



Fiscal Year 2019-2020
Village Manager Recommend Budget

Approved: September 11th, 2019

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TO: Three Oaks Village Council Members
FROM: Mike Greene, Village Manager
RE: Budget Message – Fiscal Year 2019-2020
DATE: August 14th, 2019



I am pleased to present my recommended Village of Three Oaks Fiscal Year 2018-2019 budget in the amount of **\$2,479,620** with the General Fund constituting **\$883,945**. The General Fund is balanced and in compliance with the Michigan Uniform Budgeting and Accounting Act, Generally Accepted Accounting Principles (GAAP), and aligned with priorities of Village staff, Village committees, and the Village Council.

FISCAL YEAR 2018-19 BUDGET

Net fiscal year's budget presented a few challenges requiring difficult decisions and creative problem-solving. Our primary goals were to present a balanced budget that included no tax increase, preserve high quality service delivery to citizens, and accomplish as many goals as funding would allow.

REVENUES

Ad Valorem (Property Tax)

The Recommended Budget includes **no property tax increase**, keeping the Village millage rate flat at **9.0015 mills for General Operations** and **3.6004 mills for Streets**. The Three Oaks Village Council approved this millage rate during their June 12th, 2019 Council Meeting, resulting in **no change** in the millage rate that was set in 2018.

The projected Village tax base for Fiscal year 2019-20 is \$39,111,502, comprised of real and personal property. This is a modest **1.59 percent increase** over the current year's adopted tax base (\$38,501,000). This increase was driven by the investment in commercial personal property, which increased 22.71 percent in value. Changes in values, compared to the current year adopted budget, are described below:

- Real property value **increased** 0.95 percent or \$337,302, driven by the investment in real commercial property.
- Personal property value **increased** 9.51 percent or \$273,200, driven by the investment in personal commercial property.

The Recommended Budget applies a tax collection rate of 98 percent to real property. Due to this modest increase in tax base and estimated collection rate, total ad valorem revenues are projected to be **\$317,000**, or a minor increase of \$2,000 from the current year budgeted amount.

Other Key Revenue Changes

Key revenue changes outside property and sales tax are detailed below (based on FY 18-19 approved budget).

General Fund

- **Interest & Dividends (increase of \$5,500)** – This revenue is increased next year based on actual experience in the current year and newly assigned interest rates from our banking institutions.
- **Miscellaneous (increase of \$90,500)** – This revenue is increased next year to reflect the Pokagon Fund & USDA Grant funding that is being awarded to the Village for the Chamberlain Path Project. This funding will offset the expenses the Village will occur for this project.

Major Street Fund

- **Major Street Act 51 Revenue (increase of \$10,000)** – This revenue is increased based on projections from the State of Michigan and their Act 51 allocations.

Local Street Fund

- **Local Street Act 51 Revenue (increase of \$13,000)** – This revenue is increased based on projections from the State of Michigan and their Act 51 allocations.
- **State Grants (decrease of \$20,000)** – This revenue was a one-time grant from the State of Michigan that is not expected to be awarded again in FY 19-20.

Downtown Development Authority

- **TIF Capture (increase of \$10,750)** – This revenue is increased next year based on actual experience in the current year. The downtown district has seen heavy investment that was not present during previous years.

Sewer Fund

- **Sales (Usage Fee) (decrease of \$11,000)** – This revenue is decreased next year based on the fee structure changes that were approved in April 2019 and a large user closing.
- **Ready to Serve (RTS) Fees (increase of \$161,000)** – This revenue is increased next year based on an increase in the RTS monthly fees that were approved in April 2019.
- **Miscellaneous (increase of \$90,000)** – This revenue is based on the expectation of being reimbursed through the USDA for the preliminary engineering for the Wastewater Treatment Plant upgrade. This funding will offset the expenses the Village will occur for this project.

EXPENDITURES

Positions

The Village has adjusted operations due to a change in staffing over the past year. Below is a summary of the Village's budgeted permanent positions:

<i>General Government</i>	FY 2018-19	FY 2019-20
Village Manager	1.00	1.00
Treasurer	0.50	0.50
Clerk	0.50	0.50
DPW	2.50	2.50
Public Safety Full Time	3.00	3.00
<i>Water & Sewer</i>		
Superintendent	0.00	1.00
Water & Sewer Operator	0.00	1.00

Capital

Funding capital needs (*purchases of significant value that have a useful life of greater than one year*) is an aspect of the budget that demands careful consideration during the review process. Some capital needs are predictable based upon

normal life cycles for items like vehicles and computers. Others can be large one-time expenses such as significant facility repairs or large technology purchases.

It is not uncommon to see fluctuations in capital from year to year and many capital requests are typically not funded. This year, I have requested departments present all their capital needs to build a more predictable cycle overall. This in turn allows the Village to make the best possible decision on an annual basis rather than reactively appropriating funds mid-year.

The Fiscal Year 2019-20 Capital Improvement Plan (CIP) is included in this document. There are currently ten (10) CIP projects that are included in the recommended budget:

- Sewer – Sewer Barn Roof Replacement (\$9,000)
- Water – Water Plant Roof Replacement (\$15,000)
- Water – Well #4: Pull, inspect, repair, and reinstall well pump and motor (\$24,373)
- Water – Well #4: Well shock chlorination (\$9,275)
- Water – Well #4: Replace flow meter and connect signal to plant (\$7,494)
- Water – Well #4: Replace Pump Bowl Assembly (\$5,551)
- General Fund – New Office Server (\$5,000)
- General Fund – Police Station Dispatch Radio (\$10,000)
- General Fund – Police Vehicle (\$45,000)
- General Fund – Chamberlain Path Revitalization (\$90,500)
- General Fund – Watkins Park Pavilion Roof (\$13,000)

Employee Pay

A two percent cost-of-living pay adjustment (COLA) increase is included in the recommended budget for all employees and the Village Treasurer and Village Clerk. A new position has been created in the Police Department and their recommended rate is included in the budget. Along with recommended merit increases, below is a summary of the Village's budgeted pay rates:

<i>General Government</i>	FY 2018-19	FY 2019-20	Rate
Village President	\$525	\$525	Quarterly
Village Trustees	\$300	\$300	Quarterly
Village Manager	\$60,000	\$60,000	Yearly
Treasurer	\$17.97	\$18.87	Hourly
Clerk	\$22.22	\$22.78	Hourly
DPW Superintendent	\$47,000	\$48,410	Yearly
DPW Technician	\$20.00	\$20.80	Hourly
DPW Seasonal Assistant	\$14.00	\$15.00	Hourly
Police Chief	\$52,000	\$53,000	Yearly
Police Sergeant	\$0.00	\$20.00	Hourly
Full Time Officer	\$18.50	\$19.00	Hourly
Part Time Officer	\$15.50	\$16.00	Hourly
 <i>Water & Sewer</i>			
Superintendent	\$50,000	\$50,000	Yearly
Water & Sewer Operator	\$0.00	\$17.50	Hourly

Future Budget Pressures

While the Recommended Budget lays forth a financial plan for the upcoming year, there are a few long-term items we must continue to monitor for their impact on future budgets.

- **Full Impact of Wastewater Treatment System Upgrade** – While the Recommended Budget does not currently include the full impact of the wastewater treatment system upgrade due to engineering plans not yet finalized, this project will have long term effects towards the Village's debt service and operating cost. We have already begun planning for this by increasing sewer rates, however, full impact of this project will be unknown until construction is completed.
- **Assessment of Facilities (AOF)** – While IAI was contracted with the Village, they conducted an AOF. This AOF laid out recommended improvements to our water and sewer infrastructure. While the Recommended Budget does begin addressing some of these recommendations, in order to properly maintain and improve our infrastructure, the AOF should be evaluated each year to identify which areas need to be addressed next.

