



GENERAL SERVICES COMMITTEE  
420 N Front St.  
Suttons Bay, MI 49682  
Tuesday, October 20, 2020 at 8:10 am  
VIA Remote Participation

**AGENDA**

Call to Order

1. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
2. Committee Business
  - a. Budget Discussion
  - b. Bahle's Warming Hut lease discussion
3. Status Update – Other Committees
  - a. Budget Discussion
4. Public Comments/Written Communication
5. Committee Member Comments
6. Announcements
7. Adjournment

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Streetlighting</b>						
Utilities - Electric	11,437	12,000	12,751	13,000	13,500	13,500
<b>Total Streetlighting</b>	11,437	12,000	12,751	13,000	13,500	13,500
<b>Public Works</b>						
Administrative Wages	6,525	6,584	12,289	13,500	24,000	25,200
Wages	6,641	6,515	5,507	7,800	5,475	5,800
FICA Contribution	959	1,003	1,311	1,675	2,220	3,100
Medical Insurance	2,541	2,510	1,640	3,800	2,500	2,700
Workers Compensation	135	153	103	325	325	325
Retirement Contribution	657	595	1,491	2,175	2,950	3,100
Life, AD&D Insurance	181	155	161	275	275	275
Unemployment	1	667	10	100	100	100
Office Supplies	0	200	200	200	200	200
Operating Supplies	786	2,000	995	1,000	2,000	1,000
Waste Removal	7,284	10,000	9,120	10,000	10,000	10,000
Rental	1,213	2,400	1,742	1,800	2,800	2,800
Contractual Services	0	1,500	195	1,000	1,000	1,000
Lease of Building	0	0	0	0	0	0
Telephones	1,141	1,500	1,762	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	5,729	1,500	11,480	27,000	27,000	27,000
Education, Training, & Dues	0	1,500	0	1,500	1,500	1,500
Equipment/Vehicle Rent	18,752	2,752	2,775	2,775	2,775	2,775
<b>Total Public Works</b>	84,345	73,334	82,581	109,125	119,320	121,075

Mideal fees, dog bags, software security fees  
6 yd container monthly, and spring clean-up 6800  
porta jon rental, waterwheel, Bahle  
DOT drug screen,  
cell phones, and contracts, phones  
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

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Parks &amp; Recreation</b>						
Administrative Wages	1,376	1,632	1,972	8,800	2,000	2,100
Wages	24,420	33,145	27,703	27,800	30,715	27,800
FICA Contribution	1,885	2,661	2,189	2,725	2,500	2,150
Medical Insurance	4,518	5,552	4,752	8,350	5,600	6,800
Workers Compensation	553	813	508	550	550	550
Retirement Contribution	1,284	1,319	2,769	3,550	3,300	3,550
Life, AD&D Insurance	424	383	386	500	500	620
Unemployment Insurance	5	2,041	3	100	100	100
Operating Supplies	2,584	3,500	3,694	3,500	4,000	3,500
Contractual Service	1,763	2,500	2,320	2,500	2,600	2,500
Insurance	385	385	400	400	400	400
Utilities - Electric	2,853	3,000	2,438	2,700	3,400	3,400
Utilities - Gas	1,049	1,350	1,277	1,350	1,350	1,350
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	4,937	5,000	5,081	5,000	6,000	5,000
Equipment/Vehicle Rent	15,869	15,869	15,875	15,875	15,875	15,875
Capital Improvements	19,572	0	0	30,000	30,000	30,000
<b>Total Parks &amp; Recreation</b>	<b>98,477</b>	<b>94,150</b>	<b>86,367</b>	<b>128,700</b>	<b>123,890</b>	<b>120,695</b>

Liability Ins - Par Plan  
all parks  
Heat for park bldgs - DTE  
Parks costs for water service  
parks cost for sewer service  
trans to motor pool for park equip rental  
2020 - Cameras \$2975, fill sand \$1900  
Blue dome lid cans \$2454  
Raise Overheads N Park launch \$2250  
2021- 5 water fountains - \$7500  
Continue Waterwheel Improv

