



UTILITY/MARINA COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Thursday, November 7, 2019 at 8:10 am

AGENDA

Call to Order

1. Reports (staff)
 - a. DPW Director Report
 - b. Marina Report
 - c. WWTP Report
 - d. Treasurer Report
 - e. 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 2019-68 F&V Contract
 - b. Budget Discussion
4. Status Update – Other Committees
 - a. Budget Discussion
 - b. Report VSB 2019- 69 Health Insurance Discussion
 - c. Report VSB 2019- 72 TART 2% Grant Request from GTB
 - d. Report VSB 2019- 71 Hall Rental Findings
 - e. Report VSB 2019- 73 Generator Purchase for Water & Sewer
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 pop up 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

Suttons Bay Marina

October 2019 Staff Report

The marina has been shut down for the 2019 season. All gangways; main marina docks 1-32 and coal dock section have been removed. The gangways at the coal dock have been stored in the corner of the parking lot to accommodate the shoreline project that will start on October 30th. All new gangways have had bubblers attached to keep the water open around them. This will help protect the gangways from thermal ice expansion. Bubblers have been added under the fuel pier and fishing pier. Majority of the northeast and southeast sections of the harbor will be bubbled. Hopefully this helps eliminate any ice damage that may occur those areas. As part of the new harbor design the ends of both head piers on the north and south side have been disconnected and relocated into the next section west. These areas see most of the ice damage. The marina is very vulnerable to east and northeast winds.

The coal dock, docks has been secured and augured to land. In the past we have had these dock sections float free from high winds and seiche. Once the gangways are removed they lose their second anchor point. The auger and lines act as a tether for them.

Navigation aides have been removed and stored. This spring a new anchoring system will need to be added to one of the red nun buoys. The chain is nearly rotted and the cinder blocks need to be replaced with a heavier duty cement anchor. The fuel system has been shut down. The DPW has winterized the water system and pump out. Launch ramp has been removed as well as the marina work barge.

Couple of weeks ago we experienced heavy winds out of the northeast. The water was coming from the beach into the marina parking lot and had the potential to undermine some utility mounts. Sandbags were place to divert the water away from that area. The sandbags will remain until a solution is found. The area by the harbor hut at the beginning of the north pier is a very low area and is the most susceptible to seiche and wave action. Another section of the harbor that was compromised from the heavy winds and waves was the coal dock. Many areas experienced some heavy erosion. I met with Elmer's a few days following and they will be on site on October 30th to begin this project. While on location they will rip rap a section on the north pier located at the new Consumers transformer. This project has been permitted and budgeted. ➤

In the next couple of weeks I will send out some test emails to our seasonal slip customers. We are hopeful that next season all of our billing and lease agreements will successfully be sent via email. This will be a wonderful progression in a smaller carbon footprint for the Marina.

Sincerely,

Edie Aylsworth

Suttons Bay Marina, Harbor Master

SUTTONS BAY WWTP MONTHLY OPERATIONS REPORT **October 2019**

TO: Rob Larrea
 Dave Miller

FROM: Mark Huggard, JACOBS

DATE: October 30th, 2019

COPY: Kevin Dahl, JACOBS
 Elizabeth Hart, JACOBS

This report describes our activities during the month of October 2019. If there is additional information you would like included in the report, please let us know.

Permit compliance:

Available lab results for the month of October indicate full permit compliance.

JACOBS completed and submitted September's Discharge Monitoring Report (DMR) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The facility was in full compliance.

Operations:**October**

Average Influent Flow 2019*	172,242	Gallons per day
Average Influent Flow 2018	122,630	Gallons per day
Total monthly hauled truck waste 2019*	167,967	Gallons
Total monthly hauled truck waste 2018	124,917	Gallons

* Data compiled through October 27th.