Conclusion

Next year's budget presented some challenges as well as significant opportunities. This Recommended Budget maintains the high quality of service Village of Three Oaks citizens expect, awards employees for good performance, and makes strategic investments in high priority services, all while maintaining a millage rate that has not increased. I would like to thank Village staff for their assistance in the development of this Recommended Budget, and I look forward to working with each of you to develop a final budget for Fiscal Year 2019-20 that will meet the service needs and expectations of our citizens and community.

Respectfully submitted,



Mike Greene
Village Manager

**VILLAGE OF THREE OAKS
RESOLUTION OF ADOPTION
FISCAL YEAR 2019-2020 BUDGET**

At a regular meeting of the Village Council of the Village of Three Oaks, Michigan, held at the Village Hall on the 11th day of September 2019, the following resolution was offered by Council member _____ and supported by Council member _____.

WHEREAS, the Uniform Budgeting and Accounting Act 2, of the Public Acts of 1968, as amended, MCL 141.421 et seq., and Village of Three Oaks Ordinance 169 require that the Village of Three Oaks pass a resolution providing the authority to make expenditures and incur obligations on behalf of the Village, no later than the second Wednesday of September; and

WHEREAS, the Village of Three Oaks properly published in their local newspaper that a public hearing would be held prior to the budget adoption, and said hearing was held on September 11th, 2019 at 7:00 PM; and

WHEREAS, the Village Manager did deliver to the Village Council a budget which has now been reviewed at length and which this Village Council finds an equitable allocation of anticipated revenue to the various funds, departments, boards, functions and activities;

NOW, THEREFORE BE IT RESOLVED that the Fiscal Budget 2019-202 for the Village of Three Oaks as attached hereto, be and is hereby adopted.

BE IT FURTHER RESOLVED that all expenditures shall be in accordance with the provisions of the Uniform Budgeting and Accounting Act, and that any modification, addition or deletion of such amounts hereby adopted, shall be approved by Council at a regular/special Council meeting.

On roll call, following discussion, the vote of the foregoing resolution was as follows:

Ayes:

Nays:

Absent:

Abstain:

Whereupon the Village President declared the Resolution adopted.

Cynthia E. Moynihan, Clerk
Village of Three Oaks

Attest:

David Grosse, President
Village of Three Oaks

CERTIFICATION

The undersigned, being the duly qualified Clerk of the Village of Three Oaks, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Village Council at a regular meeting held on September 11, 2019, at which meeting a quorum was present and remained throughout; (2) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (3) minutes of such meeting were kept and will be or have been made available as thereby required.

Dated: September 11, 2019

Cynthia E. Moynihan, Clerk
Village of Three Oaks

APPROVED

BUDGET SUMMARY

Budget Summary	FY 2017-18 Actual	FY 2018-19 Budget	FY 2018-19 Amended	FY 2019-20 Budget
GENERAL FUND				
Revenues				
Taxes	346,439.04	344,500.00	344,500.00	346,500.00
State Revenue Sharing	164,268.00	152,200.00	152,200.00	152,200.00
Local Revenue Sharing	75,681.37	70,000.00	73,250.00	70,000.00
Franchise Fees	16,087.44	9,000.00	12,250.00	12,000.00
Office Fees	1,165.65	0.00	300.00	0.00
Park Fees	1,350.00	1,000.00	1,000.00	1,000.00
Police Services	89,264.47	83,850.00	83,850.00	83,850.00
DPW Services	2,851.25	2,600.00	2,600.00	2,600.00
Rents & Leases	62,810.69	49,500.00	49,500.00	49,500.00
Fines & Forfeits	1,566.65	3,000.00	3,000.00	3,000.00
Interest & Dividends	11,058.63	4,500.00	4,500.00	10,000.00
Miscellaneous	2,188.88	3,000.00	3,000.00	93,500.00
TOTAL REVENUES	774,732.07	723,150.00	729,950.00	824,150.00
Expenditures				
City Council	8,847.60	9,610.00	9,610.00	10,455.00
President	3,048.80	2,490.00	2,490.00	3,265.00
Manager	25,694.82	29,150.00	29,150.00	32,150.00
General Admin.	96.57	0.00	0.00	0.00
Clerk	23,369.88	25,650.00	25,875.00	25,825.00
External Audit	4,887.50	7,000.00	7,000.00	7,000.00
Treasurer	14,097.15	16,625.00	16,925.00	19,175.00
Elections	0.00	0.00	850.00	0.00
Building and Grounds	1,056.64	1,300.00	1,300.00	1,300.00
Attorney - General Counsel	2,002.50	3,000.00	3,000.00	3,000.00
General Government	134,999.43	65,775.00	68,275.00	60,325.00
Police	225,773.02	267,700.00	275,850.00	320,850.00
Fire	49,657.80	48,000.00	48,000.00	48,000.00
Public Works	161,869.91	150,750.00	152,650.00	149,350.00
Drains	15,378.69	27,000.00	27,000.00	27,000.00
Street Lights	25,327.92	22,000.00	22,000.00	22,000.00
Planning & Zoning	14,446.60	18,900.00	18,900.00	15,650.00
Parks	35,582.78	73,600.00	48,600.00	138,600.00
TOTAL EXPENDITURES	746,137.61	768,550.00	757,475.00	883,945.00
General Fund Revenues	774,732.07	723,150.00	729,950.00	824,150.00

General Fund Expenditures	746,137.61	768,550.00	757,475.00	883,945.00
Net of Revenues & Expenditures	28,594.46	(45,400.00)	(27,525.00)	(59,795.00)
TOTAL BEGINNING FUND BALANCE	1,136,443.52	1,171,637.71	1,171,637.71	1,144,112.71
NET FUND BALANCE	1,165,037.98	1,126,237.71	1,144,112.71	1,084,317.71

MUNICIPAL STREET FUND

Revenues

Taxes	135,673.46	137,000.00	137,000.00	136,250.00
TOTAL REVENUES	135,673.46	137,000.00	137,000.00	136,250.00

Expenditures

Administration	20,595.24	28,900.00	28,900.00	28,900.00
Transfers Out	85,000.00	100,000.00	100,000.00	100,000.00
TOTAL EXPENDITURES	105,595.24	128,900.00	128,900.00	128,900.00

Municipal Street Fund Revenues	135,673.46	137,000.00	137,000.00	136,250.00
Municipal Street Fund Expenditures	105,595.24	128,900.00	128,900.00	128,900.00
Net of Revenues & Expenditures	30,078.22	8,100.00	8,100.00	7,350.00
TOTAL BEGINNING FUND BALANCE	253,928.43	281,611.28	281,611.28	289,711.28
NET FUND BALANCE	284,006.65	289,711.28	289,711.28	297,061.28

MAJOR STREET FUND

Revenues

ACT 51	113,060.38	75,100.00	75,100.00	85,250.00
Transfers In	0.00	25,000.00	25,000.00	25,000.00
TOTAL REVENUES	113,060.38	100,100.00	100,100.00	110,250.00

Expenditures

Routine Maintenance	69,615.36	33,500.00	33,500.00	33,500.00
Traffic	4,789.89	6,750.00	6,750.00	6,750.00
Winter Maintenance	31,016.91	21,000.00	21,000.00	25,000.00
Administration	4,400.60	7,400.00	7,400.00	7,400.00
Transfer Out	23,633.08	21,000.00	21,000.00	21,000.00
TOTAL EXPENDITURES	133,455.84	89,650.00	89,650.00	93,650.00

Major Street Fund Revenues	113,060.38	100,100.00	100,100.00	110,250.00
Major Street Fund Expenditures	133,455.84	89,650.00	89,650.00	93,650.00
Net of Revenues & Expenditures	(20,395.46)	10,450.00	10,450.00	16,600.00
TOTAL BEGINNING FUND BALANCE	163,440.81	137,721.15	137,721.15	148,171.15

