

**TOWNSHIP OF SOUTH GLENGARRY
SPECIAL MEETING OF COUNCIL
Council Chambers, Municipal Office
Friday, November 20, 2020 9:00 AM**

Page

1. CALL TO ORDER

2. APPROVAL OF AGENDA

a) Additions, Deletions or Amendments

All matters listed under For Information Only, are considered to be routine and will be enacted by one motion. Should a Council member wish an alternative action from the proposed recommendation, the Council member shall request that this matter be moved to the appropriate section at this time.

3. DECLARATION OF PECUNIARY INTEREST

a) [Declaration of Pecuniary Interest Form](#)

2

4. NEW BUSINESS

a) **2021 Draft Budget**

i. [2021 Draft Budget](#)

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5. ADJOURNMENT



DECLARATION OF PECUNIARY INTEREST

I, _____, declare a pecuniary interest on Agenda Item(s) for the meeting of _____:

Signature

2021 Draft Budget Discussions

Lachlan McDonald, General Manager of Corporate Services

Presented to Council on Friday, November 20, 2020 at 9:00AM

GLENGARRY

Ontario's Celtic Heartland

Special Council Agenda

- Call To Order
- Approval of Agenda
 - Additions, Deletions, or Amendments
- Declaration of Pecuniary Interest
- Opening Remarks
 - Mayor F. Prevost
 - CAO T. Mills
- New Business
 - 2021 Draft Budget Presentation (GM of Corporate Services/Treasurer L. McDonald)
 - Info Report – Roads Resurfacing Program (GM of Infrastructure Services E. MacDonald)
 - Info Report – Sourcing of Grass Cutting (Director of Recreation and Facilities R. Ladouceur)
- Adjournment

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Ontario's Celtic Heartland

Schedule

- Overview of November 6, 2020 Meeting
- Items Requiring Decisions Arising from November 6, 2020
- Discussion on New Business
- Conclusion

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Housekeeping Items

- Visit our [website](#) to get a copy of detailed budget if you wish to see the background in detail
- Please turn your cell phones off

Contacts (613) 347-1166:

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Joanne Haley x.231 jhaley@southglengarry.com	Dave Robertson, 347-2500 drobertson@southglengarry.com	Rick Ladouceur, 347-2411 rladouceur@southglengarry.com

SOUTH GLENGARRY

Ontario's Celtic Heartland

Vision

A historically unique and proud community committed to an innovative future.

Mission Statement

The Corporation of the Township of South Glengarry is committed to excellence in the efficient delivery of municipal services in a fiscally responsible manner that maximizes the quality of life of our unique community and residents.

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Discussed on November 6

Strategic Goals

Discussed on November 6

- 1 Enhance Economic Growth and Prosperity
- 2 Invest in Infrastructure and Its Sustainability
- 3 Strengthen the Effectiveness and Efficiency of Our Organization
- 4 Improve Quality of Life in Our Community
- 5 Improve Internal and External Communications

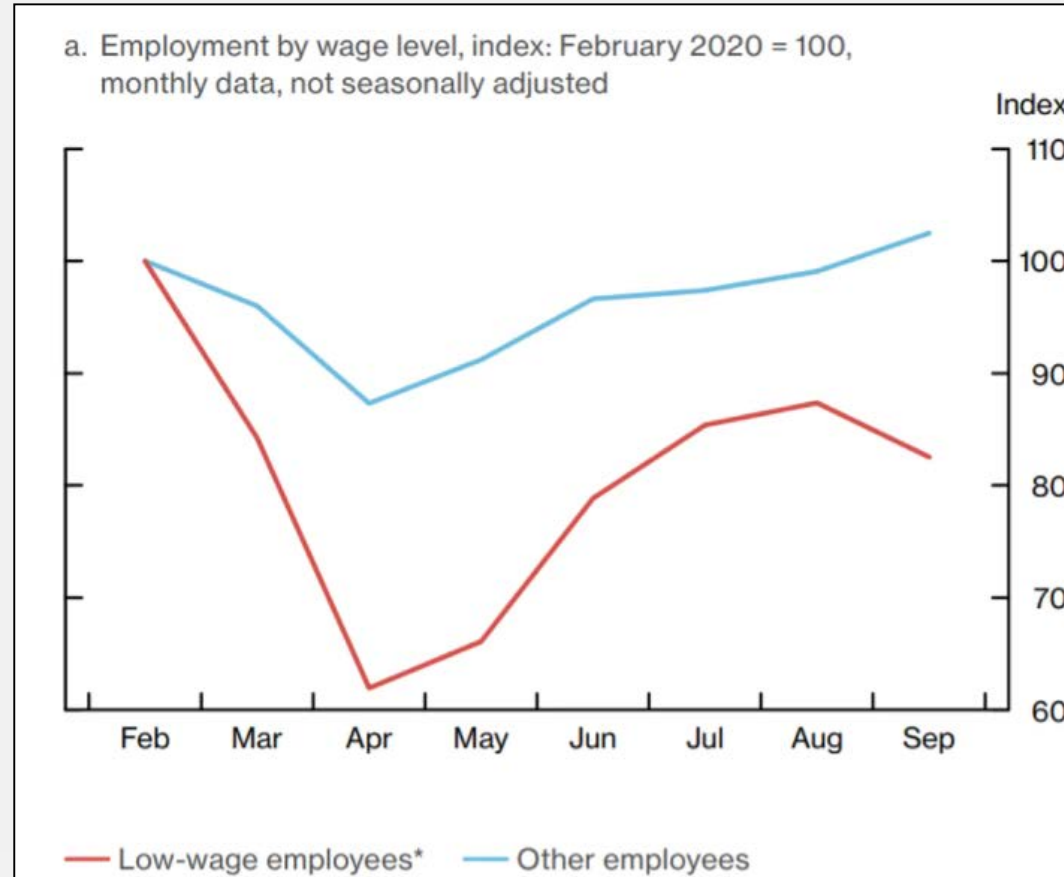


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Canadian Economy

Discussed on November 6



Source: Monetary Policy Report – October 2020 – Bank of Canada

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Budget Outcomes Summary

Discussed on November 6

Item	2020 Budget	2021 Draft
Taxation Levy	\$ 9,585,891	\$ 9,106,775
Increase/(Decrease)Over '20	N/A	(\$ 479,116)

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Overview of Sentiment (paraphrased)

- Remove as much as we can without effecting services
- Continue to Improve
- At least hold the line at \$9,585,000

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Glen Walter Park Playground

Item	2021 Draft	Consideration
Transfer to Reserves	\$0	\$50,000

- \$200,000 - Playground Design & Structure
- 1-12 age group
 - Multigenerational
 - Accessibility
 - Installation
 - Rubber surface

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Community Improvement Plan (CIP)

Item	2021 Draft	Consideration
CIP to remain at 2020 level	\$30,000	\$60,000

- With new Terms of Reference would like to see if there is increased uptake
- Balance, 'helping people save' with 'helping people spend'

