




GENERAL SERVICES COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Tuesday, November 8, 2022 at 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at www.suttonsbayvillage.org). Public participation shall be limited to in-person or via written communication received prior to the meeting

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
2. Public Comments
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
 - a. 2023 Fee Schedule
 - b. 2023 Budget
4. Status Update – Other Committees
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

		DEPARTMENT OF PUBLIC WORKS REPORT DPW -2022- 08	
Prepared:	Oct 31, 2022	Pages:	1 of 1
Meeting:	Nov 21, 2022	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

GENERAL SERVICE HIGHLIGHTS

Winterization of parks has started, final seasonal closures to bathroom amenities will be completed 11/1/2022. Final wrap up of all the parks should be completed by next week.

Fall leaf and brush pickup began recently, weather conditions and leaf drop have been mostly favorable.

New John Deere loader has arrived at the DPW, our staff has been out utilizing it with fall cleanup.

We are beginning to shift towards winter operations now, final preparations of snow equipment wrapping up.

UTILITY HIGHLIGHTS

Biannual chlorination was completed for entire system.

Ground storage tanks: (North Cell) had 5-year inspection completed by Dixon Engineering. South Cell is to be inspected on 11/1/2022. Improvements to site drainage were completed to prevent water from washing out parking lot and neighboring springs/stream sources.

Water tanks and control room exterior walls have been painted; some eggs were thrown at the tank wall as of last week.

Port Sutton pneumatic tank inspection was completed during the same day as North Cell.

Village fire hydrants are in the process of being pumped down and inspected for the winter to prevent freezing.

Utility marking post are being installed in off street areas so finding assets under snow makes it easier.

As mentioned in prior report, PFAS sampling round two was completed on August 2nd for collections system. New areas focused was along Front St. from Dame to Jefferson, Fire Station, 4th St., resample Main LS. Group meeting was 10/24/22, EGLE is pleased with our methodology and has been using our strategy in assisting other communities using what we have developed as a guideline. Next round of sampling is next June. Number of sampling sites have been reduced moving forward.

REGULATORY HIGHLIGHTS

Water reliability study is still in progress, sharing data and information with the engineer to finalize project.

Village water supply monthly sample results were all clear, including samples during the tank inspections.



2023

Proposed Fee Schedule

Table of Contents:

Page 1	Sewer Fees
Page 1-2	Water Fees
Page 2	Miscellaneous Utility Fees
Page 3	Planning Fees
Page 3	Marina Fees
Page 3	Residential Land Use Fees
Page 3	Civil Infraction Fees
Page 3	Park Reservation Fees
Page 3	NSF Fee-Returned Check
Page 4	Other Permit Zoning Fees
Page 4	Curb Cut/Driveway Application Fee
Page 4	Document Fees
Page 4	Mass Gathering Fee
Page 4	Short Term Rental Fee

2022 SCHEDULE OF FEES

NOTES	SEWER FEES		TOTAL COST (PER UNIT)
	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)
	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	\$18.58
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

2022 SCHEDULE OF FEES

PLEASE NOTE: ESTIMATED FEES ARE BASED ON A 1" 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