NET FUND BALANCE	143,045.35	148,171.15	148,171.15	164,771.15
LOCAL STREET FUND				
Revenues				
Local ACT 51	65,166.32	32,000.00	32,000.00	45,000.00
State Grants	0.00	0.00	20,000.00	0.00
Transfers In	108,633.08	96,000.00	96,000.00	96,000.00
TOTAL REVENUES	173,799.40	128,000.00	148,000.00	141,000.00
Expenditures				
Street Construction	0.00	0.00	12,000.00	5,000.00
Sidewalks	(29.33)	3,200.00	3,200.00	13,200.00
Routine Maintenance	122,192.87	50,400.00	130,000.00	46,525.00
Traffic	1,749.25	2,950.00	2,950.00	2,950.00
Winter Maintenance	21,728.73	16,100.00	16,100.00	16,100.00
Administration	4,555.90	5,600.00	5,600.00	5,600.00
TOTAL EXPENDITURES	150,197.42	78,250.00	157,850.00	84,375.00
Local Street Fund Revenues	173,799.40	128,000.00	148,000.00	141,000.00
Local Street Fund Expenditures	150,197.42	78,250.00	157,850.00	84,375.00
Net of Revenues & Expenditures	23,601.98	49,750.00	(9,850.00)	56,625.00
TOTAL BEGINNING FUND BALANCE	56,570.22	70,210.93	70,210.93	60,360.93
NET FUND BALANCE	80,172.20	119,960.93	60,360.93	116,985.93
RUBBISH FUND				
Revenues				
Taxes	79,186.07	80,000.00	80,000.00	82,100.00
TOTAL REVENUES	79,186.07	80,000.00	80,000.00	82,100.00
Expenditures				
Professional Services	76,080.00	78,000.00	90,000.00	90,000.00
TOTAL EXPENDITURES	76,080.00	78,000.00	90,000.00	90,000.00
Rubbish Fund Revenues	79,186.07	80,000.00	80,000.00	82,100.00
Rubbish Fund Expenditures	76,080.00	78,000.00	90,000.00	90,000.00
Net of Revenues & Expenditures	3,106.07	2,000.00	(10,000.00)	(7,900.00)
TOTAL BEGINNING FUND BALANCE	118,163.00	121,509.07	121,509.07	111,509.07
NET FUND BALANCE	121,269.07	123,509.07	111,509.07	103,609.07

DOWNTOWN DEVELOPMENT AUTHORITY**Revenues**

TIF Capture	20,493.03	7,750.00	11,000.00	18,500.00
Event Fees & Sales	21,199.00	8,000.00	8,300.00	7,750.00
Contributions	4,590.00	0.00	0.00	2,000.00

TOTAL REVENUES	46,282.03	15,750.00	19,300.00	28,250.00
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Expenditures

Bank Fees & Charges	0.00	150.00	150.00	150.00
Economic Development	1,958.39	9,800.00	14,890.00	5,300.00
Community Development & Promotion	24,458.69	11,950.00	12,750.00	16,800.00
Capital Improvements	0.00	0.00	4,000.00	6,000.00

TOTAL EXPENDITURES	26,417.08	21,900.00	31,790.00	28,250.00
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DDA Fund Revenues	46,282.03	15,750.00	19,300.00	28,250.00
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DDA Fund Expenditures	26,417.08	21,900.00	31,790.00	28,250.00
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Net of Revenues & Expenditures	19,864.95	(6,150.00)	(12,490.00)	0.00
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TOTAL BEGINNING FUND BALANCE	26,768.37	59,060.77	59,060.77	46,570.77
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NET FUND BALANCE	46,633.32	52,910.77	46,570.77	46,570.77
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BUILDING FUND**Revenues**

Building Permits	11,085.80	8,000.00	8,000.00	8,000.00
Rental Fees	195.00	0.00	0.00	0.00
Electrical Permits	4,655.00	4,000.00	4,000.00	4,000.00
Mechanical Permits	5,714.05	4,000.00	4,000.00	4,000.00
Interest & Dividends	66.15	0.00	0.00	0.00

TOTAL REVENUES	21,716.00	16,000.00	16,000.00	16,000.00
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Expenditures

Building Inspections	19,173.21	17,750.00	15,750.00	15,750.00
Administration	4,079.26	800.00	4,800.00	4,800.00

TOTAL EXPENDITURES	23,252.47	18,550.00	20,550.00	20,550.00
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Building Fund Revenues	21,716.00	16,000.00	16,000.00	16,000.00
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Building Fund Expenditures	23,252.47	18,550.00	20,550.00	20,550.00
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Net of Revenues & Expenditures	(1,536.47)	(2,550.00)	(4,550.00)	(4,550.00)
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TOTAL BEGINNING FUND BALANCE	38,372.40	38,539.41	38,539.41	33,989.41
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NET FUND BALANCE	36,835.93	35,989.41	33,989.41	29,439.41
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DRUG FORFEITURE**Revenues**

Interest & Dividends	0.32	0.00	0.00	0.00
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TOTAL REVENUES	0.32	0.00	0.00	0.00
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Expenditures

N/A	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
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Drug Forfeiture Fund Revenues	0.32	0.00	0.00	0.00
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Drug Forfeiture Fund Expenditures	0.00	0.00	0.00	0.00
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Net of Revenues & Expenditures	0.32	0.00	0.00	0.00
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TOTAL BEGINNING FUND BALANCE	189.42	189.74	189.74	189.74
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NET FUND BALANCE	189.74	189.74	189.74	189.74
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SEWER FUND**Revenues**

Sales	189,434.55	196,000.00	196,000.00	185,000.00
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RTS Fees	222,281.31	219,450.00	300,450.00	380,000.00
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Late Fees	9,212.03	8,000.00	8,000.00	8,000.00
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Interest & Dividends	2,520.51	2,000.00	3,500.00	3,500.00
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Miscellaneous	1,800.00	0.00	250.00	90,000.00
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TOTAL REVENUES	425,248.40	425,450.00	508,200.00	666,500.00
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Expenditures

Sewer Operations	500,996.03	463,200.00	558,200.00	333,450.00
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Debt Service	55,495.00	205,000.00	205,000.00	280,000.00
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TOTAL EXPENDITURES	556,491.03	668,200.00	763,200.00	613,450.00
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Sewer Fund Revenues	425,248.40	425,450.00	508,200.00	666,500.00
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Sewer Fund Expenditures	556,491.03	668,200.00	763,200.00	613,450.00
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Net of Revenues & Expenditures	(131,242.63)	(242,750.00)	(255,000.00)	53,050.00
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TOTAL BEGINNING FUND BALANCE	1,044,715.51	920,865.65	920,865.65	665,865.65
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NET FUND BALANCE	913,472.88	678,115.65	665,865.65	718,915.65
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WATER FUND

Revenues

Sales	170,906.39	168,000.00	169,300.00	165,300.00
RTS Fees	336,631.03	330,000.00	330,350.00	330,350.00
Turn-on/off fees	1,285.00	0.00	1,000.00	1,000.00
Late Fees	10,653.79	8,500.00	8,500.00	8,500.00
Interest & Dividends	2,671.56	500.00	5,250.00	5,250.00
Rents & Leases	10,299.96	10,300.00	13,000.00	13,000.00
Miscellaneous	4,536.30	0.00	1,750.00	1,750.00

TOTAL REVENUES	536,984.03	517,300.00	529,150.00	525,150.00
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Expenditures

Water Operations	352,645.95	245,850.00	271,350.00	286,500.00
Debt Service	106,518.83	240,000.00	240,000.00	240,000.00
Capital Improvements	0.00	10,000.00	10,000.00	10,000.00