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Budget Outcomes Summary

Item	2020 Budget	2021 Draft
Taxation Levy	\$ 9,585,891	\$ 9,106,775
Increase/(Decrease)Over '20	N/A	(\$ 479,116)
November 6, 2020 (CIP and GW Park Playground)	N/A	+ \$ 80,000 \$ 9,186,775 (\$ 399,116)

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Connectivity Reserve

Item	2021 Draft	Consideration
Transfer to Reserves	\$0	TBD

- To have money saved to help with the business case for rural connectivity
 - Natural Gas
 - Quality Internet
 - Cell Phone Service

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Airport Reserve

Item	2021 Draft	Consideration
Transfer to Reserves	\$0	TBD

- To anticipate higher costs due to development and expansion

Waste Management Reserve

Item	2021 Draft	Consideration
Transfer to Reserves	\$0	TBD

- In anticipation of high post-closure costs in the mid-term
- In response to Engineer estimates on remaining useful life

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Roads Structure Reserve

Item	2021 Draft	Consideration
Transfer to Reserves	\$0	TBD

- In response to OSIM Reports indicating average spending should be \$538,900
 - Current transfer to reserve is \$165,000
 - Amount was originally based on 1/3, 1/3, 1/3 funding model

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Roads Resurfacing Program

Info Report
Appendix A

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Ontario's Celtic Heartland

Increase Levels of Service

Item	2021 Draft	Consideration
Surface Treatment – Hay Rd.	\$0	TBD

- \$50,000 – Cost to Surface Treatment
- \$1,000 - \$1,500 – Current Annual Cost to Maintain

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Increase Levels of Service

Item	2021 Draft	Consideration
Surface Treatment – Heron Rd.	\$0	TBD

- Considerable drainage work is required before this becomes feasible
- Triggers a review of the roads resurfacing plan

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Maintain Levels of Service

Item	2021 Draft	Consideration
Glendale Subdivision (N)	\$75,000	\$75,000
Glendale Subdivision (S)	\$199,000	\$199,000

- Enbridge, typically does not require a road cut
 - Normally lines run on the property side of the ditch, holes bored under the road

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Increase Levels of Service

Item	2021 Draft	Consideration
Recreation Side-by-Side	\$35,000	\$25,000

- Decrease Budget by \$10,000
 - Considering Council Discussion/Direction
 - Further review of machine requirements

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Increase Level of Service

Item	2021 Draft	Consideration
Change to Radiant Heating	\$30,000	\$30,000

- Replace Existing Spectator Heating with Single State Infrared Heaters
 - Switch to gas vs. electricity (+ more efficient on low demand, 50% less gas)
 - More targeted application of heat
 - Reduction of soft ice near boards; less risk for injury

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Grass Cutting

Info Report
Appendix B

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Grass Cutting (Internal v. External)

Outsource in 2021

- Cost neutral
- Labour intensive

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Maintain Levels of Service

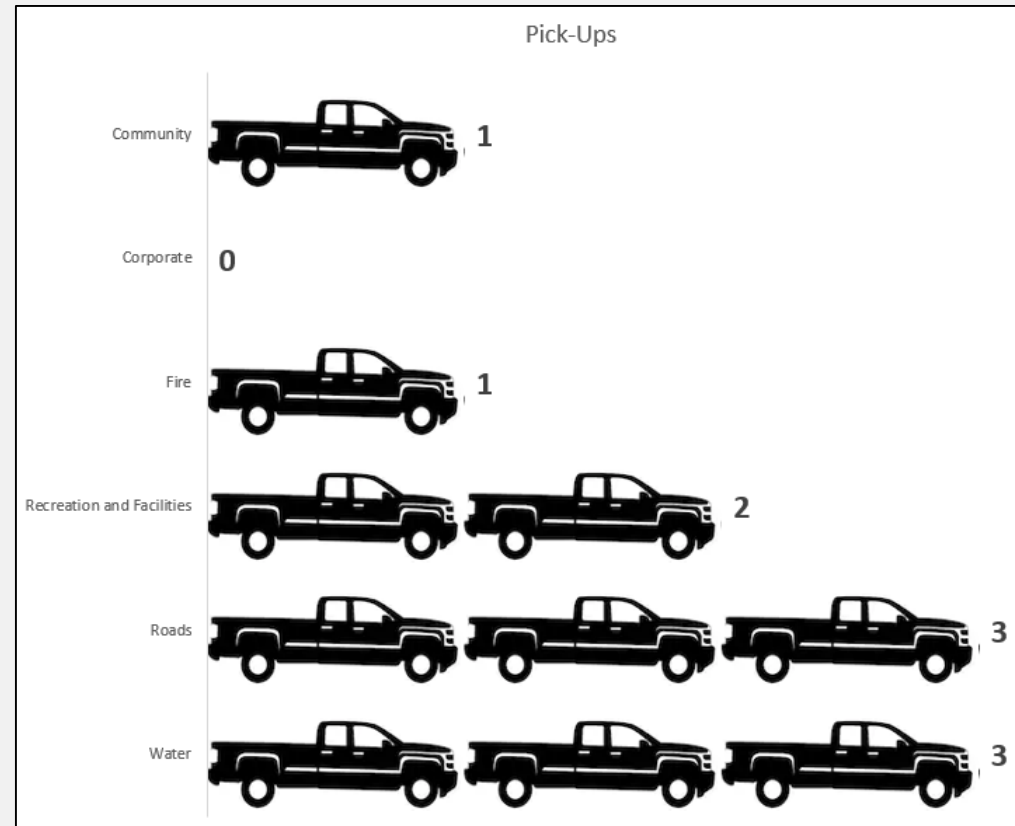
Item	2021 Draft	Consideration
Pick-Up Fleet – Township-wide	\$135,000	\$180,000

- Replace Existing Fleet
 - Not Counting Water: One unit added for replacement v. initial discussions
 - Now 4, from 3
 - Considering Council Discussion/Direction
 - Further review of vehicle type requirements

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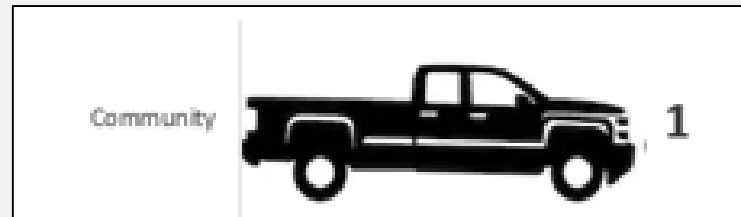
Pick-Up Truck Fleet



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Community Services – P/U Fleet

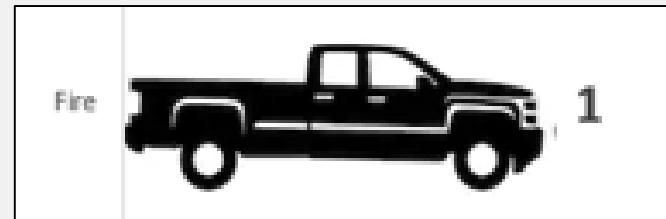


- Not being replaced in 2021
- 2013 GMC Sierra
 - Owned
 - Used predominantly for By-law Enforcement
 - Used for Building Department Inspections
 - Sparingly used Administratively (Tax bills, etc.)

