



GENERAL SERVICES COMMITTEE  
420 N Front St.  
Suttons Bay, MI 49682  
Tuesday, November 5, 2019 at 8:10 am

**AGENDA**

Call to Order

1. Reports (staff)
  - a. DPW Director Report
  - b. Treasurer Report
  - c. Manager's Report VSB 2019-74
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. Report VSB - 2019- 71 Hall Rental Findings
  - b. Report VSB - 2019- 73 Generator Purchase for Water & Sewer
  - c. Budget Discussion
4. Status Update – Other Committees
  - a. Budget Discussion
  - b. Report VSB –2019 - 68 F&V Contract
  - c. Report VSB - 2019 - 69 Health Insurance Discussion
  - d. Report VSB –2019 - 72 TART 2% Grant Request from GTB
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

## Committee Status Report

David B. Miller, Director

Suttons Bay DPW and Utilities

10/29/2019

### Utilities

*WATER:* Chlorination of water distribution system is complete. Chemical feed pumps operated well for the dosing duration of the project. We were able to document good baseline data that was generated by the new digital chlorine meter, the largest benefit is to ensure consistent quality control. All effected staff has been trained on proper operation of the unit. Hydrant flushing was successfully completed during chlorination. Minimal visual observation during flushing of rust/mineral deposits in the watermains and hydrants was noted.

*SEWER:* Sewer stations are operating normally. Infiltration of the collection system continues to be a problem when there are significant amounts of rain. Inflow and Infiltration (I & I) of water seeping through manhole lids are beginning to be identified and addressed. In some cases, a HDPE Inflow Cover can be installed to prevent unwanted rainwater into the collections system. This also effects the WWTP by having to treat unnecessary flow of rainwater and from dilution of the organic loading needed to maintain a health plant biology. Rain gauge was installed at the WWTP and data is now tracked and trended.

*Emergency Equipment:* Cummins Bridgeway is scheduled to begin annual generator maintenance of the sewer and water stations starting in November. Battery charger for the Main Lift Station failed, part was acquired to replace the faulty unit. Main battery was replaced at this time due to age and would not hold an adequate charge when tested. Also found was a bad alternator on the engine and a new one was ordered. Currently, the new battery will hold a charge in the interim and operate in an emergency condition until the new alternator arrives.

### DPW

Scheduled daily work continues, park maintenance is slowing down and preparation for winter has started. The dump site is ready for leaf and brush pickup and the site is in good condition. We worked with Chemical Bank for their Day of Caring volunteer event on 10/14/19 and were able to clean all nineteen rain gardens. Leaf pickup will swing into high gear soon, small piles of leaves and brush are beginning to be more prevalent. Small engine equipment repairs have been completed, work for snow removal equipment continues. Wiper gear drive for Aebi is on order. Pothole patching was done on Elm St. at Herman Rd and in front of the school. Brought sandbags back to the marina during a storm event on 10/16/19 and diversion wall will remain in place for the winter.

## **OTHER PROJECTS**

Winterization of the marina water and sewer has wrapped up; winterization of the bathrooms is next. Accessible shutoff valve can now be installed on the 1 ½" sewage and will be done during bathroom winterization. Grills and picnic tables have been put away.


## **STAFF**

*SAFETY and TRAINING:* Webinar is scheduled on 11/13/19 for EPA's Adapting to Extreme Weather Events for everyone. Everyone participated with an onsite power outage on 10/16/19. This happened during our last outage during working hours and we were able to discuss safe handling and operation of portable generator units. The S.O.P (Standard Operating Procedure) is currently being developed and then tested in the field to finalize. Highlights of the S.O.P will include the selection of proper voltage at each site, including color-coded power cords and corresponding receptacles. Safe operation of switch gear and placement of pump switch sequences.

*OTHER:* We have had a few meetings and covered some tasks that needed addressing with everyone's input. Also, there was a need to easily document items that popup during the workweek. The dry erase board was chosen because it was already there, it's visible to everyone, and helps so things are not forgotten about. Everyone is encouraged to write on it and mark when things are completed. It has been helpful with keeping everyone in the loop and track what need to be taken care of. It's been a good start so far with participation from everyone.

Sincerely,

David Miller

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2019- 74</b>	
Prepared:	October 30, 2019	Pages:	1 of 2
Meeting:	November 5, 6, 7, 2019	Attachments:	<input type="checkbox"/>
Subject:	MANAGER'S REPORT		

**PROJECT OVERVIEW AND UPDATES**

**1. VILLAGE HALL LANDSCAPING**

Thanks to Good Nature Gardens the Village Hall landscaping has been completed. Irrigation to supplement the newly transplanted vegetation has also been installed. Good Nature Gardens were able to create the perfect blend of rock-scape, plants and vegetation that has garnered a tremendous number of compliments. A fun fact about the large 600-pound stone that is standing upright, is that it was placed in a manner that points due north. Thank you, Good Nature Gardens!

**2. FORESTER EVALUATION**

Two contracts have been signed regarding tree removal located within our forested area near Bahle Hut and a storm damaged tree located on Village property and within the fall zone of a home. We anticipate these two contracts to be fulfilled by week's end.

**3. HARBOR MASTER CONTRACT**

Without a doubt the Harbor Master position is the most unique and seasonally demanding position the Village has. In addition, the position requires a special skill, and tremendous amount of knowledge of boats and marina operations. It is my belief that in order to do a job correctly and efficiently you must have pride in your everyday accomplishments and want to excel daily. I observed these traits, over the past year, while we were dealing with the high-water issues and Marina improvements. Our Harbor Master demonstrated she was capable of critical decision making, while at the same time keeping the Village residents and visitors at the forefront of her decisions. Based on my observations, our discussions and authority provided to my office by Section 5 (b)(3) of Village Manager Ordinance No.4 of 2004, it is my intent to extend the Harbor Master contract two-years to expire December 31, 2022, at a salary of \$40,040.