	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
<b>Motor Vehicle</b>						
Wages (admin wage)	3,157	3,236	3,680	10,325	3,900	4,195
Wages	18,385	20,262	21,100	20,675	21,675	22,759
FICA Contribution	1,565	1,798	1,817	2,450	2,100	2,065
Medical Insurance	3,967	3,897	4,644	7,100	6,000	6,200
Workers Compensation	358	588	366	675	675	675
Retirement Contribution	1,041	1,175	2,470	3,100	2,560	3,100
Life, AD&D Insurance	327	334	337	425	475	475
Unemployment Insurance	2	1,204	2	1,600	1,600	1,600
Safety Equipment	160	2,000	1,094	2,000	2,000	2,000
Operating Supplies	-82	3,500	3,495	3,500	4,500	4,500
Gas Purchases	10,957	18,000	14,896	18,000	9,000	18,000
Insurance	7,500	6,815	7,199	8,100	8,000	8,100
Utilities - Electric	1,670	2,250	1,852	2,250	2,250	2,250
Utilities - Gas	2,502	2,500	2,960	3,000	2,000	2,000
Repair & Maintenance Ground & Building	59	1,500	1,252	1,500	1,500	1,500
Vehicle Maintenance	8,419	6,000	31,076	6,000	82,000	6,000
Equipment Maintenance	23,687	8,000	10,228	8,000	10,000	8,000
Capital Improvement - Equipment	0	5,000	0	0	0	5,000
<b>Total Motor Vehicle</b>	<b>83,674</b>	<b>88,059</b>	<b>108,468</b>	<b>98,700</b>	<b>160,235</b>	<b>98,419</b>
<b>Total Operational Expenditures</b>	<b>520,723</b>	<b>544,414</b>	<b>514,415</b>	<b>600,421</b>	<b>691,177</b>	<b>619,471</b>

oil, filters, mower parts, vehicle parts, shop supplies  
1900 in winter, 600 in summer months  
increased due to new trucks  
DPW bldg  
dpw bldg  
facility and grounds maint  
2020 - jack dohoney- vactor repairs  
mower maint, trailers, scrapers, equip, tires 2000  
2021 -spray liner and side steps 5000

**Major Streets**

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed	
Grant Revenue	0	0	0	0	0	0	TAP Grant, no rev - st pays for project
State Shared Revenue	76,872	76,000	82,319	77,000	77,000	77,000	winter maint was 16610 and PA 82 was 6200
Interest Earnings	475	1,200	4,621	500	2,000	500	
Contributions - Private	0	0	0	0	0	0	
Contributions - Governmental Units - County	29,580	30,667	31,613	31,000	32,000	31,000	From Co Road Comm millage
Transfer In - General Fund	150,000	170,000	220,000	70,000	70,000	70,000	Gen Fund contrib to Major Street Fund
Miscellaneous Income	1,252	0	0	0	0	0	
<b>Total Major Street Fund Revenue</b>	<b>258,179</b>	<b>277,867</b>	<b>338,553</b>	<b>178,500</b>	<b>181,000</b>	<b>178,500</b>	
<b>Expenditures</b>							
Administrative Wages	4,508	5,592	6,387	10,132	6,700	9,132	increase due to full yr manager and dpw director
Wages	30,116	33,445	32,319	35,100	32,000	35,100	
FICA Contribution	2,494	2,987	2,843	3,500	3,300	3,500	
Medical Insurance	6,714	7,376	6,684	10,050	7,200	8,300	
Workers Compensation	1,072	1,400	1,162	1,850	1,200	1,500	
Retirement Contribution	1,774	1,955	3,862	4,525	3,870	4,525	Increase to 10% in 2019
Life, AD&D Insurance	531	517	518	625	625	625	
Unemployment Insurance	6	2,094	3	2,100	1,500	2,100	
Operating Supplies	4,230	6,000	4,265	6,000	6,000	6,000	salt, sand, mulch,
Engineering Services	0	2,000	0	2,000	2,000	2,000	projects other than tap
Audit Services	263	600	562	600	575	600	maj str portion of 10000 (6%)
Contractual Service	5,224	12,500	1,040	12,500	6,000	12,500	snow removal, summer striping, tree maint, sweeping
Building Lease	0	0	0	0	0	0	
Liability Insurance	413	413	425	425	370	425	
Repair & Maintenance	4,218	8,000	3,967	8,000	8,000	8,000	patch, street repairs repairs
Sidewalks	1,129	5,000	0	5,000	1,000	5,000	