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Fire Services – P/U Fleet

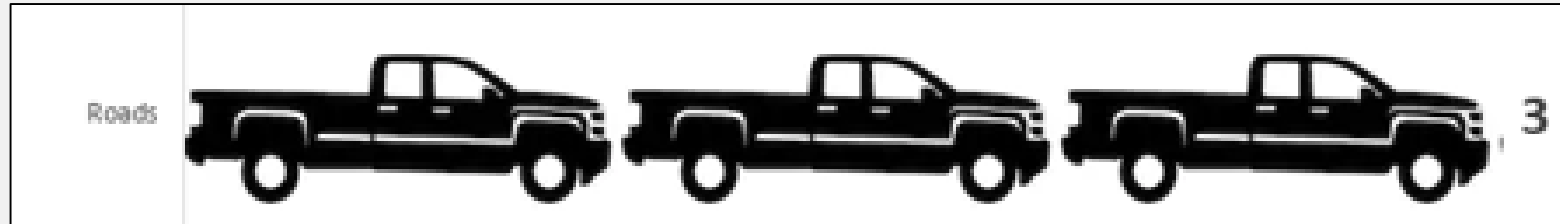


- Not being replaced in 2021
- 2014 Chevrolet Silverado
 - Owned
 - 24/7 Emergency Response Vehicle for Chief
 - Inspections of Properties
 - Transportation of Equipment

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Roads – P/U Fleet

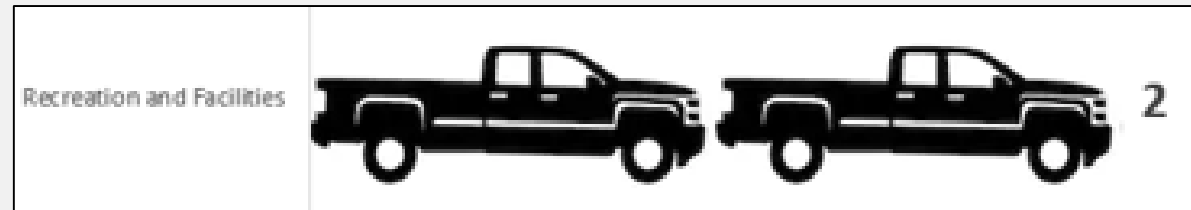


- Two of three being replaced in 2021
- 2019 – Chevy Silverado
 - Owned
 - Roads Manager
- 2008 – GMC Pick-up
 - Owned
 - Lead hand
- 2010 – Chevy Silverado
 - Owned
 - Night Patrol/Recreation

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Recreation and Facilities – P/U Fleet

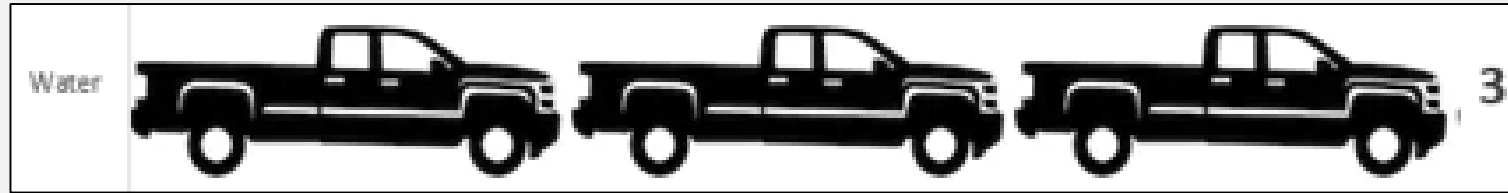


- Both being replaced/bought out in 2021
- 2009 – GMC Sierra
 - Owned
 - Used primarily for Maintenance
- 2020 – GMC Sierra
 - Leased
 - Shared Among Recreation Crew

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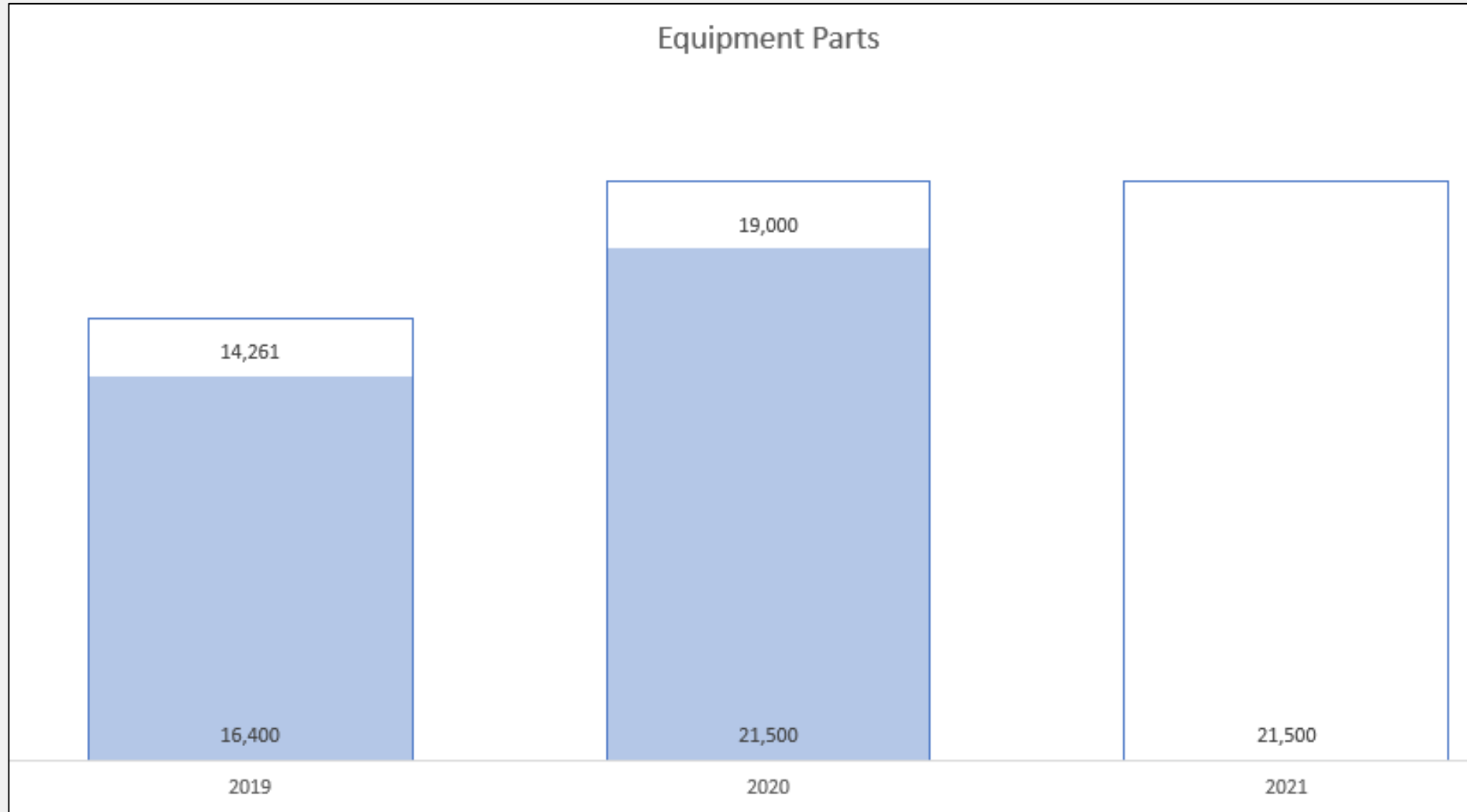
Water/Wastewater – P/U Fleet



