



UTILITY/MARINA COMMITTEE
420 N Front St.
Suttons Bay, MI 49682
Thursday, October 22, 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
3. Status Update – Other Committees
 - a. Budget Discussion
4. Public Comments/Written Communication
5. Committee Member Comments
6. Announcements
7. Adjournment

Sewer Fund

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Permits and Fees	5,560	5,500	5,500	5,500	0	5,500
Grant Revenue	125,782	152,700	0	0	1,250	0
Charge for Services	146,976	140,000	142,969	140,000	142,000	140,000
General Fund	15,000	15,000	15,000	15,000	15,000	15,000
Marina Fund	10,000	10,000	10,000	10,000	10,000	10,000
RTS Fees	113,757	113,800	114,248	113,800	113,800	113,800
Waste Hauler Fees	79,421	72,000	125,826	90,000	98,000	92,000
Capital Charge	162,255	162,000	163,036	165,000	163,000	163,000
Penalties	5,251	3,000	3,423	2,000	1,300	1,300
Interest Earnings	5,136	6,600	12,527	7,500	5,000	3,000
Miscellaneous Income	58	0	24,134	0	0	0
Total Sewer Fund Revenues	669,196	680,600	616,663	548,800	549,350	543,600
Expenditures						
Collection System						
Administrative Wages	23,775	26,250	31,751	32,970	43,850	45,800
Wages	19,430	20,200	22,264	21,600	24,450	25,500
FICA Contribution	3,154	3,500	3,984	4,175	5,148	5,295
Medical Insurance	7,927	8,213	7,512	10,760	9,200	9,600
Workers Compensation Insurance	383	564	351	700	350	500
Retirement Contribution	2,151	2,240	4,968	5,457	6,950	6,990
Life, AD&D Insurance	625	625	612	725	750	750
Unemployment Insurance	5	50	4	50	50	50
Office Supplies	105	0	0	200	200	200
Safety Equipment	319	0	307	2,000	1,500	2,000
Operating Supplies	2,204	2,500	3,604	2,500	4,000	3,500
Postage	1,292	1,250	1,288	1,300	1,300	1,300

Connection fee for 1 new hook up
 2020- 1/2 of camera grant,
 usage based fee fluctuates by user, \$ 0.00663 per gal
 Parks and Public Works
 Static charge on monthly bill based on meter size
 Revenue of \$0.06 per gal, Williams
 Static charge on monthly bill based on meter size
 reduced penalty rev covid

includes meters, badger ann service, billing stock, etc
 100 per mo for mailing bills, 100 addt'l misc postage

Legal Services	437	750	0	750	300	750	750	not spent yet in 2018, fees for lift sta docs?
Audit Services	2,848	2,570	2,263	2,600	2,300	2,600	2,600	sewer portion, may have extra exp in 2019 fr SAW
Contractual Services	1,315	2,000	2,539	2,500	2,500	2,500	2,500	Computer IT, misc services
Lease of Building	0	0	0	0	0	0	0	
Settlements	0	0	0	0	0	0	0	
Telephones	2,850	3,300	3,552	3,400	3,700	4,000	4,000	Centurylinkphone lines, equip, and cell phones
Printing & Publishing	60	50	0	50	50	50	50	
Insurance	370	370	375	400	435	450	450	Liability ins - Par Plan
Utilities - Electric	6,469	8,200	8,541	8,300	10,600	10,600	10,600	
Utilities - Gas	859	1,100	1,126	1,200	1,200	1,200	1,200	DTE Energy
Repair & Maintenance	4,678	7,500	10,667	7,500	7,500	7,500	7,500	includes generator annual maint, Cummins Bridgeway
Education, Training & Dues	95	200	0	500	500	500	500	
Loan Payment - Property Replacement Fund	13,704	13,704	13,725	13,725	13,725	13,725	13,725	Sewer fund portion of Bldgs loan payment
Depreciation	44,786	61,661	66,871	70,000	70,000	70,000	70,000	
Equipment/Vehicle Rent	7,037	7,037	7,050	7,050	7,050	7,050	7,050	Trans to Motor Pool
Capital Improvement.	155,317	248,631	106,822	155,500	69,500	40,000	40,000	
Total Sewer Fund Collection System	302,198	422,465	300,176	355,912	287,108	262,410	262,410	2020 Collections 2021
								TAP 23,000 SCADA 15000
Wastewater Treatment Plant								Patching 25000
Administrative Wages	7,863	7,800	9,110	15,850	9,500	10,000	10,000	1 generator 35869 418
Wages	8,595	9,300	9,676	9,820	9,610	10,090	10,090	PS gas line 1900
FICA Contribution	1,196	1,308	1,393	1,970	1,500	1,600	1,600	PS lift eval 1900
Medical Insurance	3,275	3,752	2,487	4,700	2,300	2,480	2,480	Camera - lift sta 2975
Workers Compensation	210	250	215	275	275	275	275	
Retirement Contribution	817	875	1,870	2,567	1,950	2,009	2,009	
Life, AD&D Insurance	228	250	233	325	350	350	350	
Unemployment Insurance	6	50	7	50	50	50	50	
Safety Equipment	40	100	266	500	500	500	500	
Operating Supplies	1,384	2,000	2,426	2,000	3,000	3,000	3,000	includes water cooler, copier maint contract, Northern
Postage	0	35	0	50	50	50	50	