2022 SCHEDULE OF FEES

PLANNING COMMISSION APPLICATION FEES		MARINA SLIP FEES	
Site Plan Review Level A		Seasonal Main Marina Slip Vessels up to 25 ft	\$1975/ \$2075
< 5,000 sq ft addition	\$500.00	Seasonal Main Marina Slip, per foot over 25 ft	79/ \$83.00
< 5,000 sq ft use permitted by right. See exceptions ZO Section 14-4 (3)	\$500.00	Seasonal Coal Dock Slips Vessels up to 25 ft	1725/ \$1825
Amendment to Level A	\$250.00	Seasonal Coal Dock Slips per foot over 25 ft	69/ \$73
Site Plan Review Level B		Day Use Slip, per hour for boat, pwc, or dinghy	\$3.00
> 5,000 sq ft (SUP, PUD, Site Condominiums) Section 14-4	\$1,000.00	Transient Slip, vessels up to 25 ft overall length per day	\$34.00
Amendment to Level B	\$500.00	Transient Slip vessels > 25 ft overall length per day	\$34.00 + 1.00 per ft
(See Note 7)		Transient pre-season rate: 4-15 thru 6-15	Discount 25%
MEETING FEES		Transient Post Season rate: 9-15 thru 10-15	Discount 25%
Conceptual Review	\$100.00	Waiting List Fee, annual	20/ \$25.00
Zoning Board of Appeals	\$500.00	Pump Out Services	\$10.00
Petition for Master Plan Amendment	\$2,500.00	Launch Fee Annual	30/ \$40.00
Request for Zoning Ordinance Amendment	\$1,000.00	Commercial/Livery Launch Fee Annual	\$200.00
Request for Map Amendment	\$1,000.00	Launch Fee each occurrence	\$5.00
Request for Annexation	\$1,000.00	MARINA SEASONAL SLIP REFUND PERCENTAGE	
See Note 7		January 1-February 28	100%
RESIDENTIAL LAND USE PERMITS		March 1 to May 14	75%
Single Family Dwelling	\$50.00	May 15-May 31	50%
Residential Additions	\$50.00	June 1 -June 30	25%
Residential Garages	\$50.00	July 1 -end of the season	NO REFUND
Assessory/Incidental Uses	\$50.00	Michigan State Waterways Rate-Scale E. All 42' docks min of 40' charge	
Two Family (Duplex) Dwelling	\$100.00	Civil Infraction Fines-Local Ordinance	
		1st Offense	\$100.00
		2nd Offense	\$250.00
		3rd Offense	\$500.00
		PARK FACILITY RESERVATIONS	
NSF Fee -Returned Check	Fee Per Statute	Bahle Hut /Per Day (See Note 4)	\$100 + \$100 Deposit
		North Park	(See Note 5)

Schedule of Fees (cont)

OTHER PERMIT FEES		OTHER PERMITS	
Failure to Permit	2 x the required fee		
Sign Permit	\$50.00	Curb Cut /Driveway Application	\$50.00
Commercial/Industrial LUP	\$100.00	Mass Gathering Application	\$100.00
No structure yet uses that require a permit	\$50.00	Short Term Rental Application	\$500.00 /3 yr term.
Home Occupation Permit	\$100.00	DOCUMENT FEES	
Land Division/Boundary Adjustment	\$250.00	Master Plan or Recreation Plan	\$30.00
Mileage Fees	IRS Reimbursement	Zoning Ordinance	\$30.00
		(See Note 6 & 7)	
NOTES CONTINUED			
NOTE #4	NOTE: Fee is waived for Suttons Bay Schools during regular scheduled school		
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		

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Major Streets

Revenues	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed	
Grant Revenue	0	0	0	0	0	0	
Federal Grant Revenue				32,000	32,000	0	ARPA Federal Grant, \$64,000, total in 2 years
State Shared Revenue	82,319	85,625	90,098	82,000	94,000	94,000	2021 winter maint was 19,530
Interest Earnings	4,621	2,617	173	500	500	500	
Contributions - Private	0	0	0	0	0	0	
Contributions - Governmental Units - County	31,613	32,548	35,828	32,500	32,500	32,500	From Co Road Comm millage
Transfer In - General Fund	220,000	70,000	70,000	90,000	90,000	90,000	Gen Fund contrib to Major Street Fund
Miscellaneous Income	0	0	41,854	0	0	0	INS Reim(s) \$39,000-\$2400; 9,190 Hydrant reimbursed -2021
Total Major Street Fund Revenue	338,553	190,790	237,953	237,000	249,000	217,000	
Expenditures	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed	
Administrative Wages	6,387	6,837	6,641	15,500	16,500	17,000	
Wages	32,319	31,114	30,549	32,000	33,000	35,000	
FICA Contribution	2,843	2,784	2,668	3,600	3,600	4,000	
Medical Insurance	6,684	7,128	8,742	10,000	10,500	12,500	
Workers Compensation	1,162	1,259	915	1,890	1,890	2,100	
Retirement Contribution	3,862	3,524	3,709	4,750	4,950	5,200	
Life, AD&D Insurance	518	571	618	650	650	650	
Unemployment Insurance	3	4	4	2,500	2,500	2,800	
Operating Supplies	4,265	4,642	5,569	6,000	6,000	6,000	salt, sand, mulch,
Engineering Services	0	0	0	2,000	6,000	2,000	projects other than tap
Audit Services	562	572	600	600	600	600	major str portion of audit (6%)
Contractual Service/Legal	1,040	5,719	11,161	12,000	8,000	20,000	snow removal, summer striping, tree maint, sweeping, line p:
Building Lease	0	0	0	0	0	0	
Liability Insurance	425	363	413	425	425	500	Premium Increase
Repair & Maintenance	3,967	3,509	7,757	8,000	15,800	17,100	patch, street repairs tree removal and replace Rain Garden F
Sidewalks	0	148	0	15,000	15,000	15,000	Sidewalk Repair

