

BUDGET WORK SESSION
HARRIS TOWN BOARD
Wednesday, February 1, 2012, 7:30pm

The Harris Town Board met at 7:30pm on Wednesday, February 1, 2012 at the Harris Town Hall for a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Dennis Kortekaas and Larry Key, Treasurer Becky Adams and Clerk Michele Smith. Absent: none.

Julie Kennedy was also in attendance.

ROADS:

The board discussed road needs for 2012 construction season. Based on the 2012 adopted budget figures, Clerk Smith recapped that there is \$229,000 budgeted for major road construction in the Road & Bridge Fund. There is also \$75,000 left in the road dedicated portion of the Capital Improvement Fund at the end of 2011. Although it was projected that the Mishawaka Road project would use up all available funds in the Cap Impv road fund by the end of 2011, it was under budget by almost \$75,000. Therefore, that money carries over to 2012, along with \$100,000 that was levied for in 2012, for a total of \$175,000 in the Cap Impv Fund and \$229,000 in the F&B Fund. During budget meetings in 2011, there were no decisions made as to what road would be done in 2012. Clerk Smith also reminded the board that last year, several of the fund levies were reduced, due to high balances, and the 'excess' was levied in the Road & Bridge fund instead.

Roads on the board's mind for 2012:

- **Key View** – reclaim and overlay? This road was discussed last year too. The cost was again estimated (by Julie) to be around \$170,000 for a ½ mile road project. Julie recommended doing more than just one road project, as the transportation cost of materials is so expensive. After much discussion, the board/Julie agreed that Key View may be able to be patched, rather than reclaimed/overlaid.
- **Robinson Road** – reclaim/overlay? This road was agreed to be in terrible condition – but also noted as a dead-end road, with low and slow traffic. Key commented that there's culverts sticking up on Robinson Road. The board also discussed that there are no ditches, so drainage is bad - yet, there is little to no right-of-way along the sides of the road.
- **Harbor Height's Road** – Just the end part needs repair; however, it was noted that the turnaround does not belong to the township.
- **Lake View** – The board agreed that this is probably the worst road in the township, based on the last road inspection in April 2011. The board recently met with residents, as the drainage was bad and there was a safety concern for early winter, when the water would freeze on the road. In response, the township put up a "Slippery/Icy" sign, as requested by the residents. They also talked about adjusting the grade of the road out to highway. Overall, the board commented to residents that major improvements would be considered in the next 2 years or so (2013 or later).
- **Southwood Road** – This road continues to come up for discussion, yet the entire board does not agree about the degree of repair needed. However, this is a road that the board hears a lot about from its residents. This road does have high volume of traffic, so it rates higher per Julie. Perhaps just crack filling would be enough. There is very little easement for ditching. Drainage is especially bad between the two Pine Landing drives. This is long road – 1.39 miles - and so would be very expensive to repair.
- **Wendigo Park Road** – portion not done with last reconstruction project. The area needing repair is south of the Underwood Road intersection, to Sunny Beach Road – apx 1 mile in length. The board and Julie discussed doing a reclaim and overlay on this portion of Wendigo Park Road. Supervisor Key commented that there is a culvert area starting to move around. This road gets a lot of traffic - 900 cars/day per the traffic count study done 2 years ago.

- **Mishawaka Road** – The section not done in 2011(from Hwy 169, west, to corner) = .75 miles
- **Sunny Beach Road** – Section from the bottom of the hill (by Persons) to Park Road
- **Fieldcrest** – A culvert is rusted out
- **Birch Street** – Rubberized crack fill, and the do something with the culvert area

Julie did some quick price calculations and came up with a project scenario to overlay the 3 major roads *without* reclaim, for a cost of apx \$364,000.00 per Julie. These roads included Key View, Mishawaka, and Wendigo Park Road. After that, the roads to be repaired would include Lake View, Southwood, and Robinson.

Julie agreed to contact a contractor for current bituminous costs, and determine other road scenarios project costs, and bring them back to the board at the next budget work session on Feb 15th, 2012.

Preventative Maintenance:

Julie reminded the board that for 2012, line items were added to the budget for preventative maintenance, especially on newly repaved roads. Those items were:

- Rubberized crack fill \$30K – Julie commented that \$30K is much more than necessary, as the township is not paving that many new roads each year. The rubberized crack fill should be done the 3rd year after paving a new road. Julie will look into what roads were done, and which were paved/crack fill. She suggested dropping this line item to \$10,000 for 2013.
- Road patching \$40K – This is for large areas of cracking, when it's too late for rubberized crack filling.
- Shouldering \$15K - Supervisor Key commented that shouldering is a big job for the maintenance crew; a roller for their Terex would be helpful when doing the ditch areas.