Fuel and Lubricants	0	0	0	0	0	0	0	0	0	0	0	part of Jacobs contract
Chemicals and Treatment	0	0	0	0	0	0	0	0	0	0	0	part of Jacobs contract
Engineering Services	0	0	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	have not used in 2020
Legal Services	0	3,500	0	0	0	0	0	0	0	0	0	
Contractual Service	161,706	160,000	188,161	189,000	189,000	195,000	195,000	189,000	189,000	189,000	189,000	add'l available for year end reconcile, per agreement
Biosolids Reuse	0	0	0	0	0	0	0	0	0	0	0	
Janitorial Service	0	0	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Permits and Fees	3,967	2,500	2,358	2,500	2,500	3,500	3,500	3,500	3,500	3,500	3,500	Annual licences from St of MI
Telephones	3,000	3,155	3,156	3,150	3,150	3,150	3,150	3,150	3,150	3,150	3,150	
Insurance	600	600	600	600	600	600	600	600	600	600	600	Liability ins - Par Plan
Utilities - Electric	0	0	0	0	0	0	0	0	0	0	0	no exp in 2018, part of Jacobs agreement
Utilities - Gas	0	0	0	0	0	0	0	0	0	0	0	no exp in 2018, part of Jacobs agreement
Repair & Maintenance	34,380	5,000	3,970	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	chem control, fire ext
Chemical Feed Equipment	0	0	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
Building and Grounds	785	1,500	1,834	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Depreciation	103,072	109,172	101,533	113,575	113,575	113,575	113,575	113,575	113,575	113,575	113,575	
Equipment/Vehicle Lease	2,135	2,135	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	to motor pool
Capital Improvements	4,540	302,452	221,251	50,000	50,000	24,000	24,000	24,000	24,000	50,000	50,000	
Sewer Bond Payment	110,000	110,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	115,000	Principle pymnt on sewer bonds
Amortize Bond Issue Costs	3,750	3,750	0	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	Amort on sewer bonds
Interest Expense	19,338	17,550	15,763	13,900	13,900	14,000	14,000	13,000	13,000	13,000	13,000	Interest pymnt on sewer bonds
Total Wastewater Treatment Plant	470,887	747,034	683,459	547,232	547,232	519,310	519,310	539,629	539,629	539,629	539,629	2020
												2021
Total Sewer Expenditures	773,085	1,169,499	983,635	903,144	903,144	806,418	806,418	802,039	802,039	802,039	802,039	RAS replace
												18200
												5800
Total Expenditures	773,085	1,169,499	983,635	903,144	903,144	806,418	806,418	802,039	802,039	802,039	802,039	
Total Expenditures less depreciation	625,227	998,666	815,231	719,569	719,569	622,843	622,843	618,464	618,464	618,464	618,464	
Total Revenue	669,196	680,600	616,663	548,800	548,800	549,350	549,350	543,600	543,600	543,600	543,600	
Excess Cash Revenues or Expense (-)	43,969	-318,066	-198,568	-170,769	-170,769	-73,493	-73,493	-74,864	-74,864	-74,864	-74,864	
Beginning Cash Balance	976,081	1,020,050	799,984	601,416	601,416	601,416	601,416	527,923	527,923	527,923	527,923	
Ending Cash Balance	1,020,050	799,984	601,416	430,647	430,647	527,923	527,923	453,059	453,059	453,059	453,059	

