larrea & Petroskey

**Consent Agenda**

Lutke moved, Bahle seconded, CARRIED, to approve the Consent agenda as presented. The October 21, 2024 Village Council meeting minutes are approved. The payment of invoices is approved. Ayes: 7, No: 0.

**Conflict of Interest: None**

**Agenda approval**

Lutke moved, Bahle seconded, CARRIED, to amend the agenda adding Item E. Committee appointments. Ayes: 7, No: 0. Lutke moved, Yoder seconded, CARRIED to approve the amended agenda. Ayes: 7, No: 0

**Public comment:**

Kim Eike spoke about the speed of drivers on South Shore Drive and traffic calming measures. Kelly Slater spoke on behalf of Green Suttons Bay. She stated that Green Suttons Bay is willing to plant more trees, continue rain garden maintenance and thanked Council member Smith and the DPW for their assistance with the tree watering.

**VS B 2024-52 Budget Amendments**

Larrea noted that the committees have all had a chance to review the 2024 amended budget. Having had few surprises this year other than equipment repairs and rising costs of supplies. Christensen moved, Smith seconded CARRIED that the Village Council adopt the 2024 fiscal year end budget amendments to reflect a revenue of \$3,304,182 and expenses in the amount of \$3,757,928. Roll Call Vote Ayes: 7 No: 0.

**VS B 2024-53 Set Public Hearing for Truth in Taxation**

Larrea stated that the Truth in Taxation public hearing usually takes place at the committee of the whole which is scheduled for December 3, 2024 at 8:30 a.m.

Case moved, Smith seconded CARRIED that the Village Council schedule a special meeting for the Truth in Taxation hearing to support the 2025 budget for December 3, 2024 at 8:30 a.m.

Ayes: 7 No: 0.

### **VSB 2024-55 2025 Budget Hearing**

Lutke moved, Case seconded CARRIED that the Village Council schedule a special meeting and public hearing for December 3, 2024 at 8:30 a.m. to consider adoption of the 2025 proposed budget. 7 No: 0.

### **Resolution of Appreciation to Will Case**

President Lutke read the following Resolution into the record for member Will Case.

Whereas, Will Case has sacrificed his time and contributed his knowledge consistently exceeding his responsibilities and duties to serve the Village of Suttons Bay residents; and

Whereas, Will Case has served this community as a liaison, Planning Commissioner, member of the Zoning Board of Appeals and as an elected official of the Village Council for the past 35 years; and

Whereas, Will Case consistently performed his responsibilities in a manner which exemplified serving the needs of our residents in a fair, pleasant and positive manner; and

Whereas, Will Case shared his vision for our community in a thoughtful and passionate manner that often-included recognition of past contributors and artists of this community; and

Whereas, Will Case in his many roles successfully introduced many policies and procedures to help guide the Village into the future, including the drafting of three Zoning Ordinances throughout his many years,

Whereas, the Village of Suttons Bay understands that from time to time a resident makes an impact on their community that is difficult to describe in words.

NOW Therefore, Be it resolved that the Village Council, on behalf of the residents, employers and volunteers of the Village of Suttons Bay does hereby express its sincere appreciation to Will Case

Yoder moved, Bahle seconded CARRIED to Adopt the Resolution of Appreciation for Will Case. Roll call Vote. 7 No: 0.

### **Council Committee Appointments for 2025**

Lutke announced the following committee appointments: Generals Services-Bill Perkins and Karl Bahle. Utilities-Debra Smith and Pat Yoder. Administrative-Roger Suppes and Colleen Christensen. Steve Lutke will serve on all three.

**Staff Reports**

Larrea noted that the Waterwheel Park project came in at \$40,000 under budget.

**Good of the Order**

Will Case stated he hoped to see Waterwheel park signs installed and the donated sculptures be placed in marina park along the trail.

Council members thanked Will for his service, dedication to the residents, his optimism, his insight as well as for being a great friend and mentor.

**Public Comment**

Sue Chapman asked if the maple trees at the location of the new bathrooms would need to be removed. If so, she noted that Green Suttons Bay would be willing to replace the trees.

Sharon Sutterfield provided Will Case with a gavel and President Lutke turned the meeting over to Will Case.

The meeting was adjourned by Will Case at 5:53 pm

Meeting minutes submitted by Dorothy Petroskey.