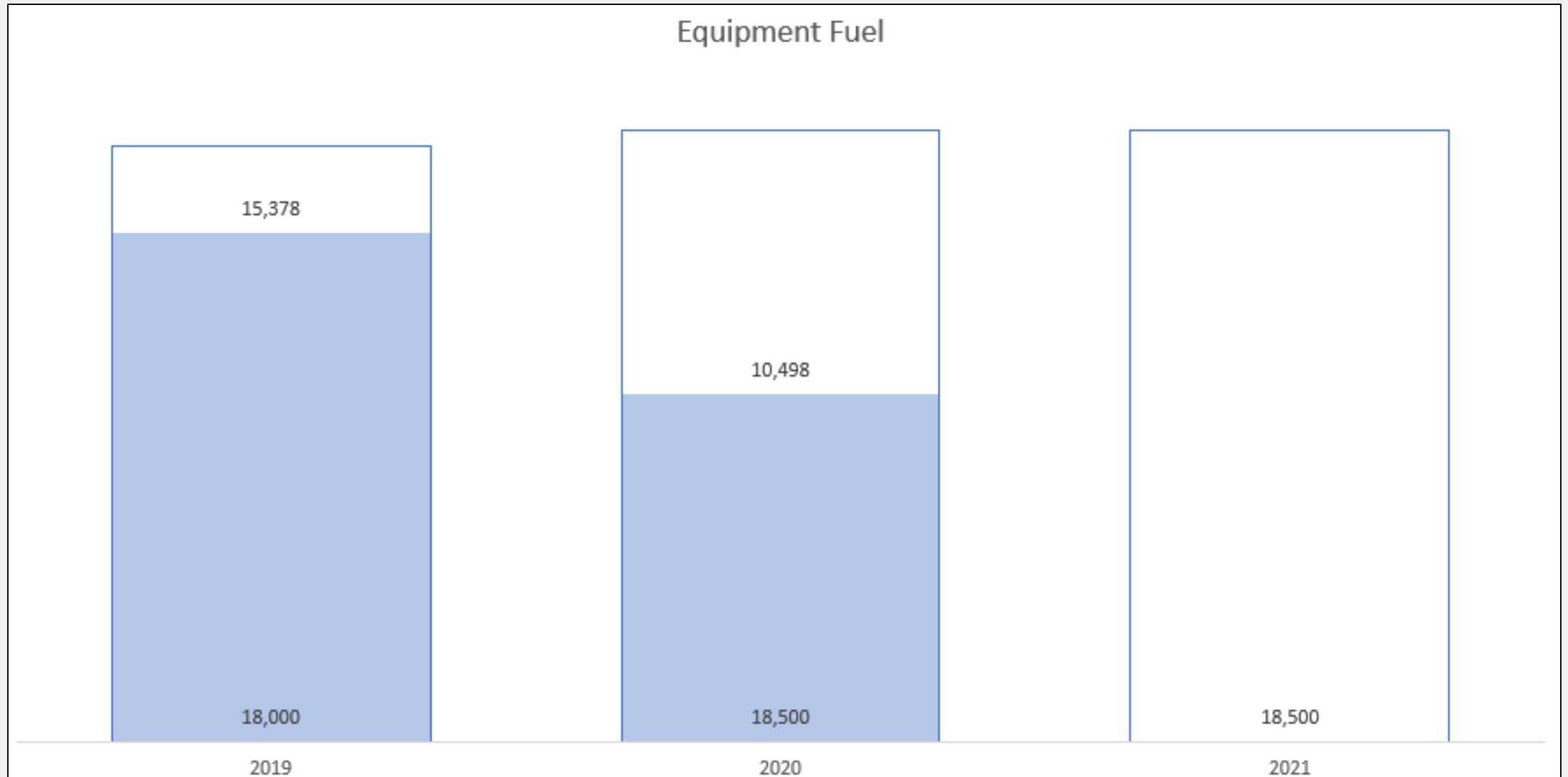
- All being replaced/bought out in 2021
- 2018 – Chevy Colorado
 - Leased
 - Director
 - \$19,000*
- 2018 – Chevy Silverado
 - Leased
 - Operator 1
 - \$23,000*
- 2018 – Chevy Silverado
 - Leased
 - Operator 2
 - \$23,000*