Gravel Roads:

The specific roads to be done in 2012 were *not* discussed, but the board recognized that the rotation system used for the past few years is working well, and that they'd like to continue in 2012 and 2013. There is \$35,000 in budget for the gravel line item for both years, which seems to work out well.

Roads at Harris Cemetery:

For 2012, there is \$20,500 in the Cemetery 'roadwork' line item to resurface the cemetery drives; this will be necessary per Supervisor Key. The board talked about adding cemetery parking by garage, to the south. Though this area has been platted for cemetery sites, none have been sold – nor are they even for sale. Parking could be just gravel – combine with our gravel project. However, the board decided to just mark the grassy area as "Parking permitted", to see how it works out. This would prevent tearing up the sod, and prevent muddy conditions in the parking area.

Supervisor requested that in addition to the cemetery drives, that the area in front of the maintenance garage at the cemetery be paved as it gets really muddy.

Julie will look into the cost to resurface the apx 1,500 feet of roads at the cemetery, at its narrowed width, with the 2012 budet amount of \$20.5K

- **Levy – Road & Bridge** – **No recommendation was made, but if there are funds with large fund balances, the board would like to see the "excess" levies move to the R&B fund levy.**

Capital EQUIPMENT:

The Capital Equipment replacement chart (*a copy will be attached to these minutes*) was reviewed as updated by Clerk Smith, who'd met with Supervisor Key to review equipment needs.

In 2012 (current year), the Gravely lawn mower and the 2001 Ford F350 dump truck/plow were budgeted to be replaced; however, the Gravely mower still does *not* need to be replaced in 2012 per Supervisor Key, but the Big Tex Trailer does (and was not scheduled to be replaced until 2013). The Board was fine with switching the Gravely lawnmower for replacement in 2013 and replacing the Big Tex Trailer in 2012 instead.

For 2013 (upcoming year levying for), the Ford F250 pick up is budgeted for replacement, for cost of \$ 23,000 (after trade-in). Supervisor Key said the cost of trucks is going up, so he'd try to determine the accuracy of this replacement amount. Key agreed this truck should be replaced in 2013.

Also, the board agreed to combine some of the smaller items on the replacement list into one line item, to be used if there is not enough money in the Equipment operating fund to replace these as needed – which isn't very often. These items included: a small L&M trailer, levied at \$25/year, an air compressor, levied at \$50/year, a welder, levied at \$20/year, a brush saw, levied at \$200/year, two chain saws, levied at \$400/year, and a Toro walk behind snow blower, levied at \$250/year. These items combined will be levied at \$800/year in addition to the other large items.

Overall, when all replacement costs are figured in, the amount needed to levy for 2013 comes to \$29,400. This is consistent with the \$30,000 that has been levied for the past several years.

- **Levy – Cap Equipment dedicated fund: No change recommended ; levy \$30,000 again for 2013**

RECREATION:

Mike Hendricks had not yet met with the board to review his requests for park projects in 2012 and 2013; however Supervisor Key will invite him to the Feb 8th Regular Meeting of the board.

Clerk Smith commented that at the end of 2011, the Recreation Fund balance was negative, (\$6,669.83), due to the sidewalk install at Crystal Park for \$6,883. For 2012, the yearend projected balance was estimated to be around \$8,000. This would be used, in part, to install the ball field dugout replacement benches and fencing at Wendigo, as well as the benches at the Wendigo tennis courts.

- **Levy – Recreation: No recommendation made yet, but \$50,000 was levied in 2012.**

FIRE:

Clerk Smith had just received the 2012 Fire Fund contract. She shared that while the township's 2011 premium was \$72,383.00, it was increasing over \$9K to **\$81,458 in 2012.**

The 2011 yearend balance was noted as \$1,284. For 2012, with the premium amount above, the 2012 yearend balance will be (\$5,173) as only \$75,000 was levied. For 2013, if the fire contract premium remains about the same as 2012 – apx \$82,000 - there would need to be an increase in the Fire Fund levy of \$10,000, from \$75,000 in 2012 to \$85,000 in 2013. This would still result in a slightly negative balance at the end of 2013, but the board agreed this would be okay.

- **Levy – Fire: Recommendation by the Clerk to levy \$85,000 for 2013 (an increase of \$10,000 compared to 2012) to cover the almost \$10K increase in premium from 2011 to 2012.**

The next budget session was previously scheduled, and will be held on Wed. Feb 15, 2012 at the Harris Town Hall

The Board of Audit will also take place at the beginning of the Wed. Feb 15th, 2012 budget meeting, to verify that the Clerk's and Treasurer's books balance for 2011. Clerk Smith will post accordingly.

A motion was made by Supervisor Kortekaas to adjourn the budget work session at 9:50pm. Upon a second from Supervisor Key, the meeting was adjourned.

Respectfully submitted,

Michele Smith – Harris Twp Clerk