Check Date	Check	Vendor Name	Description	Amount
<b>Bank GEN FIFTH THIRD CHECKING</b>				
11/14/2024	47504	BEMAN BUILDERS, LLC	DOORS FOR BARN-DEUSTER	2,794.00
11/19/2024	47505	COLLEEN CHRISTENSEN	SUPPLIES	90.35
11/19/2024	47506	ROBERTO LARREA	MILEAGE REIMBURSEMENT 2024	266.79
11/19/2024	47507	DOROTHY PETROSKEY	SUPPLIES	22.76
11/20/2024	47508	BRAMER AUTO SUPPLY	MOTOR POOL SUPPLIES	59.29
11/20/2024	47509	DC COLLECTIVE GROCER	OFFICE SUPPLIES	16.30
11/20/2024	47510	ART'S AUTO AND TRUCK PARTS INC	DEF FLUID LOADER	37.50
11/20/2024	47511	NORTHERN BUILDING SUPPLY, LLC	NLVILL0-015 MULTIPLE INVOICES OCT 2024	256.57
11/20/2024	47512	THE COPY SHOP	PARKS REC PLANS BOUND	337.50
11/20/2024	47513	DORNBOS SIGN AND SAFETY, INC	ORDER# 12366 SPEED SIGN	279.87
11/20/2024	47514	EPS SECURITY	QUARTERLY SERVICE AGREEMENT	255.00
11/20/2024	47515	PENINSULA PERENNIAL NURSERY	8 ACER RED MAPLES	2,600.00
11/20/2024	47516	INTEGRITY BUSINESS SOLUTIONS	COUNCIL NAME PLATE	18.97
11/20/2024	47517	PURE WATER WORKS	WATER DELIVER/SERVICE	82.98
11/20/2024	47518	SECURITY SANITATION, INC	PORTA JOHN MARINA	120.00
11/20/2024	47519	SMITH & JOHNSON, ATTORNEYS	FILE# 15455-00001	225.00
11/20/2024	47520	WINDERMULLER	WO 138936 MAIN LIFT STATION REPAIR	887.05

**GEN TOTALS:**

Total of 17 Disbursements:

8,349.93



		<h1>VILLAGE OF SUTTONS BAY</h1>	
		<h2>REPORT VSB -2024-55</h2>	
Prepared:	November 20, 2024	Pages:	1 of 1
Meeting:	December 3, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	2025 Tax Millage Rate - Public Hearing		

**PURPOSE**

To hold a public hearing on the proposed tax millage rate, estimate to support the 2025 budget.

**STAFF COMMENTS**

The Village’s fiscal year takes place from January 1, 2025 through December 31, 2025, and therefore, conflicts with the timing of which the Leelanau County Equalization Director sets the taxable rate (May). Due to this discrepancy in timing, we have historically passed a motion that allows for the maximum allowable millage rate by law.

The budget is based on a millage rate of 8.7647 which is consistent with previous years, and not anticipated to change much for 2025. To clarify, the Council is **not** increasing the tax millage rate in 2025 to support the proposed budget.

WHEREAS the Village Council of the Village of Suttons Bay, Leelanau County, Michigan, will levy a tax of the maximum allowable under state law to support the 2025 budget; and  
 WHEREAS the Village Council of the Village of Suttons Bay, Leelanau County, Michigan, has determined a millage rate based on taxable value as well as the maximum allowable millage levy;  
 RESOLVED, the Village Council of the Village of Suttons Bay, Leelanau County, Michigan, has drafted a budget based on a millage rate of 8.7647.

**PROCEDURE**


- 1) Call the public hearing to order.
- 2) Read the following notice:

**THE VILLAGE OF SUTTONS BAY COUNCIL IS HOLDING THIS TRUTH IN TAXATION HEARING TO HEAR PUBLIC COMMENTS ON THE SUBJECT OF THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED 2025 BUDGET. THE 2025 MILLAGE RATES HAVE NOT BEEN SET BY THE COUNTY HOWEVER THE VILLAGE INTENDS TO ASSESS THE MAXIMUM MILLAGE ALLOWED BY HEADLEE.**

- 3) After hearing public comments (if there are any), a motion will be required to close the public hearing.
- 4) Declare the public hearing closed.