Water Fund

Revenues	2017	2018	2019	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed
Permits and Fees	4,150	0	880	475	650	500
Charge for Services	77,629	80,000	69,224	75,000	77,000	76,000
General Fund	6,800	6,800	6,800	6,800	6,800	6,800
Marina Fund	5,000	5,000	5,000	5,000	5,000	5,000
RTS Fees	59,489	58,000	63,494	60,000	62,000	62,000
Capital Charge	55,601	55,000	55,085	55,000	55,000	55,000
Penalties	2,013	1,000	1,552	800	600	600
Interest Earnings	649	500	3,821	2,000	2,300	2,000
Hydrant Rental	25,000	25,000	25,000	25,000	25,000	25,000
695.0 Miscellaneous Revenue	223	0	305	0	200	0
Total Water Fund Revenues	236,554	231,300	231,161	230,075	234,550	232,900

will amend if new hook-ups
water usage based on per gal used, \$0.0295 per gal
From Parks and Public Works
From Marina
These are static, based on meter size \$9.58 per mo
These are static, based on meter size \$9.00 per mo
rev transferred in fr gen fund

Expenditures

Expenditures	2017	2018	2019	2020	2020	2021
	Actual	Budget	Actual	Adopted	Requested	Proposed
Administrative Wages	29,665	30,493	38,807	39,750	50,870	52,500
Wages	26,472	28,007	29,984	30,097	32,000	34,000
FICA Contribution	4,088	4,775	5,080	5,343	6,450	6,600
Medical Insurance	10,756	11,225	9,742	10,200	11,800	12,500
Workers Compensation	715	1,075	673	1,225	1,100	1,200
Retirement Contribution	2,801	2,925	6,452	6,984	8,300	8,650
Life, AD&D Insurance	799	786	784	900	900	950
Unemployment Insurance	4	50	6	200	100	200
Office Supplies	200	100	45	300	300	300
Safety Equipment	120	2,000	320	2,000	2,000	2,000
Operating Supplies	6,435	7,000	6,782	7,000	7,000	7,000
Lab Analysis	2,343	3,000	1,733	3,000	2,900	3,000
Postage	1,373	1,400	1,220	1,400	1,400	1,500
Engineering Services	0	2,000	0	2,000	8,000	8,000

10% contrib beg 2019

includes meters, bill cards, ann software fees
weekly, qtrly water samples
\$100 per mo for bills, plus annual report
USDA