TOTAL EXPENDITURES	459,164.78	495,850.00	521,350.00	536,500.00
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Water Fund Revenues	536,984.03	517,300.00	529,150.00	525,150.00
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Water Fund Expenditures	459,164.78	495,850.00	521,350.00	536,500.00
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Net of Revenues & Expenditures	77,819.25	21,450.00	7,800.00	(11,350.00)
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TOTAL BEGINNING FUND BALANCE	971,009.30	1,114,874.76	1,114,874.76	1,122,674.76
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NET FUND BALANCE	1,048,828.55	1,136,324.76	1,122,674.76	1,111,324.76
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ALL FUNDS - REVENUES	2,306,682.16	2,142,750.00	2,267,700.00	2,529,650.00
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ALL FUNDS - EXPENDITURES	2,276,791.47	2,347,850.00	2,560,765.00	2,479,620.00
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NET OF REVENUES & EXPENDITURES	29,890.69	(205,100.00)	(293,065.00)	50,030.00
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TOTAL BEGINNING FUND BALANCE	3,809,600.98	3,916,220.47	3,916,220.47	3,623,155.47
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NET FUND BALANCE	3,839,491.67	3,711,120.47	3,623,155.47	3,673,185.47
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DEPARTMENT BREAKDOWN

Village Council

Dept ID: 101

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	8,848	9,610	9,610	10,455	9%
TOTAL REVENUES	8,848	9,610	9,610	10,455	9%
EXPENSES					
Personnel Services	7,766	7,850	7,850	7,850	0%
Operating Expenses	0	255	255	1,100	331%
Liability/Property Insurance	1,082	1,505	1,505	1,505	0%
TOTAL EXPENSES	8,848	9,610	9,610	10,455	9%

President

Dept ID: 171

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	3,049	2,490	2,490	3,265	31%
TOTAL REVENUES	3,049	2,490	2,490	3,265	31%
EXPENSES					
Personnel Services	2,261	2,370	2,370	2,370	0%
Operating Expenses	608	120	120	895	646%
Liability/Property Insurance	180	0	0	0	0%
TOTAL EXPENSES	3,049	2,490	2,490	3,265	31%

WHAT WE DO (List of Services)

The seven-member Village Council is the Village's general governing body. The Council's major responsibilities lie in three functions:

- Establishment of overall fiscal policy through its budgetary powers.
- Regulation of private conduct through its ordinance-making powers.
- General administration.

Manager

Dept ID: 172

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	25,695	29,150	29,150	32,150	10%
TOTAL REVENUES	25,695	29,150	29,150	32,150	10%
EXPENSES					
Personnel Services	23,070	22,500	22,500	25,500	13%
Operating Expenses	1,363	3,650	3,650	3,650	0%
Liability/Property Insurance	1,262	3,000	3,000	3,000	0%
TOTAL EXPENSES	25,695	29,150	29,150	32,150	10%

WHAT WE DO (List of Services)

- Policy and project implementation.
- Village wide administrative oversight.
- Development and preparation of fiscally responsible annual budget.

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	23,370	25,650	25,875	25,825	1%
TOTAL REVENUES	23,370	25,650	25,875	25,825	1%
EXPENSES					
Personnel Services	21,921	23,650	23,650	23,650	0%
Operating Expenses	162	1,000	1,225	1,175	18%
Liability/Property Insurance	1,287	1,000	1,000	1,000	0%
TOTAL EXPENSES	23,370	25,650	25,875	25,825	1%

WHAT WE DO (List of Services)

This position is the official and legally accountable Clerk to the Village Council and must be appointed and duly sworn into official public office.

- Creates, coordinates, and maintains permanent records of Council actions.
- Requires a high level of discretion and often requires the use and handling of confidential information.
- Prepares agendas for Council meetings, attends all meetings of the Council, composing full and accurate accounts of all actions taken by the Council.
- Officially responsible for the Village seal and retention of official records of the Council.
- Responsible for up to date information on Village Boards and Committee appointments.
- Schedules and coordinates meetings for the Council.

External Audit

Dept ID: 223

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	4,888	7,000	7,000	7,000	0%
TOTAL REVENUES	4,888	7,000	7,000	7,000	0%
EXPENSES					
Audit	4,888	7,000	7,000	7,000	0%
TOTAL EXPENSES	4,888	7,000	7,000	7,000	0%

DEPARTMENT PURPOSE

This account is responsible for the ability to fund the Village's yearly independent external audit.

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	14,097	16,625	16,925	19,175	15%
TOTAL REVENUES	14,097	16,625	16,925	19,175	15%
EXPENSES					
Personnel Services	11,502	13,300	13,300	15,800	19%
Operating Expenses	1,308	2,725	3,025	2,775	2%
Liability/Property Insurance	1,287	600	600	600	0%
TOTAL EXPENSES	14,097	16,625	16,925	19,175	15%

WHAT WE DO (List of Services)

- Administration.
- Accounting for Village receipts and disbursements.
- Village payroll administration.
- Manage investments.
- Manage existing debt.
- Manage financial assistance received from federal and state sources.
- Maintain fixed asset inventories.
- Bill for Village Water/Sewer services.
- Coordinate the annual independent audit.
- Monitor budget/actual revenues and expenditures during the fiscal year.

Building & Grounds

Dept ID: 265

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	1,057	1,300	1,300	1,300	0%
TOTAL REVENUES	1,057	1,300	1,300	1,300	0%
EXPENSES					
Public Utilities	1,057	1,300	1,300	1,300	0%
TOTAL EXPENSES	1,057	1,300	1,300	1,300	0%

DEPARTMENT PURPOSE

This account is responsible for the ability to fund the utilities for Village owned property.

Attorney

Dept ID: 266

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	2,003	3,000	3,000	3,000	0%
TOTAL REVENUES	2,003	3,000	3,000	3,000	0%
EXPENSES					
General Counsel	2,003	3,000	3,000	3,000	0%
TOTAL EXPENSES	2,003	3,000	3,000	3,000	0%

WHAT WE DO (List of Services)

- External general counsel that provides legal representation and a variety of legal services to the Village Council and Village departments and agencies, including attendance at Council meetings, consultation, drafting Village policies, ordinances and resolutions, preparation of legal documents, contract review, and management of litigation matters.

General Government

Dept ID: 290

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	134,999	65,775	68,275	60,325	-8%
TOTAL REVENUES	134,999	65,775	68,275	60,325	-8%
EXPENSES					
Operating Expenses	126,660	52,575	55,075	47,125	-10%
Rent Expenses	7,559	8,200	8,200	8,200	0%
Liability/Property Insurance	781	5,000	5,000	5,000	0%
TOTAL EXPENSES	134,999	65,775	68,275	60,325	-8%

DEPARTMENT PURPOSE

The purpose of this department is to track and record expenses that are not specific to any department. Examples include Village Hall rent and general office supplies.

Police

Dept ID: 301

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Police Services	88,727	83,600	83,600	83,600	0%
Appropriated Fund Balance	0	10,000	10,000	55,000	450%
General Fund	137,046	174,100	182,250	182,250	5%
TOTAL REVENUES	225,773	267,700	275,850	320,850	20%
EXPENSES					
Personnel Services	193,566	196,750	196,750	194,750	-1%
Operating Expenses	20,923	48,950	57,100	59,100	21%
Vehicle Replacement	(200)	10,000	10,000	55,000	450%
Liability/Property Insurance	11,484	12,000	12,000	12,000	0%
TOTAL EXPENSES	225,773	267,700	275,850	320,850	20%

WHAT WE DO (List of Services)

- Administration.
- Answer calls for service.
- Enforce state and local laws throughout Three Oaks Township.
- Investigate crimes.
- Record and serve criminal and civil records (process).
- Fingerprinting.
- Crime stoppers program.
- Special victims' unit (domestic violence).
- COPS (community oriented policing services).
- Crime prevention education classes.
- Maintain the sex offender registry.

Fire

Dept ID: 336

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	49,658	48,000	48,000	48,000	0%
TOTAL REVENUES	49,658	48,000	48,000	48,000	0%
EXPENSES					
Operating Expenses	2,858	0	0	0	0%
Fire Protection Services	36,500	40,000	40,000	40,000	0%
Rents & Leases	10,300	8,000	8,000	8,000	0%
TOTAL EXPENSES	49,658	48,000	48,000	48,000	0%

DEPARTMENT PURPOSE

The purpose of this department is to adhere to the Village of Three Oaks & Three Oaks Township Fire Protection service agreement, so Three Oaks village residents receive fire protection services.