**ACTION REQUESTED**

MOTION THAT THE MAXIMUM MILLAGE RATE ALLOWED BY HEADLEE TO SUPPORT THE 2025 BUDGET AS PROVIDED FOR IN REPORT VSB 2024-55 AND BEING MADE A PART OF THIS MOTION BE ADOPTED. (Roll Call)

		<h1>VILLAGE OF SUTTONS BAY</h1> <h2>REPORT VSB -2024-54</h2>	
Prepared:	November 19, 2024	Pages:	1 of 1
Meeting:	December 3, 2024	Attachments:	<input checked="" type="checkbox"/>
Subject:	Budget 2025		

**PURPOSE**

To provide a brief overview of the attached/proposed 2025 budget.

**STAFF COMMENTS**

The budget(s) before you were presented at committee meetings, recommended by the respective committees and are now before you for final consideration and approval. As required, various committees, Planning Commission, DDA and departments have all reviewed, approved and recommended adoption of their proposed 2025 budget. A resolution for consideration is attached and I have provided a brief description (below) of our 2025 strategy.

Please note that the Village water rates are anticipated to increase in 2025 for the first time in 17 years, however, they will not take effect on January 1, 2025. We will continue to work to finalize the rate structure in early 2025 and present it to the Village Council for consideration. Our approach is to incrementally adjust the rates over time to avoid a large increase that could otherwise be detrimental to those residents living on a fixed income. Once presented and approved, we will amend the Fee Schedule accordingly to reflect the changes.

We will continue to move forward with incrementally improving our community’s infrastructure. We have had great success with this approach and have been able to improve upon some of our most critical needs. Continued emphasis will be placed on our water infrastructure to meet state mandated testing and to prepare for a water line replacement project.

In brief, the 2025 budget includes major and local streets projects, ADA park improvements, sidewalk repairs, structure maintenance, security improvements and infrastructure improvements. We have also budgeted (Marina/DDA) to move forward with the new Marina/ public restroom project, which received funding by the State Waterways division. Marina slip fees will increase (2%-5%) as a result of the amenities offered and in accordance with the Waterways fee schedule.

Attached you will find **Resolution #9 of 2024** for your consideration, noting the 2025 Budget with revenues in the amount of \$ 3,366,540 based on the estimated millage rate of 8.7647 and expenditures in the amount of \$ 3,947,426.

**ACTION REQUESTED**

**MOTION TO ADOPT RESOLUTION # 9 OF 2024, APPROVING THE 2025 BUDGET AND FEES TO SUPPORT THE 2025 BUDGET, AS DESCRIBED IN REPORT VSB-2024-54 AND BEING MADE A PART OF THIS MOTION. (Roll call).**



Village of Suttons Bay  
Leelanau County, MI  
Fiscal Year 2025 Annual Budget

Resolution 9 of 2024

**WHEREAS**, the Village Manager has prepared a budget document to be presented to the Village Council covering the fiscal year commencing January 1, 2025 and ending December 31, 2025: and

**WHEREAS**, the proposed budget has been placed on file in the Village of Suttons Bay office and made available for public examination; and

**WHEREAS**, as public hearing upon the adoption of the proposed budget has been held in accordance with state law; and

**WHEREAS**, a public hearing to fulfill the requirement for a "truth in taxation" hearing has been held; and

**Resolved**, that to defray the costs of appropriations contained in said budget the estimated sum of \$3,947,426 based on the rate 8.7647 mills or such maximum millage rate as authorized by state law, shall be raised in the Village of Suttons Bay Michigan by taxation for municipal purposes for the fiscal period of January 1, 2025 through December 31, 2025 inclusive, in accordance with the Village of Suttons Bay ordinances and laws of the State of Michigan relative to the taxation of real and personal property; further be it

**Resolved**, that the budget be placed on file in the Office of the Village Clerk and be made a permanent record of the Village of Suttons Bay and is made part of this resolution by reference; further be it

**Resolved**, that the following appropriations be and are hereby authorized for the fiscal year beginning January 1, 2025.