Miscellaneous	10,392	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	for bldg project pymnt - to prop replace fund
Equipment/Vehicle Rent	33,582	33,583	33,600	33,600	33,600	33,600	33,600	33,600	Trans to Motor Pool
Capital Improvements	29,882	11,500	21,272	452,996	522,461	101,500	101,500	101,500	
<b>Total Major Street Fund Expenditures</b>	<b>139,403</b>	<b>137,817</b>	<b>121,764</b>	<b>591,858</b>	<b>641,256</b>	<b>239,262</b>	<b>239,262</b>	<b>239,262</b>	
									2020
									TAP 469,461
									S Shore 38,000
									M-22 camera 15,000
									2 Str Lghts M-22 ?
									Elm St 85,000
									St Mary's 15,000
									water fountain 1,500
<b>Total Expenditures</b>	<b>139,403</b>	<b>137,817</b>	<b>121,764</b>	<b>591,858</b>	<b>641,256</b>	<b>239,262</b>	<b>239,262</b>	<b>239,262</b>	
<b>Total Revenues</b>	<b>258,179</b>	<b>277,867</b>	<b>338,553</b>	<b>178,500</b>	<b>181,000</b>	<b>178,500</b>	<b>178,500</b>	<b>178,500</b>	
<b>Excess Revenue or Expense (-)</b>	<b>118,776</b>	<b>140,050</b>	<b>216,789</b>	<b>-413,358</b>	<b>-460,256</b>	<b>-60,762</b>	<b>-60,762</b>	<b>-60,762</b>	
<b>Beginning Fund Balance</b>	<b>156,015</b>	<b>274,791</b>	<b>434,841</b>	<b>651,630</b>	<b>651,630</b>	<b>191,374</b>	<b>191,374</b>	<b>191,374</b>	
<b>Ending Fund Balance</b>	<b>274,791</b>	<b>434,841</b>	<b>651,630</b>	<b>238,272</b>	<b>191,374</b>	<b>130,612</b>	<b>130,612</b>	<b>130,612</b>	

### Local Street Fund

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Grant Revenue	0	0	0	0	0	0
State Shared Revenue	48,114	41,000	47,769	41,000	44,000	42,000
Interest Earnings	253	500	1,671	900	500	500
Contributions - Private	0	0	0	0	0	0
Transfer In - General Fund	80,000	60,000	60,000	60,000	60,000	60,000
Miscellaneous Income	275	0	3,064	0	0	0
<b>Total Local Street Fund Revenues</b>	<b>128,642</b>	<b>101,500</b>	<b>112,504</b>	<b>101,900</b>	<b>104,500</b>	<b>102,500</b>
Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	4,508	5,593	6,387	12,100	7,500	8,000
Wages	28,986	32,201	31,013	30,825	30,000	33,000
FICA Contribution	2,411	2,850	2,747	3,375	3,200	3,375
Medical Insurance	6,514	7,140	6,472	9,200	7,164	8,300
Workers Compensation	1,072	1,700	1,124	1,800	1,500	1,600
Retirement Contribution	1,718	1,900	3,732	4,375	3,750	4,200
Life, AD&D Insurance	512	500	499	625	625	625
Unemployment Insurance	6	1,000	3	350	300	350
Operating Supplies	2,281	3,500	4,546	4,500	4,500	4,500
Engineering Services	0	0	0	2,000	2,000	2,000
Audit Services	241	600	562	600	575	600
Contractual Service	3,404	11,500	1,040	8,500	7,000	8,500
Lease of Building	0	0	0	0	0	0
Insurance	413	413	425	425	425	425
Repair & Maintenance	4,295	3,500	4,928	6,500	6,500	6,500
Rep & Maint - Broadway Street	0	0	0	0	48,000	40,000
Sidewalks	682	0	0	5,000	1,000	5,000