* Buy-Out Cost

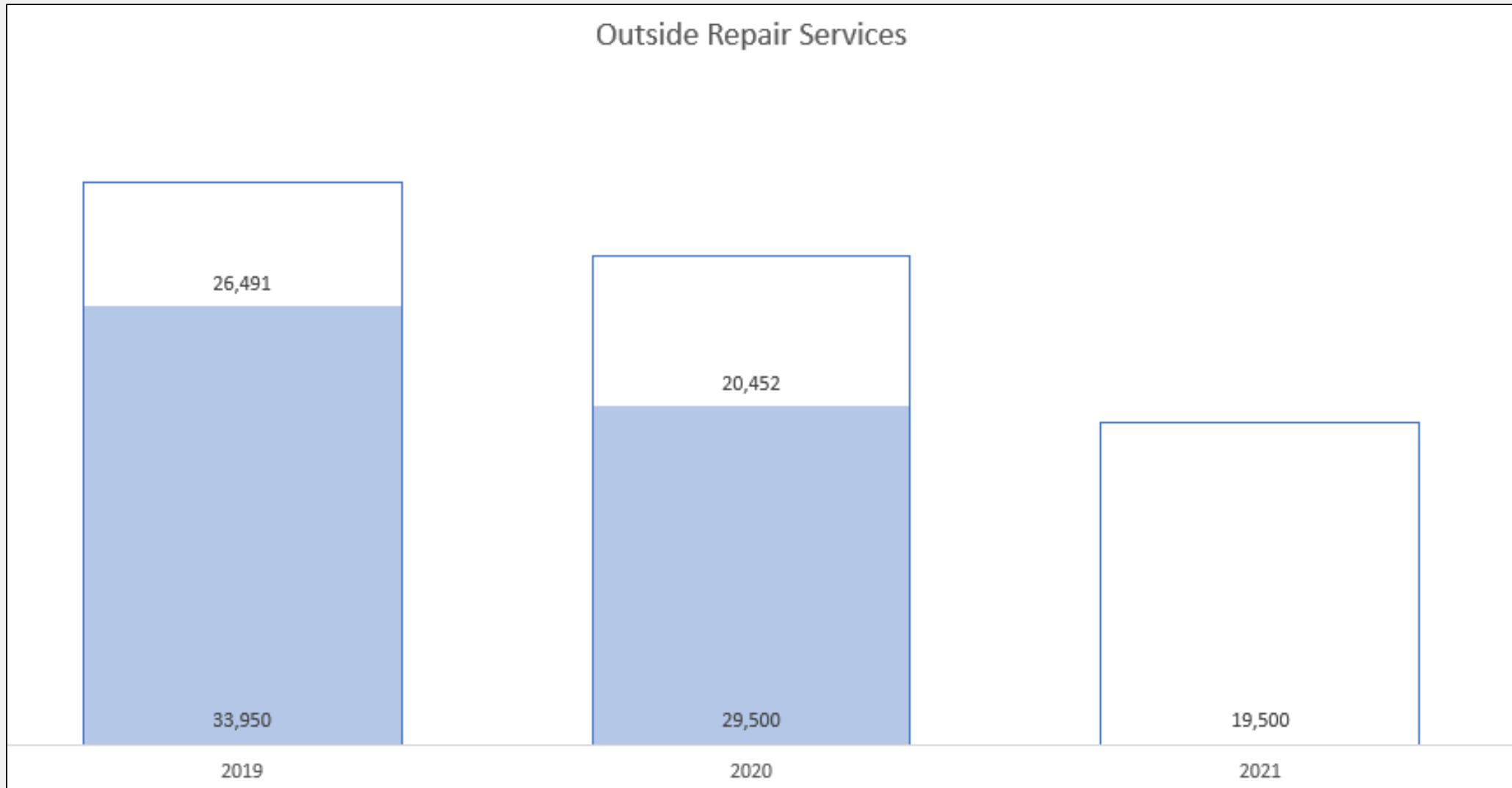
Fire – Equipment Parts



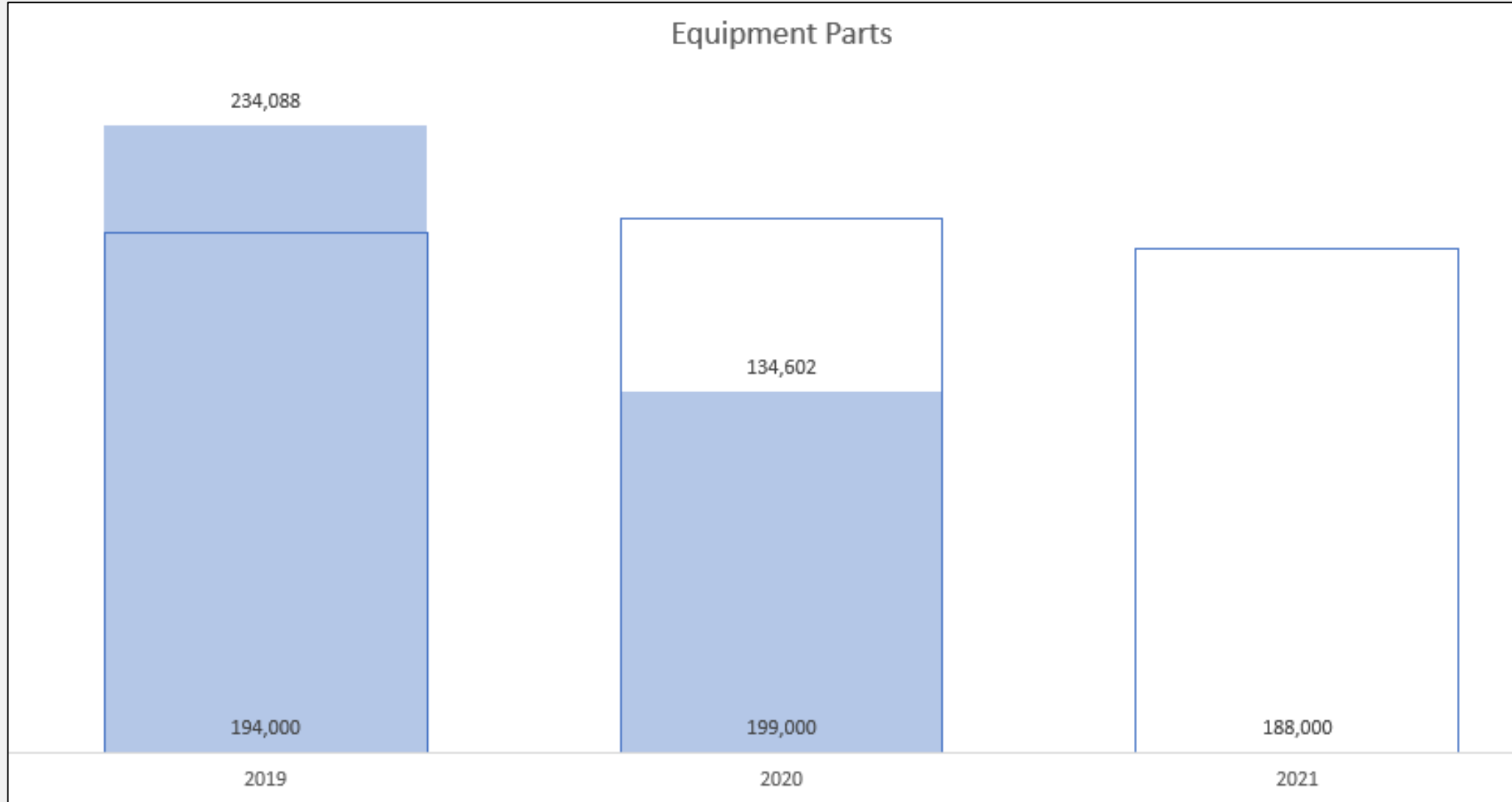
Fire – Equipment Fuel



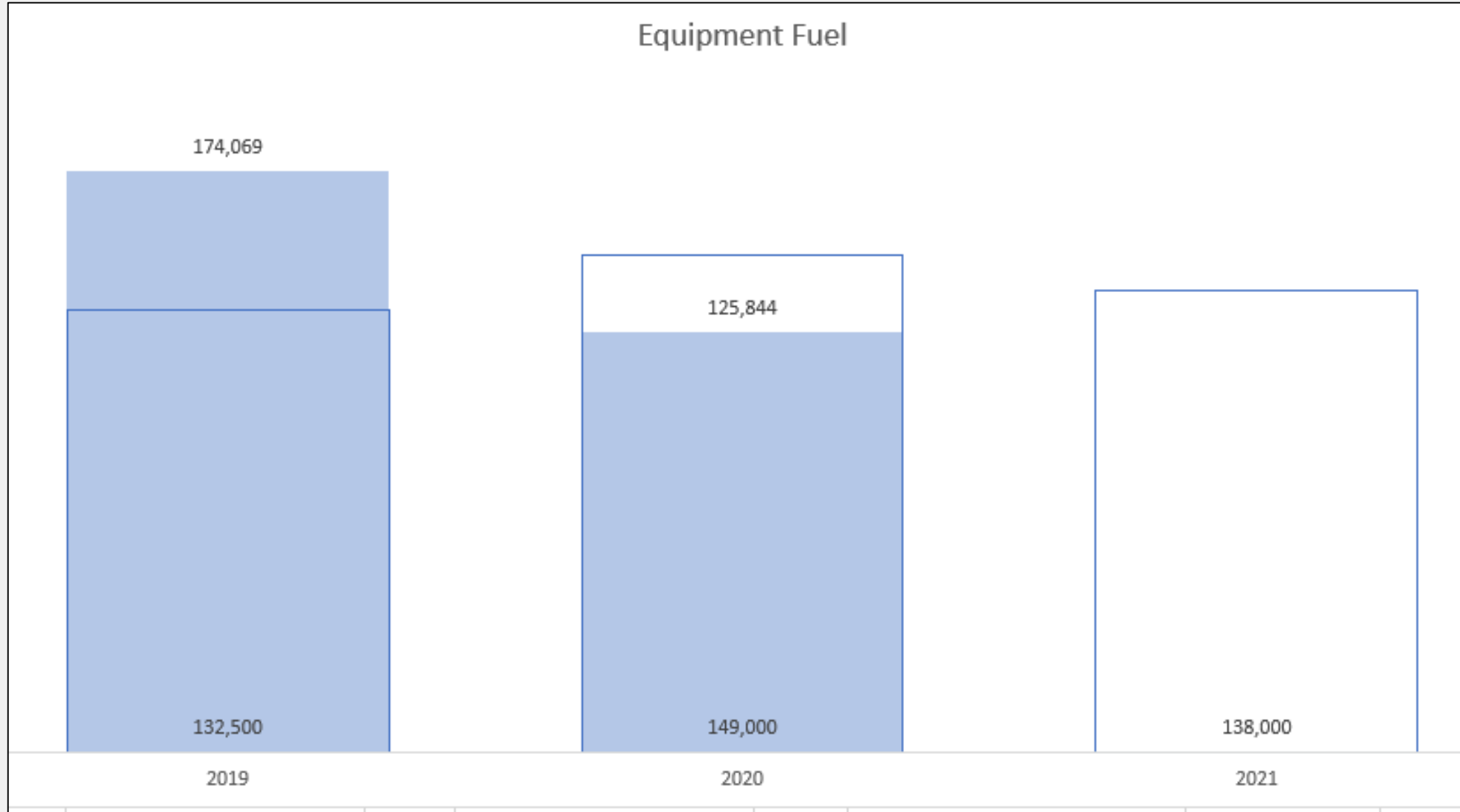
Fire – Outside Repair Services



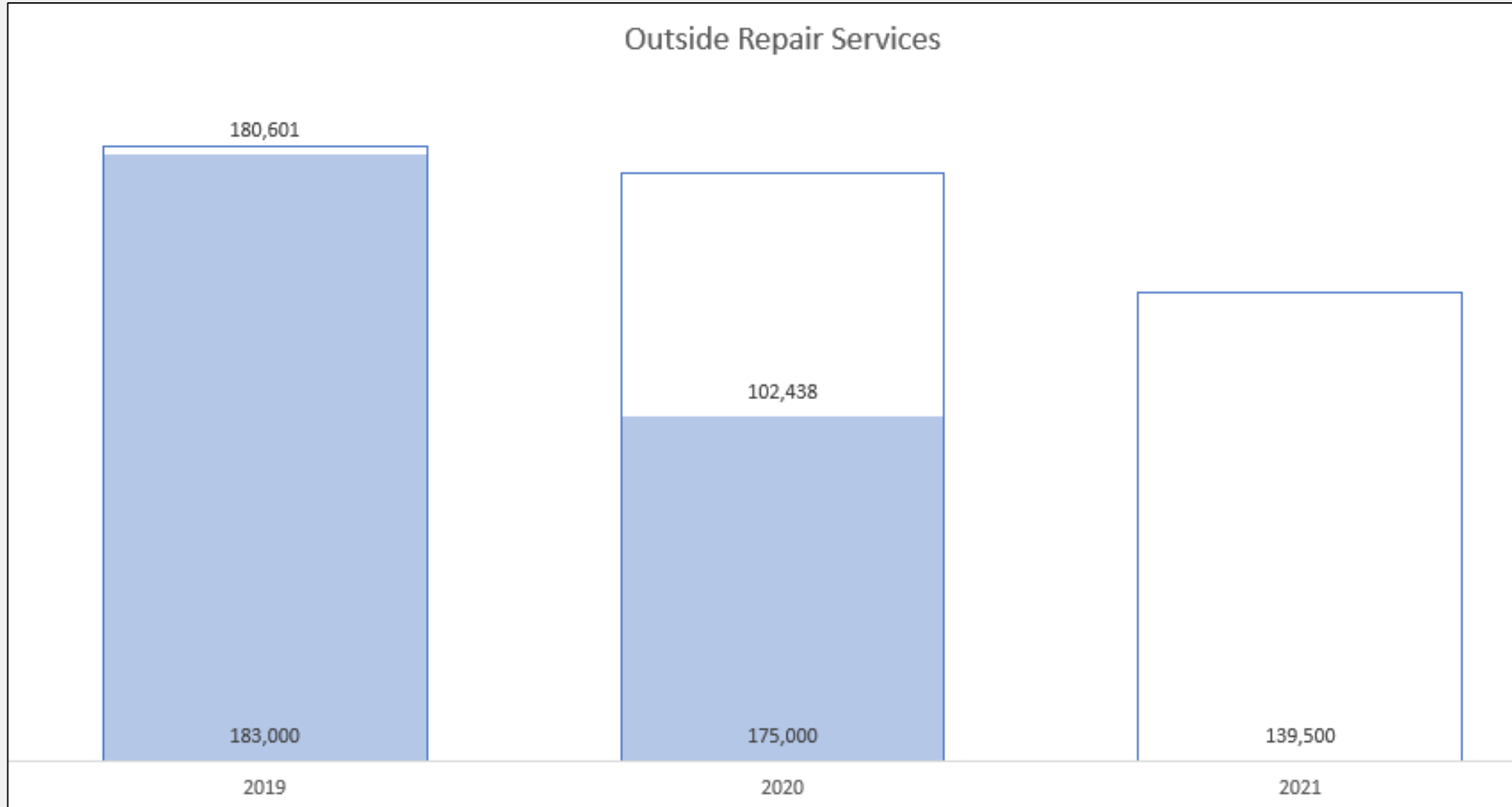
Roads – Equipment Parts



Roads – Equipment Fuel



Roads – Outside Repair Services



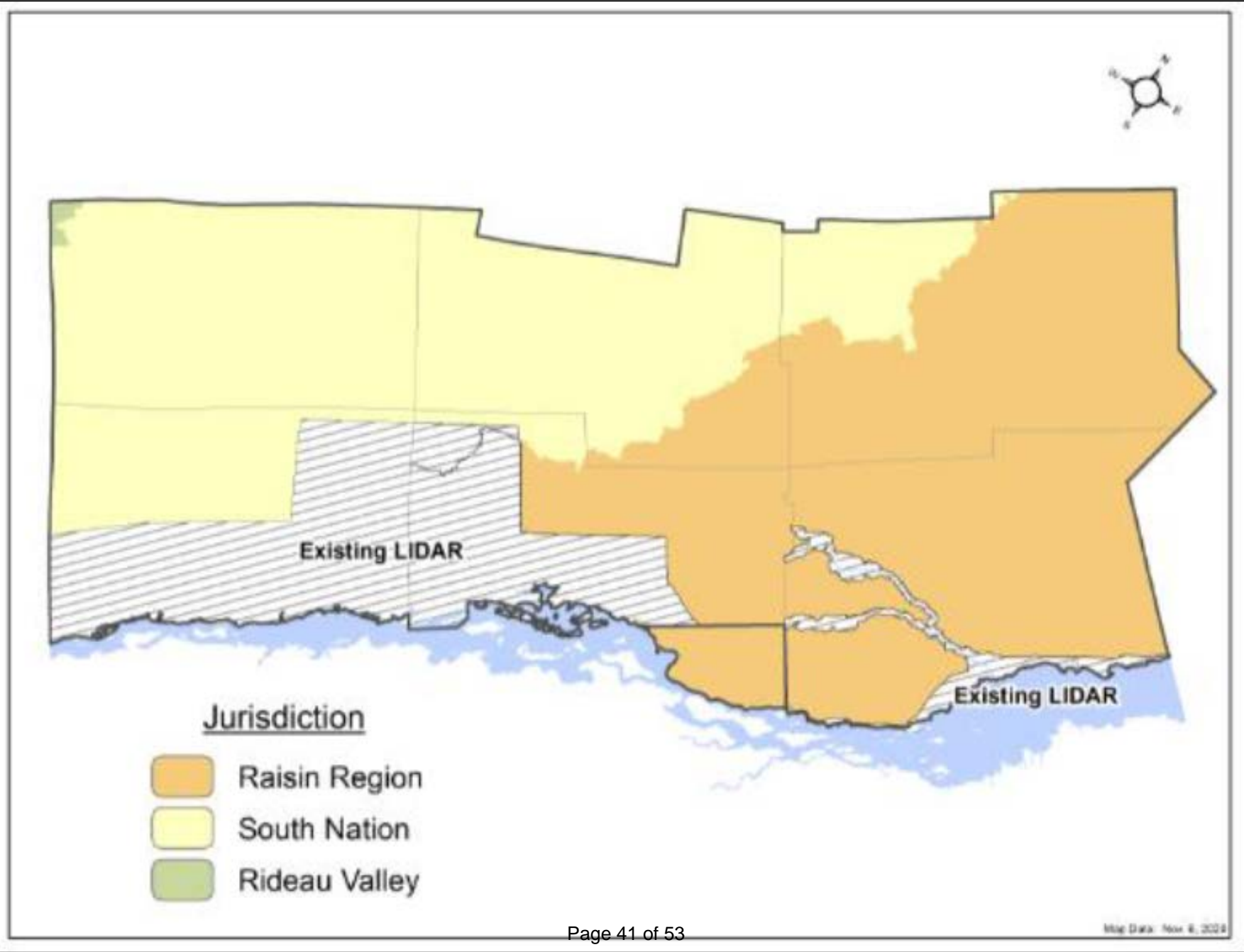
Increase Levels of Service

Item	2021 Draft	Consideration
SDG LiDAR	N/A	\$24,000 (\$24,000 in 2021)

- RRCA is looking for interest to update LiDAR in their water shed
 - Currently South Glengarry has the Raisin River and St. Lawrence mapped

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Adjournment

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INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 20, 2020

SUBJECT: Roads Resurfacing Program

PREPARED BY: Ewen MacDonald – General Manager
Infrastructure Services