**4. ZONING ADMINISTRATOR CONTRACT**

The Zoning Administrator contract is set to expire on December 31, 2019. Our Zoning Administrator has demonstrated that she is capable of evaluating, reviewing and processing zoning requests and permits in a professional and efficient manner. There are numerous resources available to zoning administrators in other communities that are not presently available to ours. By incorporating additional programs, building our file system and incorporating additional office hours, we will improve customer service and efficiency. Based on my observations, our discussions and authority provided to my office by Section 5 (b)(3) of Village Manager Ordinance No.4 of 2004, it is my intent to extend the Zoning Administrator contract two-years to expire December 31, 2022.

## MANAGERS REPORT

### 5. LAW ENFORCEMENT CONTRACT

On going negotiations have been mostly positive regarding the new Law Enforcement contract. However, we are still working through various issues. I anticipate we will be able to finalize a contract in the near future, although I am uncertain if it will be prior to year's end. I will keep you posted on our progress.

### 6. COAL DOCK IMPROVEMENTS

A contract to improve the Coal Dock and North Pier was entered between the Village and Elmer's on 10-23-19. The project had been engineered and permitted to occur this year, however, due to the Marina improvements, we had tentatively slated the project for 2020. In discussions with Elmer's, we were able to extend our partnership and make the improvements yet this fall. The project is intended to be completed in the next few days. Thank you, Elmer's!

### 7. MUNICIPAL VEHICLES

- a. We are still awaiting the completion of the repairs associated with the plow truck. This has been a very slow process, spanning several months. It is our hope that we receive the vehicle very soon. We will keep you posted on our progress.
- b. We began the process of ordering a new utility vehicle in March through a Mi Deal participant the Village has used in the past. Apart from this experience, purchasing a vehicle through MI Deal has always been positive. The vehicle was finally delivered to Truck and Trailer in Boyne on October 9, 2019, nearly 7 months after the order was placed and is now awaiting its utility box.
- c. We have begun the process of pricing a second vehicle for purchase, albeit through a different vendor. Once we finalize our initial purchase of the utility vehicle, we will have a better understanding whether this will occur in 2019 or 2020. We will keep you posted.

### 8. GRANTS

- a. With the assistance of Fleis & Vandenbrink, we were able to secure grant funding from EGLE for our Wellhead Protection Program. This is a State mandated requirement and was outlined in the 2018 Water System Sanitary Survey provided to the Village by the State and in accordance with the Michigan Safe Drinking Water Act. This is one of many items we are addressing that was identified in the report. Thank you, F&V!
- b. We have applied for a 50/50 grant through the Par Plan for security cameras. The grant request is specific to Sutton Park and would provide video surveillance of our park, parking area, and lift station. We will keep you posted on its progress.

### 9. 2020 FEE ADJUSTMENT'S PROPOSED

- a. Water and sewer fees will remain the same for 2020 but will likely increase in 2021.
- b. Marina Fees will see a minimal increase for 2020.
- c. Planning and zoning application and review fees will be raised to be more in line with other communities.
- d. ZBA meeting fees and special meeting requests will be increased.
- e. Waste hauler fees will increase from .04 to .06 cents per gallon.
- f. Mass Gathering Fees will increase for 2020
- g. School Parade fees will be waived for 2020 and beyond.

		<b>VILLAGE OF SUTTONS BAY</b>	
		REPORT VSB -2019- 71	
Prepared:	October 29, 2019	Pages:	1 of 1
Meeting:	November 5, 2019	Attachments:	<input type="checkbox"/>
Subject:	Hall Rental Study & Recommendation		

PURPOSE

To update the committee on the subject of renting out the Village Hall.

STAFF COMMENTS

The Village Council had requested that the committee research the possibility of renting out the Village Hall and reporting the findings. Staff is in support of the findings presented and recommends that the committee concurs with the recommendation.

ACTION REQUESTED

To accept the findings and recommendation as attached.

## **Policy/Village Hall Rental October 15, 2019**

This past few months, I contacted other communities regarding the availability for citizens to rent/use governmental buildings for private events. The following is a review of those contacts.

Bingham Township: \$25 per event. Township Building.

Leelanau County Government Center: \$0 to use lower level conference room.

Elk Rapids: \$50 deposit. Two separate checks of \$25 each. (no sale type events)

Fee \$25, refund of \$25 after room layout is restored and no damage or clean up needed. ( using old Council Chambers)

Bellaire: \$0 (non profit only. Restore room layout)

Suttons Bay Friendship Center: \$50 per use. ( Restore room layout)

Leland Township \$0 (no one has requested use of conference room in the past, however would honor request.)

Leland Library/Munnecke Room: \$0 (Make arrangements thru the Library. Restore room layout)

Suttons Bay Library: \$0 (Lower Level Community Room. Restore room Layout.)


Based on the above results, I believe there is ample opportunity to use other facilities in the area for non profit events/meetings.

Therefore, I would suggest that the Village Conference Room not be made available to the general public use.

Respectfully,

Roger Suppes

Village Council Trustee.

		<b>VILLAGE OF SUTTONS BAY</b> REPORT VSB -2019- 73	
Prepared:	10-31-19	Pages:	1 of 1
Meeting:	11-5-19	Attachments:	<input checked="" type="checkbox"/>
Subject:	Port Sutton Generators		

PURPOSE

To request support for the purchase of two generators to support the Port Sutton lift station and Port Sutton well house.