Public Works

Dept ID: 444

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	161,870	150,750	152,650	149,350	-1%
TOTAL REVENUES	161,870	150,750	152,650	149,350	-1%
EXPENSES					
Personnel Services	72,298	91,250	91,250	90,250	-1%
Operating Expenses	49,990	44,000	45,900	43,600	-1%
Vehicle Replacement	33,860	10,000	10,000	10,000	0%
Liability/Property Insurance	5,722	5,500	5,500	5,500	0%
TOTAL EXPENSES	161,870	150,750	152,650	149,350	-1%

WHAT WE DO (List of Services)

- Pothole and pavement repair.
- Snow plowing and application of anti-skid materials.
- Installation of traffic-signs.
- Street cleaning.
- Maintenance of storm water drains.
- Leaf collection and tree trimming/grass cutting along public rights-of-way.
- Park maintenance, including fields and courts.
- Equipment maintenance.

Drains

Dept ID: 445

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	15,379	27,000	27,000	27,000	0%
TOTAL REVENUES	15,379	27,000	27,000	27,000	0%
EXPENSES					
Drain Assessment	15,379	27,000	27,000	27,000	0%
TOTAL EXPENSES	15,379	27,000	27,000	27,000	0%

DEPARTMENT PURPOSE

The purpose of this department is to adhere to the Berrien County Drain Commission special assessment assigned to the Village of Three Oaks for the installation of Schwark Drain.

Streetlights

Dept ID: 448

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	25,328	22,000	22,000	22,000	0%
TOTAL REVENUES	25,328	22,000	22,000	22,000	0%
EXPENSES					
Operating Expenses	828	1,000	1,000	1,000	0%
Street Light Electricity	21,595	20,500	20,500	20,500	0%
Repair & Maintenance	2,905	500	500	500	0%
TOTAL EXPENSES	25,328	22,000	22,000	22,000	0%

DEPARTMENT PURPOSE

The purpose of this department is to fund the maintenance and electricity for streetlights throughout the Village.

Planning & Zoning

Dept ID: 721

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	14,447	18,900	18,900	15,650	-17%
TOTAL REVENUES	14,447	18,900	18,900	15,650	-17%
EXPENSES					
Personnel Services	0	1,450	1,450	1,450	0%
Operating Expenses	14,447	17,450	17,450	14,200	-19%
TOTAL EXPENSES	14,447	18,900	18,900	15,650	-17%

WHAT WE DO (List of Services)

- Develop and maintain Village land use and growth management plans.
- Disseminate demographic, zoning, and building information.

Parks

Dept ID: 751

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Park Fees	1,350	1,000	1,000	1,000	0%
Appropriated Fund Balance	0	30,000	10,000	13,000	-57%
Grant Funding	0	0	0	90,500	100%
General Fund	34,233	42,600	37,600	34,100	-20%
TOTAL REVENUES	35,583	73,600	48,600	138,600	88%
EXPENSES					
Personnel Services	9,376	13,000	13,000	13,000	0%
Operating Expenses	25,030	59,100	34,100	124,100	110%
Liability/Property Insurance	1,177	1,500	1,500	1,500	0%
TOTAL EXPENSES	35,583	73,600	48,600	138,600	88%

WHAT WE DO (List of Services)

- Administration.
- Park maintenance, including fields and courts.
- Equipment maintenance.

Other

Dept ID: 190 &
262

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
General Fund	0	0	850	0	0%
TOTAL REVENUES	0	0	850	0	0%
EXPENSES					
General Admin.	97	0	0	0	0%
Elections	0	0	850	0	0%
TOTAL EXPENSES	0	0	850	0	0%

DEPARTMENT PURPOSE

The purpose of this department is to fund the miscellaneous aspects of the general government, such as elections.

Municipal Street Fund

Fund: 200

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Street Millage	135,673	137,000	137,000	136,250	-1%
TOTAL REVENUES	135,673	137,000	137,000	136,250	-1%
EXPENSES					
Routine Maintenance	0	0	0	0	0%
Administration	20,595	28,900	28,900	28,900	0%
Transfers Out	85,000	100,000	100,000	100,000	0%
TOTAL EXPENSES	105,595	128,900	128,900	128,900	0%

FUND PURPOSE

The purpose of this fund is to collect and distribute street millage.

Major Street Fund

Fund: 202

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Act 51	113,060	75,100	75,100	85,250	14%
Transfers In	0	25,000	25,000	25,000	0%
TOTAL REVENUES	113,060	100,100	100,100	110,250	10%
EXPENSES					
Routine Maintenance	69,615	33,500	33,500	33,500	0%
Traffic	4,790	6,750	6,750	6,750	0%
Winter Maintenance	31,017	21,000	21,000	25,000	19%
Administration	4,401	7,400	7,400	7,400	0%
Transfers Out	23,633	21,000	21,000	21,000	0%
TOTAL EXPENSES	133,456	89,650	89,650	93,650	4%

FUND PURPOSE

The purpose of this fund is to fund the operations and maintenance needed for the Village's designated major streets.

Local Street Fund

Fund: 203

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Act 51	65,166	32,000	52,000	45,000	41%
Transfers In	108,633	96,000	96,000	96,000	0%
TOTAL REVENUES	173,799	128,000	148,000	141,000	10%
EXPENSES					
Routine Maintenance	122,193	50,400	57,525	51,525	2%
Sidewalks	(29)	3,200	3,200	13,200	313%
Traffic	1,749	2,950	2,950	2,950	0%
Winter Maintenance	21,729	16,100	16,100	16,100	0%
Administration	4,556	5,600	5,600	5,600	0%
TOTAL EXPENSES	150,197	78,250	85,375	89,375	14%

FUND PURPOSE

The purpose of this fund is to fund the operations and maintenance needed for the Village's designated local streets.

Rubbish Fund

Fund: 226

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Appropriated Fund Balance	0	0	10,000	7,900	100%
Special Assessment	79,186	80,000	80,000	82,100	3%
TOTAL REVENUES	79,186	80,000	90,000	90,000	13%
EXPENSES					
Administration	76,080	78,000	90,000	90,000	15%
TOTAL EXPENSES	76,080	78,000	90,000	90,000	15%

FUND PURPOSE

The purpose of this fund is to fund the waste and recycling removal contract for Village residents.

Downtown Development Authority

Fund: 248

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
TIF	20,493	7,750	11,000	18,500	139%
Event Fees	25,789	8,000	8,300	9,750	22%
Appropriated Fund Balance	0	6,150	12,490	0	-100%
TOTAL REVENUES	46,282	21,900	31,790	28,250	29%
EXPENSES					
Bank Fees	0	150	150	150	0%
Economic Development	1,958	9,800	14,890	5,300	-46%
Community Development & Promotion	24,459	11,950	12,750	16,800	41%
Capital Outlay	0	0	4,000	6,000	100%
TOTAL EXPENSES	26,417	21,900	31,790	28,250	29%

FUND PURPOSE

The purpose of this fund is to manage and strengthen Three Oaks downtown district on a variety of fronts, including design, streetscape and amenities, new development, the public parking system, and public planning and policies.

Building Fund

Fund: 249

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Building Permits	11,086	8,000	8,000	8,000	0%
Electrical Permits	4,655	4,000	4,000	4,000	0%
Mechanical Permits	5,714	4,000	4,000	4,000	0%
Other Fees	261	0	0	0	0%
Appropriated Fund Balance	1,536	2,550	4,550	4,550	78%
TOTAL REVENUES	23,252	18,550	20,550	20,550	11%
EXPENSES					
Building Inspections	19,173	17,750	15,750	15,750	-11%
Administration	4,079	800	4,800	4,800	500%
TOTAL EXPENSES	23,252	18,550	20,550	20,550	11%

FUND PURPOSE

The purpose of this fund is to manage the Village's building permit operations, including contracted building inspections.