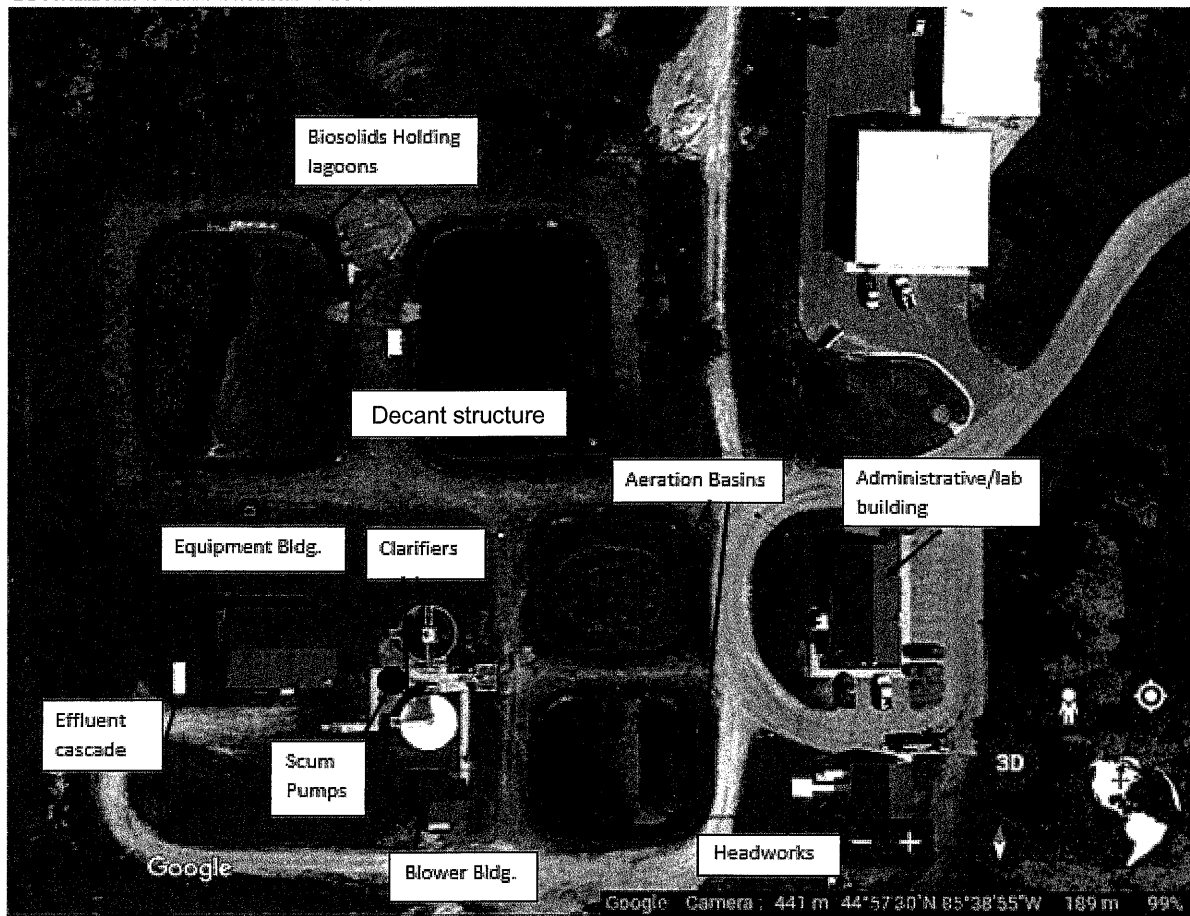
The UV system spare parts arrived and will be placed in inventory storage.

On Sunday October 13th, we responded to a plant wide power loss alarm. Plant checks were performed while the facility was on generator power and following the return to line power.

On Wednesday October 16th, we responded to a UV bank A and bank B lamp failure alarm. The system was operating with no issues noted. We have requested a quote from Windemuller Electric to install an Uninterrupted Power Supply (UPS) for the UV system's Programmable Logic Controller (PLC). This will prevent the PLC from shutting down during a power loss and extend the life of the PLC.