STAFF COMMENTS

Over the past several months the Village Council has been updated as to the need to purchase two permanent generators that will help supplement and support the Port Sutton infrastructure. We have performed the research and received quotes to purchase the attached generators. These units will be purchased by way of the sewer and water funds respectfully. The funding is in place due to the postponement of the new Port Suttons lift station that was cancelled earlier this year.

ACTION REQUESTED

To support the purchase of the attached lift stations and recommend approval to the Village Council.





**WINDEMULLER**

*Partners in your success*

September 13, 2019

PROJECT: Suttons Bay  
SUBJECT: E19\_9\_10\_CLM Village Of Suttons Bay Well House Gen.

Paul,

This budget is for the installation of a new generator. Our budget includes the following:

New Generator \$46,794.00

- Includes generator pad
- Includes transfer switch and install
- Includes setting and wiring of generator within 45' of well house
- Includes permits and inspections
- Includes coordination with utility
- Includes \$3,250.00 for gas connection from meter
- Material and Labor for items above

This budget is valid for 30 days.

Not included:

- Any work to system other than the described above.
- Utility cost for running gas and setting meter for site estimated at \$2,000-3,000

Our budget is based on the following:

- 1) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning.
- 2) Normal rates with no night shift premium or overtime.

Thank-you for the opportunity to provide a budget for your requirements. If you have any questions, please feel free to contact us.

Sincerely,

Curtis Moore  
Account Manager

Accepted By \_\_\_\_\_

AUTOMATION | COMMUNICATIONS & IT | ELECTRICAL | OUTDOOR UTILITIES | RENEWABLE ENERGY

Corporate Headquarters: 1176 Electric Avenue - Wayland, MI 49348 | 800.333.3641 | 616.877.8770  
Mid Michigan Branch: 2936 Venture Drive - Midland, MI 48640 | 989.631.2023  
Northern Michigan Branch: 1301 Business Park Drive - Traverse City, MI 49696 | 800.891.5319 | 231.935.4800  
Other Michigan Locations: Big Rapids | Kalamazoo | Petoskey | Whitehall

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**WINDEMULLER**

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September 13, 2019

PROJECT: Suttons Bay  
SUBJECT: E19\_9\_9\_CLM Village Of Suttons Bay Lift Station Gen.

Paul,

This budget is for the installation of a new generator. Our budget includes the following:

New Generator \$35,869.00

- Includes generator pad
- Includes transfer switch and install
- Includes setting and wiring of generator
- Generator & transfer switch can be set up for multiple voltages for future
- Includes permits and inspections
- Includes coordination with utility
- Includes \$3,250.00 for gas connection from meter
- Material and Labor for items above

This budget is valid for 30 days.

Not included:

- Any work to system other than the described above.
- Utility cost for running gas and setting meter for site estimated at \$2,000-3,000

Our budget is based on the following:

- 1) Windemuller will repair or replace equipment supplied by us found to be defective for one (1) year after commissioning.
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**Village of Suttons Bay, MI Fiscal Year 2019 Amendment Budget and 2020 Proposed Budget**

**Revenues**

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Current Property Taxes	674,566	670,000	692,000	682,000
Personal Property Tax Revenue	20,569	15,000	17,400	15,000
Leased Land Tax Revenue	0	0	0	0
Permits and Fees	4,442	1,500	4,000	1,500
State Shared Revenue	55,514	50,000	50,000	50,000
State Revenue-Liquor	3,116	0	0	0
Police Ordinance Fines	0	0	0	0
Interest Earnings	5,485	3,000	5,000	3,000
Bahle Park Rental	2,275	1,200	1,100	1,200
Equipment Leases				
Major Streets Leases	33,582	33,600	33,600	33,600
Local Streets Leases	28,050	28,050	28,050	28,050
Water Leases	11,007	11,025	11,025	11,025
Sewer Leases	7,037	7,050	7,050	7,050
WTP Leases	2,135	2,150	2,150	2,150
Park Leases	15,869	15,875	15,875	15,875
Marina Leases	2,427	2,450	2,450	2,450
BPW Leases	2,752	2,775	2,775	2,775
Sale of Fixed Assets	0	0	0	0
Contributions - Private	1,375	0	500	0
Miscellaneous Income	6,704	2,000	550	0
Fund Equity Contribution	0	0	0	0
<b>Total General Fund Revenues</b>	<b>876,905</b>	<b>845,675</b>	<b>873,525</b>	<b>855,675</b>