The Township's Road Resurfacing Program has been established with a review of the 2016 Road Needs Report Recommendations, The Surface Treatment Program & current road conditions as observed by Staff.

This Program is reviewed annually as part of the Asset Management Plan and presented to Council during the Budget Meeting (s).

At the November 6th Budget meeting there was discussion on a couple of road sections that Council brought forward for consideration for hard top surfacing.

The specific road sections are not currently in the Roads Resurfacing Program.

There is a guiding principle for consideration of placing a hard-top surface on a road and the recommendation would be that roads should be surfaced in the "Right Place, at the Right Time, and with the Right Treatment". A copy of a Gravel Road Conversion Matrix is appended that is a good tool for evaluating road sections to determine if they are a good candidate for conversion to hard top.

Essentially if you do not have a good granular road that has a good road base, good drainage, and adequate platform: you will not have a good hard top road.

Heron Road is not on the program at this time, as there are issues with drainage and encroachments. If you consider the Conversion Matrix the answer to the four questions is no in each case. The south side of the road should be ditched to convey drainage to the culverts that cross the road to the Raisin River. There are also several encroachments where brush and trees should be removed and where cultivated fields need to be pushed back. During this time the granular road base can be enhanced and raised for improved structural adequacy and drainage.

The 2016 Road Needs Study recommended a full reconstruction of Heron Road at a cost of \$711,000.00. A copy of the 2016 Municipal Road Appraisal for Heron Road is appended.