The Headworks building gas detection control panel has failed. The gas detection system was originally installed in 2006 and is obsolete, meaning service and parts are no longer available. The gas detection system monitors the atmosphere within the building for Methane, Hydrogen Sulfide Gas and Oxygen. Currently and until a repair can be made, our staff is utilizing a portable gas monitor. Jacobs is pricing replacement options and will provide the Village a memo with our replacement recommendation.

Treatment Plant Aerial View

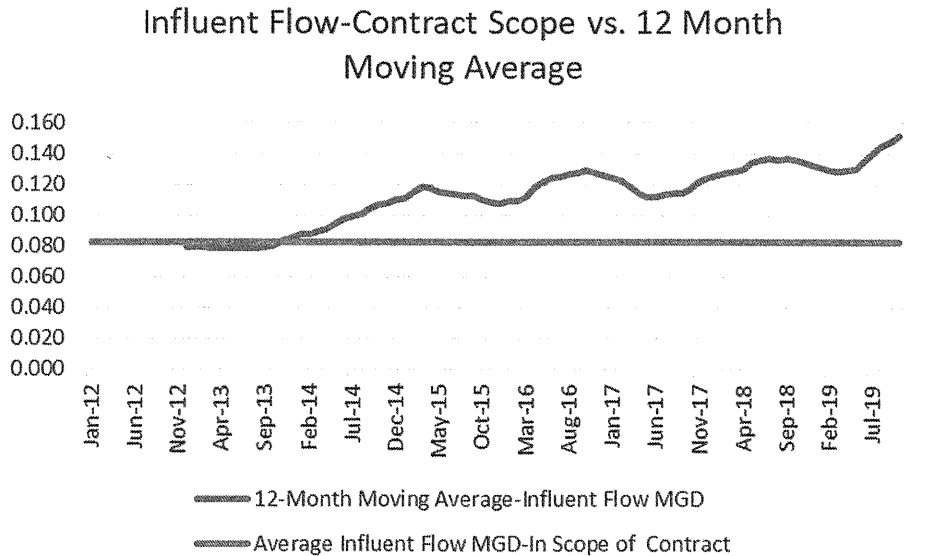


On the Horizon:

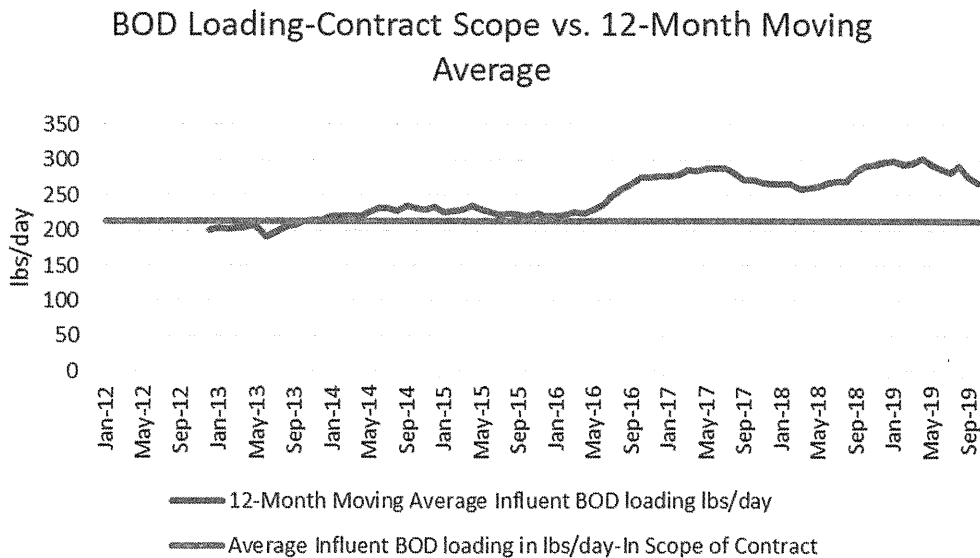
- Complete spare parts inventory list.
- Installation of the new lower bearing unit for the influent building's fine screen. (2020)
- Rebuild of Decant and Scum pump control cabinets. (2020)
- Ferric Chloride pump programming upgrades. (Windemuller)
- Acquiring RAS/WAS pump replacement costs. These pumps are nearing the end of their life, impellers are worn to the point of needing replaced and parts are obsolete. Jacobs will provide a replacement memo detailing the options and our recommendation.
- Pricing gas monitor replacements.