	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Village Clerk</b>				
Administrative Wages	5,365	5,350	5,600	5,600
Wages	0	0	0	0
FICA Contribution	383	425	430	430
Medical Insurance	800	800	825	875
Workers Compensation	15	25	25	25
Retirement Contribution	266	550	560	560
Life, AD&D Insurance	76	100	100	100
Unemployment	2	50	50	50
Office Supplies - General	0	0	0	0
Office Supplies - Elections	0	150	50	150
Education, Training & Dues	825	1,000	925	2,500
<b>Total Village Clerk</b>	<b>7,732</b>	<b>8,450</b>	<b>8,565</b>	<b>10,290</b>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Village Treasurer</b>				
Administrative Wages	8,131	13,375	14,700	14,160
FICA Contribution	610	1,025	1,125	1,095
Medical Insurance	1,165	2,150	2,150	2,025
Workers Compensation	23	25	25	25
Retirement Contribution	404	1,350	1,480	1,420
Life, AD&D Insurance	104	175	175	175
Unemployment	2	50	50	50
Office Supplies	0	400	400	400
Operating Supplies	630	750	750	750
Contractual Services	0	1,000	300	500
Education, Training & Dues	50	1,000	500	2,500
<b>Total Village Treasurer</b>	<b>11,119</b>	<b>21,300</b>	<b>21,655</b>	<b>23,100</b>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Village Hall</b>				
Administrative Wages	5,420	0	1,950	5,200
FICA Contribution	399	0	150	400
Medical Insurance	805	0	0	0
Workers Compensation	12	0	3	3
Retirement Contribution	210	0	0	0
Life, AD&D Insurance	69	0	0	0
Unemployment	1	0	3	3
Office Supplies	5,952	6,000	6,000	6,000
Postage	1,575	1,600	1,800	1,600
Legal Services	12,176	13,000	8,000	10,000
Contracted Service	5,895	6,000	6,300	6,500
Telephones	4,499	4,500	5,500	5,500
Printing & Publishing	1,588	1,600	2,200	1,600
Insurance	5,745	5,800	5,800	5,800
Utilities - Electric	1,956	2,500	2,000	2,400
Utilities - Gas	1,174	2,000	1,800	2,000
Repair & Maintenance	320	500	500	500
Miscellaneous Expense	722	1,000	1,000	1,000
Capital Improv.- Equipment	0	0	0	0
<b>Total Village Hall</b>	<b>48,518</b>	<b>44,500</b>	<b>43,006</b>	<b>48,506</b>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Public Safety</b>				
Contractual Service - County	76,091	75,000	75,000	75,000
Equipment/Vehicle Mileage	5,443	6,000	6,000	6,000
Miscellaneous Expense	0	1,000	1,000	1,000
<b>Total Public Safety</b>	<b>81,534</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Planning &amp; Zoning</b>				
Administrative Wages	11,842	14,075	15,700	19,700
Wages	0	1,600	2,000	
Wages - Planning Commission	2,080	4,825	4,825	4,825
Wages - Zoning Board of Appeals	0	850	850	850
FICA Contribution	872	2,025	1,600	1,600
Medical Insurance	1,776	1,500	1,100	1,200
Workers Compensation Insurance	82	125	125	125
Retirement Contribution	557	1,375	1,570	1,375
Life, AD&D Insurance	93	150	175	200
Unemployment Insurance	2	200	100	125
Office Supplies	406	1,000	600	700
Postage	20	200	200	200
Professional Planning Services	3,255	1,000	500	500
Zoning Ordinance - Planning	1,869	2,000	500	500
Legal Fees	560	4,000	2,000	4,000
Contractual Services	6,070	7,050	7,450	11,500
Printing & Publishing	698	1,500	1,200	1,500
Education, Training & Dues	40	1,250	2,250	2,250
<b>Total Planning &amp; Zoning</b>	<b>18,380</b>	<b>30,650</b>	<b>27,045</b>	<b>31,450</b>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Streetlighting</b>				
Utilities - Electric	12,645	13,000	13,000	13,000
<b>Total Streetlighting</b>	<u>12,645</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Public Works</b>				
Administrative Wages	5,633	14,475	12,525	13,500
Wages	5,203	7,225	7,500	7,800
FICA Contribution	794	1,675	1,400	1,675
Medical Insurance	1,817	3,625	2,020	3,800
Workers Compensation	109	325	325	325
Retirement Contribution	585	2,175	1,700	2,175
Life, AD&D Insurance	136	275	275	275
Unemployment	11	100	100	100
Office Supplies	105	200	200	200
Operating Supplies	1,445	1,000	1,000	1,000
Waste Removal	8,590	10,000	9,500	10,000
Rental	2,089	2,400	1,800	1,800
Contractual Services	0	1,500	500	1,000
Lease of Building	0	0	0	0
Telephones	1,153	1,500	2,200	2,400
Hydrant Rental Fee	25,000	25,000	25,000	25,000
Utilities - Water	1,800	1,800	1,800	1,800
Utilities - Sewer	5,000	5,000	5,000	5,000
Repair & Maintenance	726	27,000	27,000	27,000
Education, Training, & Dues	123	1,500	1,500	1,500
Equipment/Vehicle Rent	2,752	2,775	2,775	2,775
<b>Total Public Works</b>	<u>63,071</u>	<u>109,550</u>	<u>104,120</u>	<u>109,125</u>



	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Parks &amp; Recreation</b>				
Administrative Wages	1,331	8,800	4,000	8,800
Wages	24,272	26,800	28,528	29,100
FICA Contribution	1,873	2,725	2,500	2,725
Medical Insurance	4,797	7,425	5,600	8,350
Workers Compensation	481	550	550	550
Retirement Contribution	1,358	3,550	3,200	3,550
Life, AD&D Insurance	382	500	500	500
Unemployment Insurance	3	100	100	100
Operating Supplies	3,439	3,500	4,000	3,500
Contractual Service	605	2,500	2,500	2,500
Insurance	385	400	400	400
Utilities - Electric	1,970	3,000	2,700	2,700
Utilities - Gas	1,036	1,350	1,350	1,350
Utilities - Water	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000
Repair & Maintenance	5,153	5,000	6,000	5,000
Equipment/Vehicle Rent	15,869	15,875	15,875	15,875
Capital Improvements	0	30,000	30,000	30,000
<b>Total Parks &amp; Recreation</b>	<u>77,954</u>	<u>127,075</u>	<u>122,803</u>	<u>130,000</u>