Sewer Fund

Fund: 590

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Sales	189,435	196,000	196,000	185,000	-6%
Ready to Serve	222,281	219,450	300,450	380,000	73%
Other Fees	13,533	10,000	11,500	11,500	15%
Miscellaneous	0	0	250	90,000	100%
Appropriated Fund Balance	131,242.63	242,750.00	255,000.00	0.00	-100%
TOTAL REVENUES	556,491	668,200	763,200	666,500	0%
EXPENSES					
Personnel Services	73,140	28,000	55,550	90,050	222%
Professional / Contracted Services	120,500	345,000	355,000	120,000	-65%
Operating Expenses	137,727	47,200	104,650	72,900	54%
Vehicle Replacement	0	0	0	7,500	100%
Repair / Replace / Improve	0	40,000	40,000	40,000	0%
Debt Service	223,276	205,000	205,000	280,000	37%
Liability/Property Insurance	1,848	3,000	3,000	3,000	0%
TOTAL EXPENSES	556,491	668,200	763,200	613,450	-8%

FUND PURPOSE

The purpose of this fund is to manage, operate, and maintain the Village's wastewater treatment plant and system operations.

Water Fund

Fund: 591

	FY 2017/18 Actual	FY 2018/19 Adopted	FY 2018/19 Amended	FY 2019/20 Recommended	% Change from Prior Year
REVENUES					
Sales	170,906	168,000	169,300	165,300	-2%
Ready to Serve	336,631	330,000	330,350	330,350	0%
Other Fees	19,147	9,000	16,500	16,500	83%
Rents & Leases	10,300	10,300	13,000	13,000	26%
Appropriated Fund Balance	0.00	0.00	0.00	11,350.00	100%
TOTAL REVENUES	536,984	517,300	529,150	536,500	4%
EXPENSES					
Personnel Services	69,438	30,250	56,250	91,500	202%
Professional / Contracted Services	54,138	130,000	125,000	65,000	-50%
Operating Expenses	47,258	61,800	66,300	101,200	64%
Vehicle Replacement	0	0	0	5,000	100%
Repair / Replace / Improve	0	18,800	18,800	18,800	0%
Debt Service	284,201	240,000	240,000	240,000	0%
Capital Improvements	0	10,000	10,000	10,000	0%
Liability/Property Insurance	4,130	5,000	5,000	5,000	0%
TOTAL EXPENSES	459,165	495,850	521,350	536,500	8%

FUND PURPOSE

The purpose of this fund is to manage, operate, and maintain the Village's water treatment plant and system operations.



Village of Three Oaks

Capital Improvement Plan

Effective Date: October 1st, 2019

Section 1 – Summary

The Capital Improvement Plan (CIP) is a document that reviews the equipment, infrastructure and facility improvements needed over the next six (6) years to ensure the most efficient use of municipal money and resources. A CIP is the replacement or purchase of equipment that is worth \$5,000 or more and has a life greater than five (5) years. The CIP will include priorities, cost estimates, and financing methods.

Having a CIP in place allows the Village to prioritize projects which are necessary and will optimize the use of Village financial resources. The “pay as you go” strategy allows the Village to pay for projects with funds currently available therefore avoiding additional costs that accompany borrowing of funds. Not all projects can be paid for with the “pay as you go” strategy and bonding may be necessary from time to time. It is also important to make comprehensive improvements. For example: if the Village is reconstructing a street, it would be prudent to see if any sewer, water, or storm sewer lines need replacing at that time.

Some projects can be done “in house” through our staff but other will have to be outsourced. When seeking bids, the Village will abide by the established purchase and bid policy (adopted: 7/14/2010). Each CIP item is listed and detailed in this document.

As unforeseen issues arise, or certain grants become available, the projects may change. This is a living document which needs to be changed and updated as the needs within the Village change.

The plan should be updated on an annual basis during the budget adoption.

Section 2 – Developing the Plan

A draft CIP is created by Village staff for presentation to the Village Council for comment and approval. The following criterion was used when creating the Village CIP:

- Necessity to fill any State or Federal requirements
- Relationship to other projects
- Asset management criteria
- Operational cost
- Availability of funding
- Relationship to Community and Council goals
- Ensuring savings and proper planning

Each Department of the Village contributes wants and needs in the developing process and they are then taken into consideration against the previously listed criteria. The Departments (funds) are broken down to *Streets (Local, Municipal, and Major), Water, Sewer, and General*.

Section 3 – Financing

There are many tools available to fund municipal projects and assist in the community needs.

3.1 Bonds

General Obligation Bonds (GO Bonds): Go Bonds are backed by the Villages ability to tax residents. GO Bonds must have a time of referendum for the public before the bond can be issues. Limited GO Bonds are available without referendum and obligate delinquent taxes and tax sale revenue.

Revenue Bonds: These bonds are backed by an alternative source of revenue other than taxes. They can be used for improvements that would generate revenue on their own. Sewer and water improvements would be eligible for revenue bonds because there is a source of revenue that is collected to pay back the bond. For example: in the Village’s water ordinance it specifically mentions “no free service” because those revenues are dedicated to paying off the revenue bonds. The charges must be significant enough to cover operational costs and bond repayment costs as well.

Pay as You Go: This option is the simplest form of financing a project and requires the Village to budget and plan for capital improvements until enough fund balance is built up to pay for the project. This also saves on interest payments the Village would encounter from a bond type financing.

Installment Purchase Agreements (IPAs): IPAs are allowed for purchased not exceeding 15 years or the useful life of the property, whichever is shorter. These agreements can be entered without referendum of the public.

Section 4 – Projects

The following projects are listed based on estimated project year. For funding breakdown please view the projects individual sheet.

4.1 Fiscal Year 2019-20

- Sewer Treatment Plant Upgrade
 - Estimated cost: \$1,641,000
- Sewer Barn Roof Replacement
 - Estimated cost: \$9,000
- Water Plant Roof Replacement
 - Estimated cost: \$15,000
- Well #4: Pull, inspect, repair, and reinstall well pump and motor
 - Estimated cost: \$18,822
- Well #4: Shock Chlorination
 - Estimated cost: \$9,275
- Well #4: New Flow Meter

- Estimated cost: \$7,494
- Well #4: Replace Pump Bowl Assembly
 - Estimated cost: \$5,551
- Watkins Park Pavilion Roof Replacement
 - Estimated cost: \$13,000
- New Village Hall Office Computer Server
 - Estimated cost: \$5,000
- Police Station Dispatch Radio
 - Estimated cost: \$10,000
- Police Department Vehicle
 - Estimated cost: \$45,000
- Chamberlain Path Revitalization
 - Estimated cost: \$90,500

4.2 Fiscal Year 2020-21

- Sewer Department Vehicle
 - Estimated cost: \$45,000
- Well #3: Shock Chlorination
 - Estimated cost: \$7,300

4.3 Fiscal Year 2021-22

- Well #5: Pull, inspect, repair, and reinstall well pump and motor
 - Estimated cost: \$18,822
- Well #5: Shock Chlorination
 - Estimated cost: \$9,275
- Well #5: Replace Pump Bowl Assembly
 - Estimated cost: \$5,551

4.4 Fiscal Year 2022-23

- Police Department Vehicle
 - Estimated cost: \$45,000
- Public Restrooms
 - Estimated cost: \$100,000

4.5 Fiscal Year 2023-24

- Department of Public Works Vehicle
 - Estimated cost: \$45,000
- Water Department Vehicle
 - Estimated cost: \$45,000

4.6 Fiscal Year 2024-25

- Dredging of Lagoon #2
 - Estimated cost: \$110,000

- Replumb Lagoon 2 Bridge and Control Structure
 - Estimated cost: \$10,000

4.7 Timetable not yet determined

- Oak Street – Water Line & Road
 - Estimated cost: \$847,000
- Sherwood Avenue – Water Line & Road
 - Estimated cost: \$680,000
- Elm Street Reconstruction
 - Estimated cost: \$345,000
- Enterprise Park – Water / Sewer Lines
 - Estimated cost: \$512,000
- US-12 Water Main Replacement
 - Estimated cost: \$240,000
- 500 feet of Roadway
 - Estimated cost: \$260,500