GENERAL FUND

Departments:

Village Council	\$31,175
Village Manager	\$18,124
Village Clerk	\$11,279
Village Treasurer	\$26,669
Village Hall	\$59,262
Public Safety	\$104,500
Planning & Zoning	\$69,669



Streetlighting	\$15,500
Public Works	\$121,661
Parks & Recreation	\$186,313
Motor Vehicle	\$141,047
Transfers Out	\$390,100
Total General Fund	\$1,175,299
Major Street Fund	\$309,845
Local Street Fund	\$199,013
Sewer Fund	\$833,051
Water Fund	\$286,720
Marina Fund	\$920,096
Property Replacement Fund	\$ 82,000
Downtown Development Authority	\$ 141,402
Total Expenditures:	\$3,947,426

I hereby Certify that the above Resolution was adopted by the Village Council on December 3, 2024, at a meeting of the Village Council held at 420 N. Front Street, Suttons Bay, MI 49682.

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Dorothy Petroskey, Village Clerk



2025

# Fee Schedule

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2025 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	<b>MEETING FEES</b>	
		Conceptual Review	\$100.00
<b>COMMERCIAL / INDUSTRIAL REVIEW FEES</b>		Zoning Board of Appeals	\$500.00
Commercial Land Use Permit	\$200.00		
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	
		<b>PARK FACILITY RESERVATIONS</b>	
<b>OTHER APPLICATION FEES</b>		Bahle Hut /Per Day (See Note 4)	\$100 + \$100 Deposit
Land Division/Boundary Adjustment	\$250.00	North Park	(See Note 5)
Mass Gathering	\$100.00		
Late Permit Fee	2 x the required fee	<b>CIVIL INFRACTION FINES</b>	
Change of Use Fee	\$100.00		
<b>DOCUMENT FEES</b>		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
		<b>EMPLOYEE REIMBURSEMENT</b>	
		Mileage Reimbursements	Per IRS.gov
		Meal Per Diem	Per GSA.gov



Schedule of Fees (cont)

MARINA SLIP FEES - SEASONAL		MARINA FEES (other fees)	
Seasonal Main Marina Slip Vessels up to 25 ft	\$2,350.00	Waiting List Fee, annual	\$25.00
Seasonal Main Marina Slip, per foot over 25 ft	\$94.00	Pump Out Services	\$10.00
Seasonal Coal Dock Slips Vessels up to 25 ft	\$2,100.00		
Seasonal Coal Dock Slips per foot over 25 ft	\$84.00		
MARINA SLIP FEES - TRANSIENT		LAUNCH FEES	
Transient Slip, vessels up to 25	\$37.00	Launch Fee Annual	\$40.00
Transient Slip vessels > 25 ft overall length per day	\$37.00 + 1.00 per ft	Commercial/Livery Launch Fee Annual	\$200.00 (See Note #8)
Transient pre-season rate: April 15 - June 15	Discount 25%	Recreational Per Launch Fee	\$5.00
Transient Post Season rate: September 15 - October 15	Discount 25%	Commercial Launch Fee	\$10.00
Boat, pwc, or dinghy	\$5.00/hr		
		MARINA SEASONAL SLIP REFUND PERCENTAGE	
		January 1-February 28	100%
		March 1 to May 14	75%
		May 15-May 31	50%
		June 1 -June 30	25%
		July 1 -end of the season	NO REFUND
Michigan State Waterways Rate-Scale G. All 42' docks min of 40' charge			
<b>NOTES</b>			
NOTE #4	Fee is waived for Suttons Bay Schools during regular scheduled school days.		
NOTE #5	No Fee - Reservations Required		
NOTE #6	Mailing cost are in addition to Document Fees		
NOTE #7	Escrow Fees pursuant to ZO Section 14.2(F) shall apply as indicated		
NOTE # 8	After initial purchase of \$200, additional passes may be added for \$25 per pass.		
NOTE # 9	These Civil Infraction fees do not supersede those listed in an adopted		