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Motor Vehicle</b>				
Wages (admin wage)	3,243	10,325	6,550	10,325
Wages	19,820	20,325	21,350	20,675
FICA Contribution	1,683	2,350	2,200	2,450
Medical Insurance	3,896	6,650	5,200	7,100
Workers Compensation	424	675	675	675
Retirement Contribution	1,125	3,075	2,900	3,100
Life, AD&D Insurance	330	425	425	425
Unemployment Insurance	2	1,600	1,400	1,600
Safety Equipment	0	2,000	2,000	2,000
Operating Supplies	3,107	3,500	3,500	3,500
Gas Purchases	12,755	18,000	15,000	18,000
Insurance	6,975	8,100	8,100	8,100
Utilities - Electric	1,984	2,250	2,250	2,250
Utilities - Gas	3,150	3,000	3,000	3,000
Repair & Maintenance Ground & Building	139	1,500	1,500	1,500
Vehicle Maintenance	6,699	6,000	39,700	6,000
Equipment Maintenance	3,480	8,000	8,000	8,000
Capital Improvement - Equipment	0	0	0	
<b>Total Motor Vehicle</b>	<b>68,812</b>	<b>97,775</b>	<b>123,750</b>	<b>98,700</b>
<b>Total Operational Expenditures</b>	<b>448,018</b>	<b>591,790</b>	<b>604,444</b>	<b>601,771</b>

<b>Transfers Out</b>				
Major Street Fund	170,000	70,000	220,000	70,000
Local Street Fund	60,000	60,000	60,000	60,000
Property Replacement Fund	120,081	120,100	120,100	120,100
Downtown Development Authority Fund	0	0	0	0
<b>Total Transfers Out</b>	<u>350,081</u>	<u>250,100</u>	<u>400,100</u>	<u>250,100</u>
<b>Total General Fund Expenditures</b>	<u>798,099</u>	<u>841,890</u>	<u>1,004,544</u>	<u>851,871</u>
<b>Total Expenditures</b>	798,099	841,890	1,004,544	851,871
<b>Total Revenue</b>	876,905	845,675	873,525	855,675
<b>Excess Revenue or Expense (-)</b>	78,806	3,785	-131,019	3,804
<b>Beginning Fund Balance</b>	616,430	695,236	695,236	564,217
<b>Ending Fund Balance</b>	695,236	699,021	564,217	568,021

## Major Street Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Grant Revenue	0	0	0	0
State Shared Revenue	91,556	77,000	77,000	77,000
Interest Earnings	2,736	1,200	4,000	500
Contributions - Private	0	0	0	0
Contributions - Governmental Units - County	30,667	30,000	31,000	31,000
Transfer In - General Fund	170,000	70,000	220,000	70,000
Miscellaneous Income	0	0	0	0
<b>Total Major Street Fund Revenue</b>	<b>294,959</b>	<b>178,200</b>	<b>332,000</b>	<b>178,500</b>

Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	5,089	13,125	8,024	10,132
Wages	30,384	32,100	34,100	35,100
FICA Contribution	2,588	3,450	3,300	3,500
Medical Insurance	6,598	9,650	7,500	10,050
Workers Compensation	1,175	2,025	1,850	1,850
Retirement Contribution	1,741	4,525	4,250	4,525
Life, AD&D Insurance	505	625	625	625
Unemployment Insurance	3	2,100	2,100	2,100
Operating Supplies	3,091	6,000	6,000	6,000
Engineering Services	0	2,000	2,000	2,000
Audit Services	409	600	600	600
Contractual Service	12,424	12,500	12,500	12,500
Building Lease	0	0	0	0
Liability Insurance	413	425	425	425
Repair & Maintenance	2,644	8,000	8,000	8,000
Sidewalks	0	5,000	5,000	5,000

Miscellaneous	0	0	0	0
Loan Payment - Property Replacement Fund	2,855	2,855	2,855	2,855
Equipment/Vehicle Rent	33,583	33,600	33,600	33,600
Capital Improvements	8,372	254,000	70,000	452,996
<b>Total Major Street Fund Expenditures</b>	<b>111,874</b>	<b>392,580</b>	<b>202,729</b>	<b>591,858</b>
<b>Total Expenditures</b>	<b>111,874</b>	<b>392,580</b>	<b>202,729</b>	<b>591,858</b>
<b>Total Revenues</b>	<b>294,959</b>	<b>178,200</b>	<b>332,000</b>	<b>178,500</b>
<b>Excess Revenue or Expense (-)</b>	<b>183,085</b>	<b>-214,380</b>	<b>129,271</b>	<b>-413,358</b>
<b>Beginning Fund Balance</b>	<b>274,791</b>	<b>457,876</b>	<b>457,876</b>	<b>587,147</b>
<b>Ending Fund Balance</b>	<b>457,876</b>	<b>243,496</b>	<b>587,147</b>	<b>173,789</b>

## Local Street Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Grant Revenue	0	0	0	0
State Shared Revenue	43,417	39,000	43,000	41,000
Interest Earnings	1,024	400	1,600	900
Contributions - Private	0	0	0	0
Transfer In - General Fund	60,000	60,000	60,000	60,000
Miscellaneous Income	0	0	0	0
<b>Total Local Street Fund Revenues</b>	<b>104,441</b>	<b>99,400</b>	<b>104,600</b>	<b>101,900</b>
Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	5,089	13,100	8,949	12,100
Wages	29,158	30,825	31,825	30,825
FICA Contribution	2,498	3,375	3,200	3,375
Medical Insurance	6,384	9,200	7,164	9,200
Workers Compensation	1,143	1,800	1,800	1,800
Retirement Contribution	1,680	4,375	4,150	4,375
Life, AD&D Insurance	486	625	600	625
Unemployment Insurance	3	1,000	300	350
Operating Supplies	2,783	3,500	5,000	4,500
Engineering Services	0	2,000	2,000	2,000
Audit Services	391	600	570	600
Contractual Service	10,764	8,500	8,500	8,500
Lease of Building	0	0	0	0
Insurance	413	425	425	425
Repair & Maintenance	2,521	6,500	6,500	6,500
Repaving	0	0	0	0
Sidewalks	0	5,000	5,000	5,000