	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0
Loan Payment - Property Replacement Fund	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855
Equipment/Vehicle Rent	33,600	33,600	35,600	35,600	35,600	35,600	35,600	35,600	35,600
Capital Improvements	21,272	536,605	151,054	80,000	80,000	80,000	80,000	122,000	122,000
Total Major Street Fund Expenditures	121,764	641,234	268,855	233,370	233,370	243,870	243,870	300,905	300,905
Total Expenditures	121,764	641,234	268,855	233,370	233,370	243,870	243,870	300,905	300,905
Total Revenues	338,553	190,790	237,953	237,000	249,000	249,000	217,000	217,000	217,000
Excess Revenue or Expense (-)	216,789	-450,444	-30,902	3,630	5,130	5,130	-83,905	-83,905	-83,905
Beginning Fund Balance	#REF!	#REF!	#REF!	197,604	197,604	197,604	197,604	202,734	202,734
Ending Fund Balance	#REF!	#REF!	197,604	201,234	201,234	202,734	202,734	118,829	118,829

Possible Match for Grant-\$100000 2023
 for bldg project pymnt - to prop replace fund
 Trans to Motor Pool
 ARPA -Street-Damaged Culvert Total Apprx \$240000
 2022 2023

St Mary's 15,000 22,000 South Shore Paved
 M-22 camera 15,000 100,000 Possible Grant Mat
 2 Str Lghts M-22
 ARPA -Street-Damaged Culvert
 50,000

Local Street Fund

Revenues	2019	2020	2021	2022	2022	2023
	Actual	Actual	Actual	Adopted	Amended	Proposed
Grant Revenue	0	0	0	0	0	0
State Shared Revenue	47,769	50,412	53,373	48,000	59,000	59,000
Interest Earnings	1,671	535	106	100	300	200
Contributions - Private	0	0	0	0	0	0
Transfer In - General Fund	60,000	60,000	60,000	80,000	80,000	80,000
Miscellaneous Income	3,064	3,386	3,523	0	3,000	0
Total Local Street Fund Revenues	112,504	114,333	117,002	128,100	142,300	139,200
Expenditures	2019	2020	2021	2022	2022	2023
	Actual	Actual	Actual	Adopted	Amended	Proposed
Administrative Wages	6,387	6,837	6,642	15,500	16,500	8,900
Wages	31,013	29,761	29,172	31,000	31,000	34,100
FICA Contribution	2,747	2,687	2,571	3,500	3,000	3,400
Medical Insurance	6,472	6,856	8,420	9,800	10,000	12,000
Workers Compensation	1,124	1,220	887	1,785	1,785	1,785
Retirement Contribution	3,732	3,390	3,572	4,650	4,000	4,300
Life, AD&D Insurance	499	553	614	650	650	650
Unemployment Insurance	3	4	4	2,500	1,000	1,000
Operating Supplies	4,546	3,972	2,308	4,500	5,500	4,500
Engineering Services	0	0	0	2,000	2,000	2,000
Audit Services	562	572	600	600	600	600
Contractual Service	1,040	6,445	8,529	8,000	6,500	8,000
Insurance	0	0	0	0	0	0
Repair & Maintenance	425	363	413	425	425	425
Rep & Maint - Broadway Street	4,928	5,748	7,924	6,500	14,100	15,400
Sidewalks	0	35,778	4,000	1,000	0	0
	0	148	0	11,000	10,000	25,000