NOTES	SEWER FEES		TOTAL COST (PER UNIT)
	Application Review Fee		\$100.00
	System Development Fee		\$5,000.00
*See Note 1 & 2	Tap Fee		\$500.00
	Total Connection Fees		\$5,500.00
Please note: Total connection fees (per unit) are required to be paid at the time of application for sewer.			
METER SIZE	READY TO SERVE (MONTHLY FEE)	CAPITAL FEE (MONTHLY)	COMBINED COST
5/8" to 1"	\$17.00	\$24.25	\$41.25
1 ¼ " to 1 ½"	\$57.12	\$81.48	\$138.60
2"	\$105.06	\$149.78	\$254.84
3"	\$241.23	\$344.06	\$585.29
4"	\$433.50	\$618.40	\$1,051.90
NOTES	WATER USAGE FEE (SEWER ONLY)		COST
Per 1,000 Gallons	Metered Water		\$6.63
MULTI-USE & MULTI-FAMILY	READY TO SERVE (MONTHLY FEE)	CAPITAL CHARGE (MONTHLY)	COMBINED COST
PER UNIT	\$17.00	\$24.25	\$41.25
PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" METER SIZE PER EACH INDIVIDUAL UNIT			
*PLEASE SEE NOTE #3			
NOTES	OTHER SEWER FEES		TOTAL COST
Per Gallon	Holding Tank Waste		\$0.06
NON-VILLAGE USER RATE	Sewer and/or Water Monthly service charge, commodity charge, terminated service turn on fee, or any other charge relating to water and/or sewer services for Township parcels shall be 1.5 times the fees or charges for Village residents.		1.5 x RATE
NOTES	WATER FEES		TOTAL COST (PER UNIT)
	Application Review Fee		\$100.00
	System Development Fee		\$3,000.00
	Tap Fee		\$500.00
	Total Connection Fees		\$3,500
Please note: Total connection fees (per unit) are required to be paid at the time of application for water.			
METER SIZE	READY TO SERVE (MONTHLY FEE)	CAPITAL FEE (MONTHLY)	COMBINED COST
5/8" to 1"	\$9.58	\$9.00	\$22.58
1 ¼ " to 1 ½"	\$28.95	\$27.24	\$56.19
2"	\$54.80	\$51.54	\$106.34
3"	\$139.50	\$131.12	\$270.62
4"	\$251.10	\$236.89	\$487.99



MULTI-USE & MULTI-FAMILY	READY TO SERVE (MONTHLY FEE)	CAPITAL CHARGE (MONTHLY)	COMBINED COST
PER UNIT	\$9.58	\$9.00	\$18.58
PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 3/4" METER SIZE PER EACH INDIVIDUAL UNIT			
*PLEASE SEE NOTE #3			
METER TYPE / NOTES	OTHER WATER FEES		COST
Metered Water	Per 1,000 gal.		\$2.95
Irrigation Meter	Monthly Fee		\$5.00
PLEASE NOTE: THE CUSTOMER IS RESPONSIBLE FOR THE COST OF THE METER, ASSEMBLY AND INSTALLATION			
Analysis	Water Quality Analysis		\$65.00 + COST OF THE TEST
TURNING ON & TURNING OFF WATER			COST
During working hours - less than 72 hour notice			\$60.00
During non-working hours - emergency calls			\$90.00
Seasonal Off/On - with 72 hour advance notice.	EACH SERVICE	Off \$25/ On \$25.00	
Turn Off/On Fee - water service failure to pay	EACH SERVICE	Off \$25/ On \$25.00	
Turn on Fee - sewer only customer minimum fee	EACH SERVICE	\$250.00	
Late Penalty Fee			10%
Bulk Water Purchase			\$50.00 plus \$5.90 per 1,000 gallons
WATER & SEWER NOTES			
NOTE #1	If the actual tap installation cost exceeds the minimum tap fee of \$500.00, the property owner will be required to pay the additional costs on an actual time and material.		
NOTE #2	The Village is responsible for installing the service pipe from the main to property line.		
	The property owner is responsible for installing the building pipe.		
	Services over a 1" in size will have an additional fee based on an additional time and material charge.		
NOTE #3	For buildings with businesses, and no residential units billing for the RTS/CAP charges would be per connection size, regardless of the number of businesses.		
	For buildings with both businesses and residential units, billing for RTS/CAP charges would be one at the 1" connection rate for one less than the number of residential units and one at the connection size rate for the rest of the building, regardless of the number of businesses.		
EXAMPLES		# OF UNITS	COST
SINGLE FAMILY HOUSE		1	UNIT RATE
DUPLEX		2	UNIT RATE
APARTMENT BUILDING (4-UNITS)		4	UNIT RATE COST PER UNIT
BUILDING WITH 1" METER & 5 BUSINESSES		1	UNIT RATE



