

# Work Session Budgets February 6, 2016 Minutes

Present are Ken Haubrich, Peggy Clayton, Jim Kelley, Dennis Kortekaas, Cari Alleman, Becky Adams, Jay Bowers

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

The fire fund and general we did at the last meeting and they are all keyed in for the year. With everything that we added for in expenses we will be about 35 % of the budget for 5 months. Which is where we would like to be for all the funds so if a road takes a major down turn we can have the funds to fix it and have 6 months of a safety net and we were well beyond that. A lot comes out of general and see where we go from here.

Equipment the 2017 is what is adopted and the change is from 2016-2017 and where we are at for the 2018 proposed budget. You will see in 2016 for the equipment fund was sitting pretty healthy and in 2017 it showed we put 10,000 in there and you can see where the shift is and where we budgeted for 2018 year. The costs have grown over the last year. Supervisor Haubrich has been working with the maintenance crew and would like to see if we can see if anything for the maintenance crew will be need in the future. In 2016 you can see where the budget is, and how we can be saving. The 308 line is small equipment, you can see we added a weed wiper. We should keep it all in the same amounts as they currently are. The lawn mower has its own line item and supplies. We don't have any more spare parts at the show. We have been getting them as we need them, but would prefer to have one in stock. We are not talking a lot of supplies or money, just blades and filters. We would need to look at all the budgets if we are looking to give a raise to the crew at an estimated 3%. The fund is under budget. The lawn mowers are usually replaced every three years. We need to look at what the cost benefit is if we keep it a few more years or if we need to trade it in. The lawn mowers we have right now work well because we can use them at the cemetery and they fit between the head stones. The previous board was changing out the lawn mowers every three to four years. The maintenance crew takes really good care of the equipment and they don't need to be changed that soon. When we get to the bottom we are getting to the 28% for the 5 month fund. (We want as a general rule to keep the funds as close to 35% as possible for a safety net in money.) So back in 2012 was when the dump truck and lawn mowers was purchased. How much do we use the dump truck (purchased in 2013) we can drop the fund balance down a \$1000.00 and the lawn mowers fund balance leave where it is. Just wondering about the tires for the dump trucks and the tires for a truck are still in good condition. T the upside to 2017 in this fund is what we under spent a \$1000. We can put that towards the 2018 budget towards tires. Putting that on a rotation so we don't have to change all of them at once. It would be changing out 6 tires on the dump truck at one time. What do we have for the clothing \$400; is in the budget, and we didn't spend anything last year. This year we will have to spend a little bit but hopefully not \$400. Inspections for the trucks would go into this fund, it is \$180 for inspections for the truck and trailer. We will up the apportionment to \$13,000.00 for the equipment fund. We will leave the disbursements the same.

## Cemetery fund

None of the apportionment went into this account in 2017 as we had a good balance. We have for 2017 a healthy budget at 117% of the funds. We are about 51% of the fund balance, which means we have a little cushion in case something happens. That is where we should be. Maintenance stays pretty close to the same as we have the temps do most of the mowing as we hire them as contract workers instead of having the employees do it. We are going to straighten up flag poles, we should do that here in 2017. We have talked about hiring a sexton to do the cemetery and that would be a big jump in the cemetery fund. We would like to get a rough estimate so we have some number to look at for next year's budget. It's high for some reason and we could try to coordinate with the city of Grand Rapids. We don't know if we can afford to hire Grand Rapids. Cohasset does contract with Grand Rapids, we have talked to them a couple of times just wanted it put back on the radar. Good thing to put on the agenda to get some prices. Cemetery fund to stay the same.