sales tax rev fr st of mi, includes winter maint rev 16,755

fr gen fund

10% of gr wage

salt, sand, mulch, signs, etc

loc str portion of audit (6%)

sweeping, tree maint, painting 2021-Cockfield/gt survey Sou

patch, brine, street repair, KAL S Shore, tree R&R, rain gard

New acct 2020, brw drainage issues

2023 Sidewalk- Grove, West

	2022		2023	
Property Replacement Fund	2,855	2,855	2,855	2,855
Equipment/Vehicle Rent	28,050	29,050	29,050	29,050
Capital Improvements	0	0	60,000	62,000
Total Local Street Fund Expenditures	94,383	107,561	195,315	215,965
			198,965	
Total Expenditures	94,383	107,561	195,315	215,965
Total Revenues	112,504	117,002	128,100	139,200
Excess Revenues or Expense (-)	18,121	9,441	-67,215	-76,765
			198,965	
Beginning Fund Balance	174,095	119,403	128,844	72,179
Ending Fund Balance	192,216	128,844	61,629	-4,586

Local Street portion of Biggs loan payment
Trans to Motor Pool

2022
Elmers/Lincoln St #1 29,000 S. Shore-46000
Elmer's/Lincoln St #2 19,500 St Marys 16,000

	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed
Streetlighting						
Utilities - Electric	12,751	11,968	12,373	14,500	14,500	14,500
Total Streetlighting	12,751	11,968	12,373	14,500	14,500	14,500
Public Works						
Administrative Wages	12,289	24,197	24,127	18,000	18,000	18,500
Wages	5,507	5,434	5,394	5,800	5,800	6,200
FICA Contribution	1,311	2,222	2,156	3,100	3,100	2,000
Medical Insurance	1,640	2,493	3,019	4,000	4,000	4,850
Workers Compensation	103	101	73	500	500	300
Retirement Contribution	1,491	2,796	2,950	2,550	2,550	2,500
Life, AD&D Insurance	161	228	269	300	300	250
Unemployment	10	8	16	100	100	100
Office Supplies	200	179	156	200	200	200
Operating Supplies	995	2,463	3,786	1,000	2,950	1,500
Waste Removal	9,120	8,598	12,027	13,000	13,000	13,000
Rental	1,742	2,755	2,680	2,800	2,800	2,800
Contractual Services	195	55	1,056	1,000	1,000	1,000
Lease of Building	0	0	0	0	0	0
Telephones	1,762	2,452	2,599	2,400	2,400	2,400
Hydrant Rental Fee	25,000	25,000	25,000	25,000	25,000	25,000
Utilities - Water	1,800	1,800	1,800	1,800	1,800	1,800
Utilities - Sewer	5,000	5,000	5,000	5,000	5,000	5,000
Repair & Maintenance	11,480	1,784	1,743	10,000	10,000	10,000
Education, Training, & Dues	0	30	0	1,500	1,500	1,500
Equipment/Vehicle Rent	2,775	2,775	2,775	2,775	2,775	2,775
Total Public Works	82,581	90,370	96,626	100,825	102,775	101,675