Property Replacement Fund	2,855	2,855	2,855	2,855
Equipment/Vehicle Rent	28,050	28,050	28,050	28,050
Capital Improvements	0	0	0	0
<b>Total Local Street Fund Expenditures</b>	<u>94,218</u>	<u>121,730</u>	<u>116,888</u>	<u>121,080</u>
<b>Total Expenditures</b>	94,218	121,730	116,888	121,080
<b>Total Revenues</b>	104,441	99,400	104,600	101,900
<b>Excess Revenues or Expense (-)</b>	10,223	-22,330	-12,288	-19,180
<b>Beginning Fund Balance</b>	134,871	145,094	145,094	132,806
<b>Ending Fund Balance</b>	145,094	122,764	132,806	113,626

## Sewer Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Permits and Fees	16,500	5,500	5,500	5,500
Grant Revenue	162,747	0	0	0
Charge for Services	142,715	140,000	140,000	140,000
General Fund	15,000	15,000	15,000	15,000
Marina Fund	10,000	10,000	10,000	10,000
RTS Fees	113,756	113,800	113,800	113,800
Waste Hauler Fees	86,935	70,000	92,000	90,000
Capital Charge	162,280	162,000	165,000	165,000
Penalties	3,665	2,000	2,500	2,000
Interest Earnings	10,119	6,000	7,500	7,500
Miscellaneous Income	0	0	24,000	0
<b>Total Sewer Fund Revenues</b>	<b>723,717</b>	<b>524,300</b>	<b>575,300</b>	<b>548,800</b>

Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
<b>Collection System</b>				
Administrative Wages	24,512	32,650	31,966	32,970
Wages	19,424	20,975	21,600	21,600
FICA Contribution	3,173	4,125	4,075	4,175
Medical Insurance	7,588	10,750	8,120	10,760
Workers Compensation Insurance	371	700	650	700
Retirement Contribution	2,217	5,400	5,345	5,457
Life, AD&D Insurance	593	725	710	725
Unemployment Insurance	5	50	50	50
Office Supplies	0	200	200	200
Safety Equipment	0	2,000	1,500	2,000
Operating Supplies	2,478	2,500	4,000	2,500
Postage	1,242	1,300	1,300	1,300



Legal Services	0	750	300	750
Audit Services	2,569	3,075	2,300	2,600
Contractual Services	637	2,000	2,500	2,500
Lease of Building	0	0	0	0
Settlements	0	0	0	0
Telephones	3,078	3,300	3,600	3,400
Printing & Publishing	0	50	50	50
Insurance	370	375	375	400
Utilities - Electric	8,222	8,200	8,300	8,300
Utilities - Gas	760	1,200	1,200	1,200
Repair & Maintenance	6,089	7,500	7,500	7,500
Education, Training & Dues	88	1,000	500	500
Loan Payment - Property Replacement Fund	13,704	13,725	13,725	13,725
Depreciation	63,899	68,675	68,675	70,000
Equipment/Vehicle Rent	7,037	7,050	7,050	7,050
Capital Improvement. - Equipment	178,043	350,000	146,823	155,500
<b>Total Sewer Fund Collection System</b>	<b>346,099</b>	<b>548,275</b>	<b>342,414</b>	<b>355,912</b>
<b>Wastewater Treatment Plant</b>				
Administrative Wages	7,255	15,850	10,100	15,850
Wages	8,978	9,275	9,760	9,820
FICA Contribution	1,227	1,950	1,520	1,970
Medical Insurance	2,932	5,000	3,500	4,700
Workers Compensation	222	275	275	275
Retirement Contribution	770	2,525	2,275	2,567
Life, AD&D Insurance	206	325	260	325
Unemployment Insurance	7	50	50	50
Safety Equipment		500	500	500
Operating Supplies	1,693	2,000	2,000	2,000
Postage	30	50	50	50

Fuel and Lubricants	0	0	0	0
Chemicals and Treatment	0	0	0	0
Engineering Services	0	5,000	5,000	5,000
Legal Services	750	0	0	0
Contractual Service	155,930	171,100	188,200	189,000
Biosolids Reuse	0	0	0	0
Janitorial Service	0	1,000	1,000	1,000
Permits and Fees	1,950	2,500	2,500	2,500
Telephones	2,963	3,150	3,150	3,150
Insurance	600	600	600	600
Utilities - Electric	0	0	0	0
Utilities - Gas	0	0	0	0
Repair & Maintenance	1,422	5,000	5,000	5,000
Chemical Feed Equipment	0	2,000	2,000	2,000
Building and Grounds	438	2,500	2,500	2,500
Depreciation	96,812	113,575	113,575	113,575
Equipment/Vehicle Lease	2,135	2,150	2,150	2,150
Capital Improvements	344,695	219,600	225,000	50,000
Sewer Bond Payment	110,000	110,000	110,000	115,000
Amortize Bond Issue Costs	3,750	3,750	3,750	3,750
Interest Expense	17,550	15,775	15,775	13,900
<b>Total Wastewater Treatment Plant</b>	<b>762,315</b>	<b>695,500</b>	<b>710,490</b>	<b>547,232</b>
<b>Total Sewer Expenditures</b>	<b>1,108,414</b>	<b>1,243,775</b>	<b>1,052,904</b>	<b>903,144</b>
<b>Total Expenditures</b>	<b>1,108,414</b>	<b>1,243,775</b>	<b>1,052,904</b>	<b>903,144</b>
<b>Total Expenditures less depreciation</b>	<b>947,703</b>	<b>1,061,525</b>	<b>870,654</b>	<b>719,569</b>
<b>Total Revenue</b>	<b>723,717</b>	<b>524,300</b>	<b>575,300</b>	<b>548,800</b>
<b>Excess Cash Revenues or Expense (-)</b>	<b>-223,986</b>	<b>-537,225</b>	<b>-295,354</b>	<b>-170,769</b>
<b>Beginning Cash Balance</b>	<b>1,020,050</b>	<b>796,064</b>	<b>796,064</b>	<b>500,710</b>
<b>Ending Cash Balance</b>	<b>796,064</b>	<b>258,839</b>	<b>500,710</b>	<b>329,941</b>