Legal Services	0	1,000	0	1,000	1,000	1,000	1,000	1,000	
Audit Services	1,315	2,500	1,867	2,500	1,900	1,900	2,500	2,500	water portion of 10,000 (25%), tap audit for 2020
Contractual Service	7,802	8,000	1,140	8,000	2,000	2,000	4,000	4,000	used for annual well tests, comp it, sys review, etc
Lease of Building	0	0	0	0	0	0	0	0	
Telephones	1,887	2,150	2,589	2,900	2,900	2,900	2,900	2,900	landlines and cell phones for staff
Printing & Publishing	328	400	291	400	350	350	400	400	annual ccr report
Insurance	935	935	950	950	950	950	950	950	annual liab ins cost
Utilities - Electric	10,152	13,000	10,026	10,500	11,500	11,500	11,500	11,500	
Utilities - Gas	0	500	0	0	0	0	0	0	
Repair & Maintenance	2,549	22,500	12,571	22,500	22,500	22,500	22,500	22,500	wellhouse and system maint, Cummins Bridgeway, etc
Miscellaneous Expense	0	200	0	200	200	200	200	200	
Education, Training & Dues	790	1,500	825	2,500	2,500	2,500	3,000	3,000	MI Rural Water, & classes
Loan Payment - Property Replacement Fund	13,710	13,710	13,725	13,725	13,725	13,725	13,725	13,725	water sys portion of new building payment
Loan Payment - Marina Fund	21,271	22,403	20,888	0	0	0	0	0	2019 - final year to repay marina loan
Transfer to General Fund	2,066	0	0	0	0	0	0	0	
Depreciation	31,219	31,403	33,854	36,625	36,625	36,625	37,625	37,625	
Equipment/Vehicle Rent	11,007	11,007	11,025	11,025	11,025	11,025	11,025	11,025	to Motor Pool
Capital Improvements	7,882	26,000	0	63,000	93,972	93,972	15,000	15,000	2021 - 30000 SCADA 50/50 sewer fund cost
Interest Expense	1,126	0	272	0	0	0	0	0	2019 final year interest to repay marina loan
Total Water Fund Expenditures	199,810	252,044	211,651	286,224	334,267	334,267	264,725	264,725	2020
Expenditures	199,810	252,044	211,651	286,224	334,267	334,267	264,725	264,725	2021
Less Depreciation	168,591	220,641	177,797	249,599	297,642	297,642	227,100	227,100	TAP (23,000) SCADA Wellhead? generator 49333 Kal-hydrant, 22300 USDA ?
Total Revenue	236,554	231,300	231,161	230,075	234,550	234,550	232,900	232,900	Fleis wellhead 9000 Fleis USDA 6000
Excess Cash Revenues or Expense (-)	67,963	10,659	53,364	-19,524	-63,092	-63,092	5,800	5,800	MI Pipe 1000 gas install 4700
Beginning Cash Balance	135,965	203,928	288,587	341,951	341,951	341,951	278,859	278,859	
Ending Cash Balance	203,928	288,587	341,951	322,427	278,859	278,859	284,659	284,659	

MARINA FUND

Revenues	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Pump outs	2,940	2,000	3,474	3,200	3,010	3,200
Gas Sales	120,696	95,000	132,354	125,000	119,000	125,000
Gas Sales - Tax Exempt	1,048	0	1,557	1,000	500	1,000
Sale of Ice	1,220	1,500	1,510	1,200	254	1,000
Launch Fees	525	450	32	200	0	500
Annual Launch Pass	90	0	6	0	0	0
Waiting List	1,808	1,400	2,400	1,700	2,500	1,700
Penalties	0	300	419	500	500	0
Interest Earnings	3,901	500	31,069	4,000	4,000	4,000
Transient Fees	64,568	60,000	75,534	68,000	92,100	65,000
Marina Day Use	1,985	1,500	1,695	1,500	1,200	1,500
Slip Fees	240,407	230,000	272,351	272,000	278,000	272,000
Sale of Fixed Assets	0	0	0	0	0	0
Loan Repayment - Water Fund	21,271	22,403	21,160	0	0	0
Miscellaneous Income	1,073	30	72	0	85	0
Proceeds from Debt Financing	0	0	0	0	0	0
Total Marina Fund Revenues	461,532	415,083	543,633	477,800	501,149	474,900