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

fr gen fund

10% of gr wage

salt, sand, mulch, signs, etc

loc str portion of 10,000 (6%)

sweeping, tree maint, painting

patch, street repair

new acct in 2020 \$8000 \$40000 & \$40,000 for 2021 K

	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	Local Street portion of Blgs loan payment Trans to Motor Pool
Property Replacement Fund	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	2,855	
Equipment/Vehicle Rent	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	28,050	
Capital Improvements	6,414	0	0	0	0	0	0	0	0	
<b>Total Local Street Fund Expenditures</b>	<b>94,362</b>	<b>103,302</b>	<b>94,383</b>	<b>121,080</b>	<b>155,944</b>	<b>158,880</b>				
<b>Total Expenditures</b>	<b>94,362</b>	<b>103,302</b>	<b>94,383</b>	<b>121,080</b>	<b>155,944</b>	<b>158,880</b>				
<b>Total Revenues</b>	<b>128,642</b>	<b>101,500</b>	<b>112,504</b>	<b>101,900</b>	<b>104,500</b>	<b>102,500</b>				
<b>Excess Revenues or Expense (-)</b>	<b>34,280</b>	<b>-1,802</b>	<b>18,121</b>	<b>-19,180</b>	<b>-51,444</b>	<b>-56,380</b>				
<b>Beginning Fund Balance</b>	<b>100,591</b>	<b>134,871</b>	<b>133,069</b>	<b>151,190</b>	<b>151,190</b>	<b>99,746</b>				
<b>Ending Fund Balance</b>	<b>134,871</b>	<b>133,069</b>	<b>151,190</b>	<b>132,010</b>	<b>99,746</b>	<b>43,366</b>				



**Property Replacement Fund**

Revenues	2017	2018	2019	2020	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed	
Interest Earnings	1,503	0	4,420	2,000	2,000	2,000	
Transfer In - All Funds	58,819	156,060	156,160	156,050	176,050	176,050	
<b>Total Property Replacement Fund Revenues</b>	<b>60,322</b>	<b>156,060</b>	<b>160,580</b>	<b>158,050</b>	<b>178,050</b>	<b>178,050</b>	
Expenditures	2017	2018	2019	2020	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed	
Payments on Loans	45,761	46,902	48,062	49,184	49,500	50,500	
Loan Interest Exp.	11,339	19,910	9,037	7,900	7,900	6,700	
Capital Expenditures	9,564	30,000	55,023	0	52,000	67,000	
Capital Expenditures Bldg.	0	0	0	0	0	0	
<b>Total Property Replacement Fund Expenditures</b>	<b>66,664</b>	<b>96,812</b>	<b>112,122</b>	<b>57,084</b>	<b>109,400</b>	<b>124,200</b>	
<b>Total Expenditures</b>	<b>66,664</b>	<b>96,812</b>	<b>112,122</b>	<b>57,084</b>	<b>109,400</b>	<b>124,200</b>	
<b>Total Revenue</b>	<b>60,322</b>	<b>156,060</b>	<b>160,580</b>	<b>158,050</b>	<b>178,050</b>	<b>178,050</b>	
<b>Excess Revenues or Expenses (-)</b>	<b>-6,342</b>	<b>59,248</b>	<b>48,458</b>	<b>100,966</b>	<b>68,650</b>	<b>53,850</b>	
<b>Beginning Fund Balance</b>	<b>285,414</b>	<b>279,072</b>	<b>344,857</b>	<b>383,315</b>	<b>393,315</b>	<b>461,965</b>	
<b>Ending Fund Balance</b>	<b>279,072</b>	<b>344,857</b>	<b>393,315</b>	<b>494,281</b>	<b>461,965</b>	<b>515,815</b>	

Loan payment for new buildings      plow truck      60,000  
Loan Interest for new buildings      flag pole VH      5,000  
2020      42,000      equip/furniture      10,000  
2021                equip      2,000  
67,000