## Water Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Permits and Fees	8,016	3,700	650	475
Charge for Services	77,198	79,000	75,000	75,000
General Fund	6,800	6,800	6,800	6,800
Marina Fund	5,000	5,000	5,000	5,000
RTS Fees	59,957	58,000	60,000	60,000
Capital Charge	55,102	55,000	55,000	55,000
Penalties	1,421	800	800	800
Interest Earnings	2,385	600	2,300	2,000
Hydrant Rental	25,000	25,000	25,000	25,000
695.0 Miscellaneous Revenue	150	0	200	0
<b>Total Water Fund Revenues</b>	<b>241,029</b>	<b>233,900</b>	<b>230,750</b>	<b>230,075</b>

Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	29,927	39,750	39,000	39,750
Wages	26,578	28,650	29,995	30,097
FICA Contribution	4,130	5,200	5,200	5,343
Medical Insurance	10,059	13,925	11,000	10,200
Workers Compensation	702	1,225	700	1,225
Retirement Contribution	2,802	6,850	6,650	6,984
Life, AD&D Insurance	743	900	800	900
Unemployment Insurance	5	200	100	200
Office Supplies	0	300	300	300
Safety Equipment	0	2,000	2,000	2,000
Operating Supplies	3,007	7,000	7,000	7,000
Lab Analysis	1,958	3,000	2,800	3,000
Postage	1,392	1,400	1,400	1,400
Engineering Services	0	2,000	8,000	2,000

Legal Services	0	1,000	1,000	1,000
Audit Services	1,255	2,500	1,900	2,500
Contractual Service	1,695	8,000	8,000	8,000
Lease of Building	0	0	0	0
Telephones	2,092	2,150	2,900	2,900
Printing & Publishing	250	400	350	400
Insurance	935	950	950	950
Utilities - Electric	9,911	11,000	10,500	10,500
Utilities - Gas	0	0	0	0
Repair & Maintenance	4,434	22,500	22,500	22,500
Miscellaneous Expense	0	200	200	200
Education, Training & Dues	693	1,500	1,500	2,500
Loan Payment - Property Replacement Fund	13,710	13,725	13,725	13,725
Loan Payment - Marina Fund	21,701	20,900	20,888	0
Transfer to General Fund	0	0	0	0
Depreciation	33,204	36,625	36,625	36,625
Equipment/Vehicle Rent	11,007	11,025	11,025	11,025
Capital Improvements - Equipment	14,835	0	53,000	23,000
Interest Expense	702	300	272	0
<b>Total Water Fund Expenditures</b>	<b>197,727</b>	<b>245,175</b>	<b>300,280</b>	<b>246,224</b>
<b>Expenditures</b>	<b>197,727</b>	<b>245,175</b>	<b>300,280</b>	<b>246,224</b>
<b>Less Depreciation</b>	<b>164,523</b>	<b>208,550</b>	<b>263,655</b>	<b>209,599</b>
<b>Total Revenue</b>	<b>241,029</b>	<b>233,900</b>	<b>230,750</b>	<b>230,075</b>
<b>Excess Cash Revenues or Expense (-)</b>	<b>76,506</b>	<b>25,350</b>	<b>-32,905</b>	<b>20,476</b>
<b>Beginning Cash Balance</b>	<b>203,928</b>	<b>280,434</b>	<b>280,434</b>	<b>247,529</b>
<b>Ending Cash Balance</b>	<b>280,434</b>	<b>305,784</b>	<b>247,529</b>	<b>268,005</b>

## Marina Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Pump outs	3,010	2,000	3,200	3,200
Gas Sales	138,768	120,000	129,000	125,000
Gas Sales - Tax Exempt	937	900	1,300	1,000
Sale of Ice	1,422	1,200	1,400	1,200
Launch Fees	550	500	30	200
Annual Launch Pass	120	90	0	0
Waiting List	2,000	1,500	2,100	1,700
Penalties	0	0	300	0
Interest Earnings	15,393	8,000	17,000	4,000
Transient Fees	66,729	62,000	72,000	68,000
Marina Day Use	2,095	1,500	1,600	1,500
Slip Fees	270,990	260,000	270,000	272,000
Sale of Fixed Assets	0	0	0	0
Loan Repayment - Water Fund	22,403	21,160	21,160	0
Miscellaneous Income	380	0	0	0
Proceeds from Debt Financing	1,200,000	0	0	0
<b>Total Marina Fund Revenues</b>	<b>1,724,797</b>	<b>478,850</b>	<b>519,090</b>	<b>477,800</b>

Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	20,384	21,800	27,860	28,860
Wages	50,352	51,800	53,900	56,900
Wages Dock Hands	31,799	36,750	33,750	36,750
FICA Contribution	7,610	9,000	9,000	9,372
Medical Insurance	12,205	14,775	14,775	15,100
Workers Compensation	2,775	2,700	2,700	2,700
Retirement Contribution	3,170	8,075	8,075	8,676
Life, AD&D Insurance	1,041	1,100	1,075	1,100
Unemployment Insurance	13	2,850	2,250	2,250
Uniform	326	700	500	700
Operating Supplies	8,792	9,000	9,000	9,000