The following graphs illustrate the facility's influent characteristics encompassed in our scope per Amendment 3 to our 2010 agreement compared to actual influent characteristics. Influent flow characteristics are based on a 12-month moving average.

Influent Flow

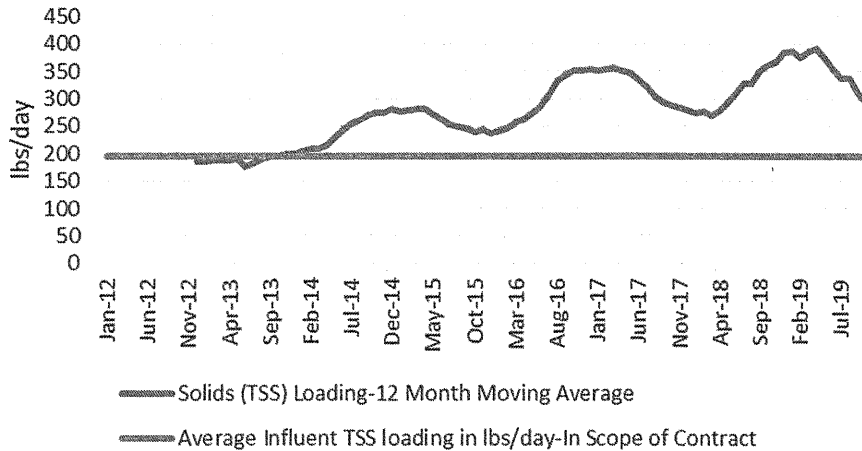


BOD Loading



TSS loading

TSS Loading-Contract Scope vs 12-Month Moving Average




Financial Report

Current Month	Oct-19	Comments
Current Month Repairs	\$ 934.17	Spare modem for WIN 911 alarm dialer, Flow meter accuracy verifications performed by Windemuller.
Current Month Repair Labor Hrs	\$ -	
Current Month Chemicals	\$ -	
Current Month Utilities	\$ 4,882.87	
YTD Repairs	\$ 16,056.53	Note: Repairs limit of \$6,000.00 has been exceeded
Repair Budget Remaining (\$6,000 Limit)	\$ (10,056.53)	
YTD Repair Labor Hrs	\$ 210.75	Note: Repair labor hours have exceeded annual limit.
Repair Labor Hrs Remaining (Limit 104 hrs)	\$ (106.75)	
YTD Chemicals	\$ 4,896.33	Increase due to product cost increase
Chemical Budget Remaining (\$4,500 Limit)	\$ (396.33)	
YTD Utilities	\$ 25,760.50	
Utility Budget Remaining (\$33,000 Limit)	\$ 7,239.50	

Mark Huggard, Jacobs
mark.huggard@jacobs.com
 231-922-4922

Elizabeth Hart, Jacobs
Elizabeth.hart@jacobs.com
 231-922-4922

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2019- 74	
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.

		VILLAGE OF SUTTONS BAY	
		REPORT VSB -2019- 68	
Prepared:	October 23, 2019	Pages:	1 of 1
Meeting:	November 7, 2019	Attachments:	<input checked="" type="checkbox"/>
Subject:	Water Loan proposal		

PURPOSE

To introduce and gather guidance on entering into a contract to prepare and apply for a USDA Funding Application for maintenance of our water system.

STAFF COMMENTS

In 2017, Fleis & Vandenbrink performed a Water Reliability Study as a part of the Villages’ SAW grant. The document explains our needs as it relates to the state of our water system facilities, water storage capacities, over a period of 30 years. The document identifies short-term and long-term improvements. However, for the purpose of this report, we will concentrate on the short-term issues and how we intend to address them.