Expenditures	2017 Actual	2018 Budget	2019 Actual	2020 Adopted	2020 Requested	2021 Proposed
Administrative Wages	16,475	20,467	27,555	28,860	39,587	40,887
Wages	45,660	59,388	53,533	56,900	57,980	58,900
Wages Dock Hands	28,492	35,000	30,968	36,750	38,750	38,750
FICA Contribution	6,747	8,787	8,338	9,372	10,420	10,500
Medical Insurance	10,949	13,245	11,543	15,100	15,000	15,500
Workers Compensation	2,709	3,748	2,336	2,700	2,000	2,700
Retirement Contribution	3,136	3,693	7,701	8,676	9,300	9,978
Life, AD&D Insurance	935	1,052	1,039	1,100	1,100	1,140
Unemployment Insurance	16	5,393	20	2,250	2,000	2,000
Uniform	397	700	536	700	900	1,200
Operating Supplies	10,032	11,000	6,543	9,000	11,000	7,000

Cust removed if non-payment, penalties are rare
 dependant on weather, can fluctuate
 billed annually in Jan, based on boat length
 final payment in 2019 for loan to water fund
 Bond Revenue

2020-masks, 2021 -New Village Logo in shirts
 2020 - addtl for high water 2021-New Red Nun Buoys

Ice Purchases	739	1,000	1,269	1,000	200	1,000	1,000	bagged ice for sale at marina
Gas Purchases	102,730	95,000	112,318	120,000	101,000	120,000		
Sales Tax	95	3,000	3,323	4,000	4,000	5,000		based on amount of fuel sold
Waste Removal	742	1,000	1,184	1,000	1,000	1,000		weekly pick-up for 6 yd draw
Engineering Services	0	2,000	0	2,000	1,000	2,000		misc as needed, not related to existing projects
Legal Services	758	0	0	1,000	500	1,000		possible ord revision, and misc legal needs
Audit Services	701	900	584	900	600	900		marina portion of 10,000, addtl for bond reporting
Rentals	4,190	4,000	4,378	4,500	5,800	4,500		porta-jons, cleaning, etc
Contractual Services	2,692	6,000	3,248	6,000	4,000	4,000		
Lease of Building	0	0	0	0	0	0		
Telephones	3,491	4,200	2,627	2,700	2,700	3,500		Harbor Master Cell phone
Community Promotion	0	500	0	500	0	500		
Insurance	398	400	653	670	670	670		
Utilities - Electric	6,585	8,500	9,771	12,000	14,000	14,000		increase- bubblers
Utilities - Gas	795	800	788	800	800	800		
Utilities - Water	5,000	5,000	5,000	5,000	5,000	5,000		water costs - transfer to water dept
Utilities - Sewer	10,000	10,000	10,000	10,000	10,000	10,000		sewer costs - transfer to sewer dept
Repair & Maintenance	13,300	5,000	13,885	8,500	12,000	8,500		2020 -addtl Waggener \$2344 & TC Coatings \$3055
Miscellaneous Expense	0	0	53	200	200	200		
Education, Training & Dues	300	1,000	293	1,000	500	1,000		dockhand classes, haz-mat training, CPR
Contributions to Property Replacement Fund	2,885	2,885	2,900	2,855	2,855	2,855		
Depreciation	55,017	59,975	129,202	134,975	136,000	136,000		
Equipment/Vehicle Rent	2,427	2,427	2,450	2,450	2,450	2,450		
Capital Improvements	18,287	34,500	1,373,660	72,000	80,000	56,800		
Payment on Marina Bond	0	0	45,000	45,000	45,000	45,000		
Interest Expense	0	0	43,714	43,313	43,313	43,313		Cap Improv 2020
Bond Fees	0	0	0	0	0	0		2021
Total Marina Fund Expenditures	356,680	410,560	1,916,412	653,771	661,625	658,543		
Total Expenditures	356,680	410,560	1,916,412	653,771	661,625	658,543		
Expense Less Depreciation	301,663	350,585	1,787,210	518,796	525,625	522,543		
Total Revenue	461,532	415,083	543,633	477,800	501,149	474,900		
Excess Cash Revenues or Expenses (-)	159,869	64,498	-1,243,578	-40,996	-24,476	-47,643		
Beginning Cash Balance	478,515	638,384	702,882	599,787	599,787	575,311		
Ending Cash Balance	638,384	702,882	599,787	558,791	575,311	527,668		