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

	2019	2020	2021	2022	2022	2023
	Actual	Actual	Actual	Adopted	Amended	Proposed
Parks & Recreation						
Administrative Wages	1,972	2,214	2,052	11,000	11,000	11,000
Wages	27,703	30,459	27,745	32,000	34,000	37,000
FICA Contribution	2,189	2,411	2,136	2,900	2,900	3,200
Medical Insurance	4,752	5,597	6,795	8,050	8,050	10,100
Workers Compensation	508	550	401	775	775	836
Retirement Contribution	2,769	3,322	3,425	4,300	4,300	4,600
Life, AD&D Insurance	386	447	580	650	650	650
Unemployment Insurance	3	4	4	125	125	125
Operating Supplies	3,694	3,802	9,317	7,500	8,000	7,500
Contractual Service	2,320	2,588	932	2,500	10,000	10,000
Telephones	400	385	474	1,200	1,200	1,500
Insurance			385	450	425	500
Porta John Rental				2,800	2,800	2,800
Utilities - Electric	2,438	3,368	3,073	3,400	4,400	4,200
Utilities - Gas	1,277	630	969	1,350	1,500	1,500
Utilities - Water	5,000	5,000	5,000	5,000	5,000	5,000
Utilities - Sewer	10,000	10,000	10,000	10,000	10,000	10,000
Repair & Maintenance	5,081	4,851	11,886	7,000	12,000	7,000
Equipment/Vehicle Rent	15,875	15,875	15,875	15,875	15,875	15,875
Waterwheel Park Project				0	26,059	10,000
Capital Improvements	0	9,579	19,608	38,000	17,000	20,400
Total Parks & Recreation	86,367	101,082	120,657	154,875	176,059	163,786

Part time park employee

Staff projects- planter boxes, refinished picnic tables, clean Limble \$700 Remote Video \$250 Striping/lot maintenance/treat
New internet for North Park-cameras
Liability Ins - Par Plan-Premium increase
Porta John Rental was Public Works
all parks
Heat for park bldgs - DTE
Parks costs for water service
parks cost for sewer service
2021 Kal Exc Sutton Park Damage
trans to motor pool for park equip rental
Waterwheel Park Project

2022-mobi mats \$4300; Bike Repair Matching \$2100; Buryin
-Water fountains \$2500;

2023-
Park Signs \$5250; 50% Pavilion relocation \$11,000

New Restroom Doors Installed/LOCKS 4@3000 (12.0
\$6000-Signage Coal dock and Marina Park NP; 2 gates \$14

Motor Vehicle	2019 Actual	2020 Actual	2021 Actual	2022 Adopted	2022 Amended	2023 Proposed
Wages (admin wage)	3,680	3,715	3,659	12,500	13,500	14,655
Wages	21,100	20,348	22,698	21,000	22,000	23,000
FICA Contribution	1,817	1,769	1,902	2,800	2,800	2,800
Medical Insurance	4,644	5,472	6,512	7,050	7,050	8,500
Workers Compensation	366	396	289	725	725	780
Retirement Contribution	2,470	2,235	2,361	3,350	3,350	3,700
Life, AD&D Insurance	337	398	469	500	500	450
Unemployment Insurance	2	2	2	1,800	1,800	1,900
Safety Equipment	1,094	193	240	1,650	1,650	1,650
Operating Supplies	3,495	4,398	6,781	4,500	8,000	7,000
Gas Purchases	14,896	8,892	14,149	19,000	19,000	19,000
Insurance	7,199	7,199	7,475	8,100	7,800	8,500
Utilities - Electric	1,852	2,171	2,091	2,250	2,250	3,000
Utilities - Gas	2,960	1,449	2,589	2,000	2,000	4,500
Repair & Maintenance Ground & Building	1,252	-1,274	3,448	1,500	1,500	1,500
Vehicle Maintenance	31,076	80,853	3,492	6,000	6,000	6,000
Equipment Maintenance	10,228	10,626	2,531	8,000	12,000	8,000
Capital Improvement - Equipment	0	0	0	0	0	0
Total Motor Vehicle	108,468	148,842	80,688	102,725	111,925	114,935
Total Operational Expenditu	514,415	612,463	545,038	690,391	729,025	741,104

oil, filters, mower parts, vehicle parts, shop supplies
1900 per mo. in winter, 600 in summer months
increased due to new trucks
DPW bldg
dpw bldg
facility and grounds maint
mower maint, trailers, scrapers, equip bearings/blades plow