1. We are targeting various water lines that have been identified as a short term (0-5 years) need for replacement. These lines are located along St. Mary, St. Joseph, Race Street, and Adams Street.
2. Water storage has also been identified as a short term need in both the Water Reliability Study and the 2018 Water System Sanitary Survey, performed by the State of Michigan. This study is extensive and is intended to ensure all requirements of the Michigan Safe Drinking Water Act are being adhered to.

The two items listed above will be the focus of the loan application in which the contract is being proposed. Please see the attached proposal for a clearer understanding of the process.

ACTION REQUESTED

TO RECOMMEND the item to the Village Council agenda for consideration.



October 9, 2019

Rob Larrea, Village Manager
Village of Suttons Bay
420 N. Front Street, P.O. Box 395
Suttons Bay, MI 49682

RE: Proposal to Complete a USDA Funding Application for a Water System Project

Dear Rob,

We commend the Village for being proactive in maintaining and upgrading the Village's water system by considering completion of a funding application to USDA for a capital improvement project.

The Village has completed several water system projects over the years to maintain the reliability of the water system and provide quality drinking water to Village water customers. These improvements have included extensive watermain replacement projects, water storage maintenance, and controls upgrades.

Over the years, we have always attempted to alert you when options for funding have come along. Currently, the most attractive funding opportunity for Suttons Bay's specific situation and potential water utility project is through USDA Rural Development. It is a great time to pursue funding through USDA as they have funds available at extremely low interest rates.

The following are water system improvements that we recommend the Village consider based on the recently completed Water Reliability Study, Asset Management Plan, and input from staff:

- Install 8-Inch Watermain on St. Mary St., Race St., St. Joseph St., Adams St., Fourth St., N. Bay Cliff Dr., and Apple Tree Dr.
- Install 12-Inch on West St., Lincoln St., and S. Elm St.
- Install up to 80,000-gallon Water Storage Tank
- Replace Well No. 1
- Replace Well No. 2
- Recoat interior of Port Sutton tank, repair pitting, and install larger manway
- Rehabilitate Port Sutton pressure relief valves and valve chambers with watertight lining, rehabilitate valves and piping, and install booster pump

The above improvements are our understanding of the Village's top water system priorities, we can certainly modify the scope of the proposed project if desired.

USDA RURAL DEVELOPMENT FUNDING APPLICATION

The next step towards a water system improvements project is to prepare and submit a funding application. If the Village chooses to move forward with a USDA funding application, we propose the following scope of work to assist with the submittal of the application:

- Meet with the Village to review condition of water system assets and confirm scope of the proposed project.
- Prepare USDA SF-424 funding application.
- Submit application for State and Regional Clearinghouse review.

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700
www.fveng.com

- Certification of Commercial Credit. This form will need a little bit of input from Village staff. The Treasurer is usually able to complete this form easily with our assistance.
- Complete Customer Information Sheet. This will require some assistance from the Village to confirm the required information.
- Coordination of documentation required to receive intermediate interest rate.
- Coordinate documentation that supports the project is consistent with area comprehensive plan.
- Preliminary Engineering Report (PER). This item is where most of the work lies. We will complete this for you, based on the prioritization of water system improvement needs. The report will result in a recommended project and project budget, which will be incorporated into the remainder of the USDA funding application documents.
- Coordinate Environmental Report. We will coordinate this work through RCAP who will prepare this report free of charge.
- Prepare a Draft Engineering Agreement to be included in the application.
- Coordinate Legal Services Agreement with the Village's Attorney.