Recreation: levy is \$25,000 in 2016 and 2017. We slid everything over for 2018 so it's still \$25,000. 2016 are actuals and 2017 is also. Cut and pasted to 2018 for we are still sitting at 43% of the fund balance. One thing to remember the rink attendance rate went up this year so that will affect our bottom line. We will have grounds work material for Wendigo, was any major repair on the Tennis Court at Crystal. Some of the repairs we had to do were the ropes, as they were cut on the swings. We have the temps (Express Employment) mowing the lawns at the parks. We should budget for this we have \$2000 under both Crystal and Wendigo for grounds work material. The rink attendance we could put down to \$2500 on each fund (Crystal and Wendigo) It would make sense to have one attendant for both rinks, have them at the Crystal Park at the beginning of the week and Wendigo at the end of the week. Now the bottom line is at 36%. The first change from grounds work materials to groundworks contract labor. If we increase a \$1000 to the fund with the \$500 in each grounds work at the parks also in the apportionment, we increase the apportionment up to \$27,000. Increasing it by \$2000.

Buildings and grounds: that's the one that we are at 101% in the bottom line. The fund in 2018 we can cut it down we would have at least allotted for what it's costing us to heat the building. We can drop the fund from \$50,000 down to \$40,000. Our landings we are going to be looking at. We have undedicated funds and it would be nice to be able to use some of that money to be able to fix some of our boat landings. We have an excess of money in the fund right now and need to spend some of it. We need to look to see if we can get a grant from the DNR to help with the costs of fixing a boat landing. The 40% that is where we need to be in the bottom line. That will still leave us some slush funds in there if we dropped it to the \$40,000. We could start spending out of the \$200,000 in reserves, if we don't want to raise taxes. The concern about spending out of the reserves that is one of our roads goes and we don't have it in the budget to fix it, we would not be able to fix it. We would have to increase the levy. How about we raise it a little bit or leave it, we don't want to nickel and dime the residents. Let's raise the levy and don't pick out it, we are at the point to raise the taxes again by about \$50,000. That is leaving buildings and grounds at \$50,000. Some of the expense came from installing natural gas and all that in tales with changing of the furnace. Satellite toilets are no longer at the Town hall but we have them at the parks, rinks, and boat landings. Some of the expense is the phone stuff (telephone and internet at the town hall) the maintenance crews phones are not included in this bill, but the bill for the towns hall and the rink warming shacks are and it's about \$150 a month. We should account for the phone at the town hall as the expense goes up each year. We up the telephone for the town hall to \$1700.00. We will need to up the building maintenance material if we want to build out the secure room in the basement, we would put the cleaning supplies in there. We will up it to \$2500.00. We will also need to do the fire proof cabinets and stuff for the minutes and agendas. Cleaning the town hall is up to \$5,000. Security system- we have a security system at the maintenance center and cemetery but not at the town hall. Some of the labor for the maintenance crew is being absorbed with fund line 699; change from \$25,000 to \$20,000, because we are going to be doing some work. The apportionment is \$50,000 and we are going to go down to \$40,000.

Roads: the Road and Bridge fund is negative by \$203,000 and we know that we will be moving some of the Capital Improvement funds into the Road and Bridge fund to help cover the cost of the Sunny Beach Road project. We still owe Hawkinson construction \$350,000 and of that \$200,000 comes from the apportionment for 2017 and \$100,000 from the Capital Improvement fund. The whole project was about 1.1 or 1.2 million to do the road. There is possible more we could take more out of the Capital Improvement fund, but it's a good safety net just in case something happened we have money to fix it. If there is an accident we will not be able to do anything because we won't have any money. We will be looking at a year of doing nothing for 2017. We tried to bond to get this done and nobody wanted it. Everyone was on the same page and what we get this year, the \$350,000 will be gone. Will have to pay the bill, and won't have the spending for 2017. Hopefully it will give us a bigger balance in 2018 so we can use another road project. We going to be putting a road plan together. There is one piece on Sunny Beach Road that might need work this summer, might need to be fixed and will probably eat up the remaining balance of the road fund.

Motion to adjourn made by Supervisor Clayton seconded Supervisor Haubrich passed by all.

