

**BUDGET WORK SESSION  
HARRIS TOWN BOARD  
Monday, February 17, 2016 - 7:00pm**

The Harris Town Board met at 7:00pm on Monday, February 17, 2016 at the Harris Town Hall for a budget work session. The following officers of the board were present: Supervisors Gary Rosato, Dennis Kortekaas, Jim Kelley, Ken Haubrich, and Burl Ives, as well as Treasurer Becky Adams and Clerk Michele Smith. *Absent:* none.

Also in attendance, resident Cyndy Martin.

The purpose of this work session, as posted:

**Discuss and review the proposed 2017 budget including past, current, and projected expenses and balances for all funds. Board will consider a recommended 2017 levy for each fund, and for the year overall.**

**1. Pledge to the flag,** followed by the reading of the Harris Township mission statement

**2. Review and discuss recommendations for the 2017 budgets and proposed levies by fund**

- **General Fund:                 \$140,000 proposed levy; board was in agreement**
- **Road & Bridge Fund:       \$490,000 proposed levy; board was in agreement**

- Line item #210 Signs: \$6,000 proposed budget for 2017

The board reviewed two quote summaries from the maintenance crew, for estimated sign replacement costs in 2016-2017:

- Earl F Anderson: The cost for the signs that are in need of replacement is \$5,602.
- TAPCO Traffic Control Products and Solutions: The cost for *some* of the signs (Stop, Stop Ahead and Dead End only): \$5,788; the cost of other needed signs were not available from this vendor.
- The costs above were for the signs only – not installation; and breakaway posts would be extra, if needed. Breakaway posts are not required on many township roads, if they have a lower speed limit.

Rosato noted that the township buys most of their signs from Earl F Anderson, so that may be why they offered the lower price. Also, he noted that the township did not need to buy the signs all at once for the price quoted; they could be purchased as needed. Thus, the 2016 adopted budget of \$3,000 and the proposed 2017 budget of \$6,000 should be adequate for the sign replacement needs.

- Line item #222-Major Gravel: \$20,000 proposed for 2017

The board discussed that Wendigo Park Circle will need gravel in 2016. An estimate was not known, but given past projects, the \$35,000 gravel budget for 2016 was thought to be adequate for this and other roads if needed. The 2017 gravel project will depend on road inspections in the spring, but the proposed \$20,000 seemed adequate per the board.

- Line item #230 Crack Fill: \$40,000 proposed for 2017 | Was increased to \$65,000 (see below)

**The board agreed to transfer \$25,000 in 2016 from the Cemetery Fund to the Road & Bridge fund, to have additional money to use for crack fill, line item #230.** It was noted that this transfer would *not* increase the proposed Road and Bridge fund levy for 2017, as it would be done in 2016 – allowing an increase to the line item for crack fill.

Roads to be crack filled:

- 2016 -Underwood Road-west (first year, after improvement in 2015)
- 2017 - At least part of Sunny Beach Road – Adair to Park Road – which will be improved in 2016 regardless of bonding. And if bonding passes, *all* of Sunny Beach Road should be crack filled as well as the other roads in the project.

- Line item #231 Road Patching: \$5,000 proposed for 2017

Board discussed that if bonding does not pass, they may have to do more patching to prolong roads. However, money can be used from other line items if needed as the budget is just a guide. The board approved leaving the 2017 budget for road patching at \$5,000.

- **Equipment Fund: \$10,000 proposed levy; board was in agreement**
- **Cemetery Fund: \$ - 0 - proposed levy; board was in agreement**
  - Due to the excess balance in the Cemetery fund at the end of 2015, equal to over 200% of the annual operating costs for the cemetery, **the board unanimously approved to transfer \$25,000 in 2016 from the Cemetery Fund to the Road and Bridge Fund.** This would allow additional budget money for crack filling roads in 2017 that will be repaired in 2016, while still leaving over 6 months of operating funds in the Cemetery Fund.
- **Recreation Fund: \$25,000 proposed levy; board was in agreement**
- **Building & Grounds: \$50,000 proposed levy; board was in agreement**
  - The board discussed that if a playground were installed at the town hall, costs would be apx \$30-\$35,000 and so the levy in this fund would need to be increased to cover the expense. The board recognized that many renters have requested a playground, but if bonding does not pass, the board felt all money will need to be put into roads. However, the board agreed to reconsider during the 2018 budget session.
- **Fire Fund: \$80,000 proposed levy; board was in agreement**
- **Capital Improvement: \$135,000 proposed levy; board was in agreement**
  - The board agreed that the Capital Equipment Plan rotation plan needs to be reviewed and updated. In addition, they discussed using hours rather than age for the basis of when to replace equipment.

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- **ALL FUNDS: \$930,000 TOTAL LEVY PROPOSED for 2017 ; board was in agreement**

**It was clarified that the proposed 2017 budget and levy would be the same, whether or not bonding passed.**

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### Next steps:

As agreed to by the board, Clerk Smith will update the budget worksheets to reflect:

- A transfer \$25,000 in 2016 *from* the Cemetery Fund, *to* the Road and Bridge Fund
- Increase the Road & Bridge crack fill line item for 2017, from \$40,000 to \$65,000 (an increase of \$25,000)

Smith will then prepare a draft annual report, including the updated proposed 2017 budget worksheets, and share with the board at the P&D meeting on Feb. 24<sup>th</sup>. This will give everyone time to review the report in full prior to printing the week of March 2<sup>nd</sup>.

### 3. Adjourn

***Motion by Supervisor Kelley, second by Supervisor Kortekaas, at 8:19pm to adjourn tonight's budget work session. Meeting adjourned.***

Respectfully submitted,

Michele Smith, Clerk