SEWER TREATMENT PLANT UPGRADE

Project Contact(s)		Mike Greene & Moore & Bruggink			Project Status		In Progress	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost	\$1,641,000							
Project Description		Upgrade the sewer treatment plant to handle current flow and loadings and potential Three Oaks expansion.						
Project Deliverables		<ul style="list-style-type: none">Review and determine what the capacity of the plant should be in terms of flow and loadings.Determine possible treatment alternative(s) and associated capital cost estimates.Determine alternatives for funding.Initiate plant upgrade.						
Project Cost Breakdown		<ul style="list-style-type: none">Surface Aeration: \$318,460Screening: \$271,450Electrical: \$131,600Bypass Pump: \$73,000Lift Station Improvements: \$125,000Bonds & Mobilization: \$166,000Contractor Overhead: \$92,000Contingency: \$236,000Design & Construction Engineering: \$227,000						
Project Funding		<ul style="list-style-type: none">USDA Bonding						
Project Status Description								
<ul style="list-style-type: none">Preliminary Engineering underwayUSDA Application ongoing								

SEWER BARN ROOF REPLACEMENT

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Act. Cost	\$9,000							
Project Description		Full replacement of shingle sewer barn roof.						
Project Deliverables		<ul style="list-style-type: none">• Tear off existing roof down to wood decking and inspect.• Replace any bad wood decking.• Install drip edge and ice/water shield.• Install synthetic underlayment.• Install shingles with ridge vent system on roof peak.• Clean job site and haul debris away.						
Project Funding		<ul style="list-style-type: none">• Sewer Fund						
Project Status Description								
<ul style="list-style-type: none">• Water & Sewer Superintendent contracting roofing contractors for quotes for job that would be completed in Fall 2019.								

WATER PLANT ROOF REPLACEMENT

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Act. Cost	\$14,600							
Project Description		Full replacement of shingle sewer barn roof.						
Project Deliverables		<ul style="list-style-type: none">• Tear off existing roof down to wood decking and inspect.• Replace any bad wood decking.• Install drip edge and ice/water shield.• Install synthetic underlayment.• Install shingles with ridge vent system on roof peak.• Clean job site and haul debris away.						
Project Funding		<ul style="list-style-type: none">• Water Fund						
Project Status Description								
<ul style="list-style-type: none">• Water & Sewer Superintendent contracting roofing contractors for quotes for job that would be completed in Fall 2019.								

WELL #4 OVERHAUL

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost	\$41,142							
Project Description		Based on a January 2018 Peerless Midwest inspection report, this well, which was constructed in 1974, has never been cleaned and the well pump and motor were last overhauled in 2000.						
Project Deliverables		<ul style="list-style-type: none">• Pull, inspect, repair, and reinstall well pump and motor<ul style="list-style-type: none">◦ Estimated cost: \$18,822• Shock Chlorination<ul style="list-style-type: none">◦ Estimated cost: \$9,275• New Flow Meter<ul style="list-style-type: none">◦ Estimated cost: \$7,494• Replace Pump Bowl Assembly<ul style="list-style-type: none">◦ Estimated cost: \$5,551						
Project Funding		<ul style="list-style-type: none">• Water Fund – Repair & Improve						
Project Status Description								
<ul style="list-style-type: none">• N/A								

WATKINS PARK PAVILION ROOF REPLACEMENT

Project Contact(s)		Mike Greene			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Act. Cost	\$13,000							
Project Description		Full replacement of shingle pavilion roof.						
Project Deliverables		<ul style="list-style-type: none">• Tear off existing roof down to wood decking and inspect.• Replace any bad wood decking.• Install drip edge.• Install synthetic underlayment.• Install shingles with ridge vent system on roof peak.• Clean job site and haul debris away.						
Project Funding		<ul style="list-style-type: none">• General Fund – Fund Balance						
Project Status Description								
<ul style="list-style-type: none">• N/A								

VILLAGE HALL OFFICE SERVER

Project Contact(s)		Mike Greene			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost	\$5,000							
Project Description		Based on the trend of moving digital, the Village Hall Computer Server has limited memory and has covered its useful life. A new server would increase our storage capacity and bring our system up to date.						
Project Deliverables		<ul style="list-style-type: none">• Purchase new office server with input from IT.• Transfer all data from old server to new server.						
Project Funding		<ul style="list-style-type: none">• General Fund						
Project Status Description								

POLICE STATION DISPATCH RADIO

Project Contact(s)		Chief Dennis Buller			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost	\$10,000							
Project Description		Install a stationary dispatch radio in the Police Station.						
Project Deliverables		<ul style="list-style-type: none">• Work with IT contractor to finalize radio/tower style.• Install tower and internal radio						
Project Funding		<ul style="list-style-type: none">• General Fund – Fund Balance						
Project Status Description								
<ul style="list-style-type: none">• N/A								

POLICE DEPARTMENT VEHICLE							
Project Contact(s)		Chief Dennis Buller			Project Status		On Hold
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD
Est. Cost	\$45,000						
Project Description		Replacing aging fleet of police vehicles.					
Project Deliverables		<ul style="list-style-type: none"> Administer a request for proposals based on Chief specifications. Select bidder. Receive new vehicle. 					
Project Funding		<ul style="list-style-type: none"> General Fund – Police Vehicle Replacement Fund 					
Project Status Description							
<ul style="list-style-type: none"> N/A 							

CHAMBERLAIN PATH REVITALIZATION

Project Contact(s)		Mike Greene & Parks			Project Status		In Progress	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost	\$90,500							
Project Description		Remodel Chamberlain Path to include ADA accessible walkways, ADA seating, and lighting.						
Project Deliverables		<ul style="list-style-type: none">• Work with engineer/architect to refine park design.• Apply for grant funding and close grants once awarded.• Bid out project.• Select contractor and finalize details.						
Project Funding		<ul style="list-style-type: none">• General Fund – Fund Balance<ul style="list-style-type: none">◦ To be reimbursed through the USDA and Pokagon Fund						
Project Status Description								
<ul style="list-style-type: none">• Park design draft – finalized.• USDA & Pokagon Fund grants awarded.								

SEWER DEPARTMENT VEHICLE

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost		\$45,000						
Project Description		Replacing aging fleet of police vehicles.						
Project Deliverables		<ul style="list-style-type: none"> • Administer a request for proposals based on Superintendent specifications. • Select bidder. • Receive new vehicle. 						
Project Funding		<ul style="list-style-type: none"> • Sewer Department – Vehicle Replacement Fund 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

WELL #3 SHOCK CHLORINATION							
Project Contact(s)		Quentin Clark			Project Status		On Hold
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD
Est. Cost		\$7,300					
Project Description		Well #3 received a new pump in 2013, however, records indicate that no well work has been performed since the rescreening in 1989. This shock chlorination will assist with the prevention of the equipment calcifying.					
Project Deliverables		<ul style="list-style-type: none">Work with contractor to conduct the necessary shock.					
Project Funding		<ul style="list-style-type: none">Water Fund					
Project Status Description							
<ul style="list-style-type: none">N/A							

WELL #5 OVERHAUL

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost			\$33,648					
Project Description		Well #5 is operating at 7.7% below its rated design conditions and records indicate that this pump was last pulled for overhaul in 1999.						
Project Deliverables		<ul style="list-style-type: none">• Pull, inspect, repair, and reinstall well pump and motor<ul style="list-style-type: none">◦ Estimated cost: \$18,822• Shock Chlorination<ul style="list-style-type: none">◦ Estimated cost: \$9,275• Replace Pump Bowl Assembly<ul style="list-style-type: none">◦ Estimated cost: \$5,551						
Project Funding		<ul style="list-style-type: none">• Water Fund						
Project Status Description								
<ul style="list-style-type: none">• N/A								