Ice Purchases	1,088	1,100	1,500	1,000
Gas Purchases	120,733	120,000	117,500	120,000
Sales Tax	2,574	4,000	3,800	4,000
Waste Removal	674	1,000	1,400	1,000
Engineering Services	0	2,000	2,000	2,000
Legal Services	268	1,000	500	1,000
Audit Services	636	850	600	900
Rentals	4,000	4,500	4,500	4,500
Contractual Services	5,122	6,000	6,000	6,000
Lease of Building	0	0	0	0
Telephones	1,975	2,500	2,700	2,700
Community Promotion	105	500	0	500
Insurance	391	400	670	670
Utilities - Electric	8,747	12,000	12,000	12,000
Utilities - Gas	600	800	800	800
Utilities - Water	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000
Repair & Maintenance	4,296	6,500	15,000	8,500
Miscellaneous Expense	0	200	200	200
Education, Training & Dues	150	1,000	500	1,000
Contributions to Property Replacement Fund	2,855	2,900	2,900	2,855
Depreciation	53,051	134,975	134,975	134,975
Equipment/Vehicle Rent	2,427	2,450	2,450	2,450
Capital Improvements	198,131	705,730	1,544,860	72,000
Payment on Marina Bond		67,500	45,000	45,000
Interest Expense	15,833	41,500	41,500	43,313
Bond Fees	29,415		0	0
<b>Total Marina Fund Expenditures</b>	<b>606,538</b>	<b>1,292,955</b>	<b>2,119,240</b>	<b>653,771</b>
<b>Total Expenditures</b>	<b>606,538</b>	<b>1,292,955</b>	<b>2,119,240</b>	<b>653,771</b>
<b>Expense Less Depreciation</b>	<b>553,487</b>	<b>1,157,980</b>	<b>1,984,265</b>	<b>518,796</b>
<b>Total Revenue</b>	<b>1,724,797</b>	<b>478,850</b>	<b>519,090</b>	<b>477,800</b>
<b>Excess Cash Revenues or Expenses (-)</b>	<b>1,171,310</b>	<b>-679,130</b>	<b>-1,465,175</b>	<b>-40,996</b>
<b>Beginning Cash Balance</b>	<b>638,384</b>	<b>1,809,694</b>	<b>1,809,694</b>	<b>344,519</b>
<b>Ending Cash Balance</b>	<b>1,809,694</b>	<b>1,130,564</b>	<b>344,519</b>	<b>303,523</b>

## Property Replacement Fund

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Interest Earnings	2,302	1,300	3,000	2,000
Transfer In - All Funds	156,060	156,050	156,050	156,050
<b>Total Property Replacement Fund Revenues</b>	<b>158,362</b>	<b>157,350</b>	<b>159,050</b>	<b>158,050</b>
Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Payments on Loans	46,901	46,950	48,063	49,184
Loan Interest Exp.	10,199	10,200	9,038	7,900
Capital Expenditures	35,477	65,000	92,000	0
Capital Expenditures Bldg.	0	0	0	0
<b>Total Property Replacement Fund Expenditures</b>	<b>92,577</b>	<b>122,150</b>	<b>149,101</b>	<b>57,084</b>
691.0 Transfer In	156,060	156,060	156,050	156,060
<b>Total Expenditures</b>	<b>92,577</b>	<b>122,150</b>	<b>149,101</b>	<b>57,084</b>
<b>Total Revenue</b>	<b>158,362</b>	<b>157,350</b>	<b>159,050</b>	<b>158,050</b>
<b>Excess Revenues or Expenses (-)</b>	<b>65,785</b>	<b>35,200</b>	<b>9,949</b>	<b>100,966</b>
<b>Beginning Fund Balance</b>	<b>279,072</b>	<b>344,857</b>	<b>344,857</b>	<b>354,806</b>
<b>Ending Fund Balance</b>	<b>344,857</b>	<b>380,057</b>	<b>354,806</b>	<b>455,772</b>

## Downtown Development Authority

Revenues	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Current Property Taxes	0	1,000	0	0
Tax Penalty and Interest	0	0	0	0
Interest Revenue	10	0	5	5
Transfer In - General Fund	0	0	0	0
<b>Total Downtown Development Authority Rev</b>	<b>10</b>	<b>1,000</b>	<b>5</b>	<b>5</b>
Expenditures	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Administrative Wages	2,294	2,750	2,820	2,820
Wages		0	0	0
FICA Contribution	169	225	225	225
Medical Insurance	340	350	190	200
Workers Compensation	16	25	25	25
Retirement Contribution	107	275	282	282
Life, AD&D Insurance	25	50	35	40
Unemployment Insurance		25	25	25
Office Supply	29	200	100	100
Operating Supplies		200	100	100
Engineering Services		0	0	0
Legal Services	2,528	1,000	1,000	1,000
Audit Services	235	300	207	350
Contractual Service	340	1,000	1,000	1,000
Postage	83	50	50	50
Printing & Publishing	1,141	1,000	1,000	1,000
<b>Total Downtown Development Authority Expi</b>	<b>7,307</b>	<b>7,450</b>	<b>7,059</b>	<b>7,217</b>
<b>Total Expenditures</b>	<b>7,307</b>	<b>7,450</b>	<b>7,059</b>	<b>7,217</b>
<b>Total Revenues</b>	<b>10</b>	<b>1,000</b>	<b>5</b>	<b>5</b>
<b>Excess Revenues or Expenses (-)</b>	<b>-7,297</b>	<b>-6,450</b>	<b>-7,054</b>	<b>-7,212</b>
<b>Beginning Fund Balance</b>	<b>36,443</b>	<b>29,146</b>	<b>29,146</b>	<b>22,092</b>
<b>Ending Fund Balance</b>	<b>29,146</b>	<b>22,696</b>	<b>22,092</b>	<b>14,880</b>