PROPOSED FEE

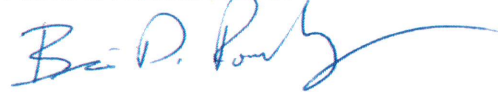
For the above scope of work, we proposed the following fee:

Task	Description	Fee
1	Water System Improvements Funding Application to USDA	\$12,500

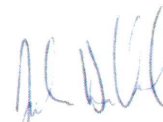
If the Village desires, this application cost can be rolled into the funding package application, or it can be paid from Village funds on hand. We look forward to helping the Village with another project. If there are any questions on the scope of work or fee listed above, feel free to call me at 231.932.8600 or email me at browley@fveng.com. If the proposal is acceptable, please sign the authorization below and we will get started!

Sincerely,

FLEIS & VANDENBRINK



Brian Rowley, PE
Project Manager



John DeVol, PE
Manager, Traverse City

Enclosures

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Additional Services for the Village of Suttons Bay as detailed in this letter dated October 9, 2019 and authorized under the existing agreement with F&V to provide Professional Engineering services to the Village dated February 27, 2018.

By _____

Date _____

Village of Suttons Bay^{SEP} 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
WTTP 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
Total General Fund Revenues	876,905	845,675	873,525	855,675

Expenditures

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Village Council				
Administrative Wages	4,165	4,175	4,175	4,175
FICA Contribution	1,316	0	0	0
Workers Compensation	70	125	125	125
Legal Services	0	2,000	1,000	2,000
Audit Services	2,705	3,000	2,300	3,000
Employee Relations	1,910	1,000	6,000	1,000
Consultant Fees	8,885	2,500	2,500	2,500
Interim Manager	17,209	0	0	0
Printing & Publishing	151	200	200	200
Miscellaneous Expense	864	10,000	10,000	8,000
Education, Training & Dues	939	3,000	3,000	3,000
Total Village Council	38,214	28,440	29,300	24,000

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Village Manager				
Administrative Wages	15,565	22,250	22,250	23,500
FICA Contribution	1,145	1,700	1,800	1,850
Medical Insurance	2,366	0	0	0
Workers Comp	150	275	275	275
Retirement Contribution	684	2,250	2,300	2,350
Life, AD&D Insurance	125	225	225	225
Unemployment	4	100	100	100
Operating Supplies	0	500	500	500
Mileage	0	300	300	300
Education, Training & Dues	0	1,450	1,450	2,500
Total Village Manager	20,039	29,050	29,200	31,600

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Village Clerk				
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
Total Village Clerk	7,732	8,450	8,565	10,290

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Village Treasurer				
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
Total Village Treasurer	11,119	21,300	21,655	23,100

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Village Hall				
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
Total Village Hall	48,518	44,500	43,006	48,506

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Public Safety				
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
Total Public Safety	81,534	82,000	82,000	82,000

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Planning & Zoning				
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
Total Planning & Zoning	18,380	30,650	27,045	31,450

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Streetlighting				
Utilities - Electric	12,645	13,000	13,000	13,000
Total Streetlighting	12,645	13,000	13,000	13,000

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Public Works				
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
Total Public Works	63,071	109,550	104,120	109,125

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Parks & Recreation				
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
Total Parks & Recreation	77,954	127,075	122,803	130,000

	2018 Actual	2019 Adopted	2019 Requested	2020 Proposed
Motor Vehicle				
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	
Total Motor Vehicle	68,812	97,775	123,750	98,700
Total Operational Expenditures	448,018	591,790	604,444	601,771

Transfers Out				
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
Total Transfers Out	350,081	250,100	400,100	250,100
Total General Fund Expenditures	798,099	841,890	1,004,544	851,871
Total Expenditures	798,099	841,890	1,004,544	851,871
Total Revenue	876,905	845,675	873,525	855,675
Excess Revenue or Expense (-)	78,806	3,785	-131,019	3,804
Beginning Fund Balance	616,430	695,236	695,236	564,217
Ending Fund Balance	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
Total Major Street Fund Revenue	294,959	178,200	332,000	178,500

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
Total Major Street Fund Expenditures	111,874	392,580	202,729	591,858
Total Expenditures	111,874	392,580	202,729	591,858
Total Revenues	294,959	178,200	332,000	178,500
Excess Revenue or Expense (-)	183,085	-214,380	129,271	-413,358
Beginning Fund Balance	274,791	457,876	457,876	587,147
Ending Fund Balance	457,876	243,496	587,147	173,789