POLICE DEPARTMENT VEHICLE

Project Contact(s)		Chief Dennis Buller			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost				\$45,000				
Project Description		Replacing aging fleet of police vehicles.						
Project Deliverables		<ul style="list-style-type: none"> • Administer a request for proposals based on Chief specifications. • Select bidder. • Receive new vehicle. 						
Project Funding		<ul style="list-style-type: none"> • General Fund – Police Vehicle Replacement Fund 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

PUBLIC RESTROOMS

Project Contact(s)		Mike Greene, DDA, & Parks & Recreation			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost				\$100,000				
Project Description		Design and install a public restroom in the downtown district.						
Project Deliverables		<ul style="list-style-type: none">Provide a much-requested public amenity to citizens and visitors in a central location that is beneficial to our park system and downtown core.						
Project Funding		<ul style="list-style-type: none">General Fund – Fund BalanceMEDC CrowdfundingThe Pokagon Fund						
Project Status Description								
<ul style="list-style-type: none">N/A								

DEPARTMENT OF PUBLIC WORKS VEHICLE

Project Contact(s)		Clay Ackerman			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost					\$45,000			
Project Description		Replacing aging fleet of DPW vehicles.						
Project Deliverables		<ul style="list-style-type: none"> • Administer a request for proposals based on DPW specifications. • Select bidder. • Receive new vehicle. 						
Project Funding		<ul style="list-style-type: none"> • General Fund – DPW Vehicle Replacement Fund 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

WATER DEPARTMENT VEHICLE							
Project Contact(s)		Quentin Clark			Project Status		On Hold
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD
Est. Cost					\$45,000		
Project Description		Replacing aging fleet of water vehicles.					
Project Deliverables		<ul style="list-style-type: none"> Administer a request for proposals based on Superintendent specifications. Select bidder. Receive new vehicle. 					
Project Funding		<ul style="list-style-type: none"> Water – Water Department Vehicle Replacement Fund 					
Project Status Description							
<ul style="list-style-type: none"> N/A 							

DREDGING LAGOON #2

Project Contact(s)		Mike Greene & Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost						\$110,000		
Project Description		Remove and dispose of sludge from lagoon #2 to allow for greater capacity.						
Project Deliverables		<ul style="list-style-type: none">Review sludge removal proposals.Determine possible treatment alternative(s) and associated capital cost estimates.Contract with a sludge removal organization.Determine alternatives for funding.Initiate sludge removal and disposal.						
Project Funding		<ul style="list-style-type: none">Sewer Fund						
Project Status Description								
<ul style="list-style-type: none">N/A								

REPLUMB LAGOON #2 BRIDGE & CONTROL STRUCTURE

Project Contact(s)		Quentin Clark			Project Status		On Hold	
FY Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	TBD	
Est. Cost						\$10,000		
Project Description		A bridge in Lagoon #2 has a tilt to the west by several degrees. It is suspected that this may have been caused by ice heaving it sideways and bending tis support pilings. It is best to coordinate this project with Lagoons #2's dredging.						
Project Deliverables		<ul style="list-style-type: none">Drain (in order to dredge) Lagoon #2 to allow the ability to place equipment at the bottom of the lagoon.						
Project Funding		<ul style="list-style-type: none">Sewer Fund						
Project Status Description								
<ul style="list-style-type: none">N/A								

US-12 WATER MAIN REPLACEMENT

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$239,400	
Project Description		Design, permit, and construct water main on US-12 from Hickory Street to Tulip Street.						
Project Deliverables		<ul style="list-style-type: none">Repair Westbound lane of US-12 from Tulip St. to the Hickory St intersection for the transfer of water services from the old main to the new main.Replace water main and services from Tulip St. to Hickory St.Replace adjacent driveways from the curb to the property line.Replace Curb and Gutter on N. Side of US-12 as necessary for water services.Replace Sidewalk on S. Side of US-12.Repair/replace landscaping as needed for installation of water main in easement.						
Project Cost Breakdown		<ul style="list-style-type: none">Water Fund: \$92,500Road Fund: \$98,000Contingency: \$19,000Easement Survey: \$2,400Design Engineering: \$13,000Construction Engineering \$14,500						
Project Funding		<ul style="list-style-type: none">Water FundMajor StreetsBonding						
Project Status Description								
<ul style="list-style-type: none">N/A								

OAK STREET – WATER LINES & ROAD

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$847,000	
Project Description		Design, permit, and construct updated water/sewer lines and road from the corner of US-12 and Oak Street to the end of Oak Street.						
Project Deliverables		<ul style="list-style-type: none">Reconstruct roadway from the S. side of US-12 to the S. side of the Michigan St.Replace water main and services from US-12 to Michigan St.Replace adjacent driveways from the curb to the property line.Replace Curb and Gutter.Replace Sidewalk on both sides of the road.						
Project Cost Breakdown		<ul style="list-style-type: none">Water Fund: \$195,000Road: \$700,000Contingency: \$90,000Design Engineering: \$54,000Construction Engineering: \$55,000						
Project Funding		<ul style="list-style-type: none">Street(s) FundWater FundBonding						
Project Status Description								
<ul style="list-style-type: none">N/A								

SHERWOOD – WATER LINES & ROAD

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$677,700	
Project Description		Design, permit, and construct updated water/sewer lines and road from the corner Sherwood Avenue and Palm Street to Indiana Street.						
Project Deliverables		<ul style="list-style-type: none">Reconstruct roadway from the south side of Locust St to the south side of Indiana StReplace adjacent driveways from the curb to the property line.Replace Curb and GutterReplace Sidewalk on both sides of the roadInstall water main between Orange and Palm						
Project Cost Breakdown		<ul style="list-style-type: none">Water Fund: \$105,000Road: \$449,000Contingency: \$55,500Design Engineering: \$33,200Construction Engineering: \$35,000						
Project Funding		<ul style="list-style-type: none">Water FundStreet(s) FundBonding						
Project Status Description								
<ul style="list-style-type: none">N/A								

ELM STREET RECONSTRUCTION

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$346,100	
Project Description		Design, permit, and construct new roadway on Elm Street from US-12 to the Amtrak railway.						
Project Deliverables		<ul style="list-style-type: none">Reconstruct roadway from the south side of Locust St to the south side of Indiana St.Replace sidewalks at intersections only.Replace Curb and Gutter.						
Project Cost Breakdown		<ul style="list-style-type: none">Major Streets: \$266,000Contingency: \$27,000Design Engineering: \$18,600Construction Engineering: \$34,500						
Project Funding		<ul style="list-style-type: none">Major Streets – Fund BalanceMDOT						
Project Status Description								
<ul style="list-style-type: none">N/A								

WATER / SEWER LINES TO ENTERPRISE PARK

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$512,200	
Project Description		Design, permit, and construct water and sewer lines from Village limits to the Three Oaks Enterprise Park.						
Project Deliverables		<ul style="list-style-type: none">• Extend 12" Water Main along US-12 on N. Side• Bore and Jack Water Main under US-12• Extend Sanitary Sewer on North Side of US-12• Install Lift Station and Force Main• Bore and Jack Sanitary Sewer Under US-12						
Project Cost Breakdown		<ul style="list-style-type: none">• Water Fund: \$161,000• Sewer Fund: \$250,000• Contingency: \$40,000• Design Engineering: \$28,200• Construction Engineering: \$33,000						
Project Funding		<ul style="list-style-type: none">• Water Fund• Sewer Fund• Private Investment• Grants• Bonding						
Project Status Description								
<ul style="list-style-type: none">• N/A								

500 FEET OF ROADWAY

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$260,500	
Project Description		Resurface 500 feet of roadway.						
Project Deliverables		<ul style="list-style-type: none">• Mill, pave, and install curb and gutter for 500 feet of roadway.						
Project Cost Breakdown		<ul style="list-style-type: none">• Street(s): \$212,000• Contingency: \$21,000• Design Engineering: \$13,000• Construction Engineering: \$14,500						
Project Funding		<ul style="list-style-type: none">• Street(s)						
Project Status Description								
<ul style="list-style-type: none">• N/A								