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
Total Local Street Fund Revenues	104,441	99,400	104,600	101,900

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
Total Local Street Fund Expenditures	94,218	121,730	116,888	121,080
Total Expenditures	94,218	121,730	116,888	121,080
Total Revenues	104,441	99,400	104,600	101,900
Excess Revenues or Expense (-)	10,223	-22,330	-12,288	-19,180
Beginning Fund Balance	134,871	145,094	145,094	132,806
Ending Fund Balance	145,094	122,764	132,806	113,626

Sewer Fund

Revenues	2018	2019	2019	2020
	Actual	Adopted	Requested	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
Total Sewer Fund Revenues	723,717	524,300	575,300	548,800
Expenditures	2018	2019	2019	2020
	Actual	Adopted	Requested	Proposed
Collection System				
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
Total Sewer Fund Collection System	346,099	548,275	342,414	355,912

Wastewater Treatment Plant

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
Total Wastewater Treatment Plant	762,315	695,500	710,490	547,232
Total Sewer Expenditures	1,108,414	1,243,775	1,052,904	903,144
Total Expenditures	1,108,414	1,243,775	1,052,904	903,144
Total Expenditures less depreciation	947,703	1,061,525	870,654	719,569
Total Revenue	723,717	524,300	575,300	548,800
Excess Cash Revenues or Expense (-)	-223,986	-537,225	-295,354	-170,769
Beginning Cash Balance	1,020,050	796,064	796,064	500,710
Ending Cash Balance	796,064	258,839	500,710	329,941

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
Total Water Fund Revenues	241,029	233,900	230,750	230,075

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
Total Water Fund Expenditures	197,727	245,175	300,280	246,224
Expenditures	197,727	245,175	300,280	246,224
Less Depreciation	164,523	208,550	263,655	209,599
Total Revenue	241,029	233,900	230,750	230,075
Excess Cash Revenues or Expense (-)	76,506	25,350	-32,905	20,476
Beginning Cash Balance	203,928	280,434	280,434	247,529
Ending Cash Balance	280,434	305,784	247,529	268,005

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	300	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
Total Marina Fund Revenues	1,724,797	478,850	519,090	477,800

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
Total Marina Fund Expenditures	606,538	1,292,955	2,119,240	653,771
Total Expenditures	606,538	1,292,955	2,119,240	653,771
Expense Less Depreciation	553,487	1,157,980	1,984,265	518,796
Total Revenue	1,724,797	478,850	519,090	477,800
Excess Cash Revenues or Expenses (-)	1,171,310	-679,130	-1,465,175	-40,996
Beginning Cash Balance	638,384	1,809,694	1,809,694	344,519
Ending Cash Balance	1,809,694	1,130,564	344,519	303,523

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
Total Property Replacement Fund Revenues	158,362	157,350	159,050	158,050
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
Total Property Replacement Fund Expenditures	92,577	122,150	149,101	57,084
691.0 Transfer In	156,060	156,060	156,050	156,060
Total Expenditures	92,577	122,150	149,101	57,084
Total Revenue	158,362	157,350	159,050	158,050
Excess Revenues or Expenses (-)	65,785	35,200	9,949	100,966
Beginning Fund Balance	279,072	344,857	344,857	354,806
Ending Fund Balance	344,857	380,057	354,806	455,772

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
Total Downtown Development Authority Revenues	10	1,000	5	5
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
Total Downtown Development Authority Expenditures	7,307	7,450	7,059	7,217
Total Expenditures	7,307	7,450	7,059	7,217
Total Revenues	10	1,000	5	5
Excess Revenues or Expenses (-)	-7,297	-6,450	-7,054	-7,212
Beginning Fund Balance	36,443	29,146	29,146	22,092
Ending Fund Balance	29,146	22,696	22,092	14,880