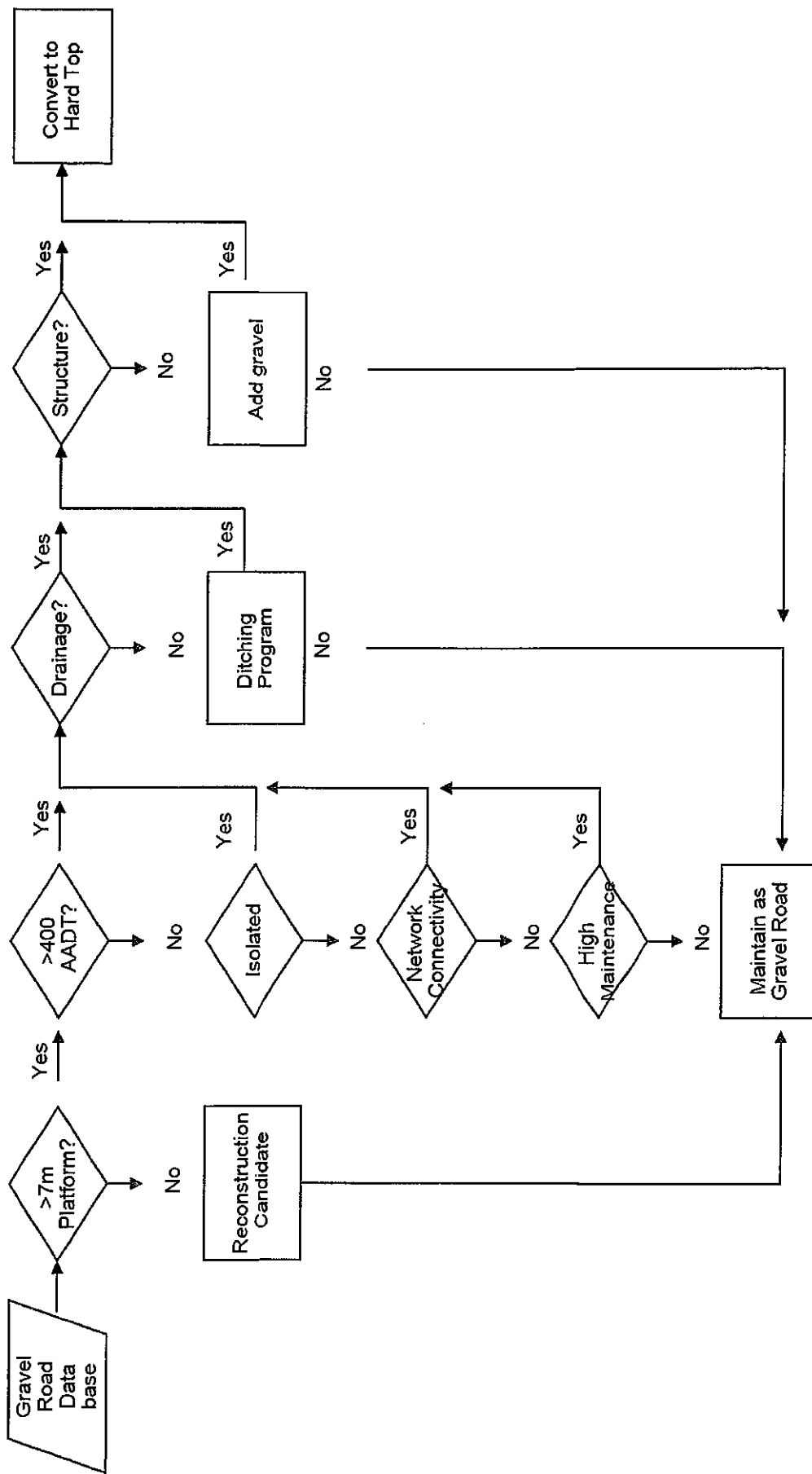
I would recommend that the Roads Department prioritize the ditching on Heron over the next couple of years and that a surface treatment be considered once the drainage issues have been improved.

A map showing the remaining granular roads is appended to this report and I would recommend that pending the outcome of the Road Needs Study currently being completed, that the surface treatment program be updated to continue with surface treatment on the connecting roads and that the dead end roads (Hay Road) not be included at this time. Surface treating the connecting roads would be more financially effective as the costs for maintenance of these road sections is considerably less than the cost to maintain a dead-end road section.

Staff will follow up with Enbridge Gas on the plans to service the Glendale Subdivision. This might not conflict with the overlay plans as typically the gas lines are located in the boulevard of the right of way.

It is recommended that the 2021 roads resurfacing projects be approved as presented.

Gravel Road Conversion Matrix



Roads Management Services Inc.

Appendix C 3

MUNICIPAL ROAD APPRAISAL

A. IDENTIFICATION

Road Name:	Heron Rd	Road Section No.:	210300
From:	Cty Rd 27	Length:	3.29 km:
To:	1.2Km North of Peanut Line	Old Section No.:	
Owner:	71616	Road Value:	982,707
<input type="checkbox"/> Shared?		Special Designation:	MunicA
Shared With:		Patrol:	MunicB
Owner Share:	100.00	Designation 2	
Adjacent Road Section No.:		Year Assumed:	

B. EXISTING CONDITIONS

Horizontal Alignment				
Substandard Curves:	10	Roadside Env.:	R	Curb/Gutter
Substandard S.S.D.:		Existing Class:	300	Left:
		Number of Lanes:	2.00	Right:
Vertical Alignment		Surface Type:	G/S	Sidewalk Width
Substandard Grades:		Platform Width:	5.20 m	Left:
Substandard S.S.D.:		Surface Width:	4.200 m	Right:
Right of Way Width		Median Width:		Parking:
Existing:	0 m	Shoulder Type:	GST	Existing Surface Depth:
Desirable:	m	Shoulder Width:	0.50	Existing Gran "A" Depth:
Terrain:	NF - Non R			Existing Gran "B" Depth:
Drainage:	OD - Open Ditch			

C. TRAFFIC DATA

Legal Speed Limit:	80	<u>Traffic Count</u>		<u>10 Year Traffic Forecast</u>	
Avg. Operating Speed:	50	Year:	A-2011-E	Year:	2021
Traffic Operation:	2W	AADT:	257	AADT:	306
Route Designations		DHV Factor:	12.0 %	DHV Factor:	12.0 %
<input type="checkbox"/> Bus	<input type="checkbox"/> Truck Route	DHV:	36 vph	DHV:	36 vph
<input type="checkbox"/> School	<input type="checkbox"/> Bicycle	Trucks:	3.00 %	Trucks:	3.0 %
Load Restrictions:	SA	Peak Directional Split:	%	Capacity:	1,024 vph
		10 Year Growth Factor:	1.02		

D. APPROVALS

Date: 5/10/2016 Inspected By: D. Anderson, CET Approved By: D. Anderson, CET

MUNICIPAL ROAD APPRAISAL

E. ROAD NEEDS

Field	Max Points	Rating	Comments
Drainage	15.0	11	
Horiz. Alignment	10.0	1	
Maint. Demand	10.0	4	
Shoulder Width	10.0	1	
Structural Adequacy	20.0	7	
Surface Condition	10.0	7	
Surface Width	15.0	1	
Vert. Alignment	10.0	10	

F. FUNCTIONAL NEEDS

Field	Existing	Min Tolerable	Time of Need	Comments
Capacity	A	E	ADEQ	
Drainage	11	8	1-5	
Geometrics	50	65	NOW	
Structural Adequacy	7	8	NOW	
Surface Type	G/S	G/S,PRI	ADEQ	
Surface Width	4.2	5.5	NOW	

Impr. Class	Improvement	Description	Override?	Percent	Time of Need	Year	Base/ Const Cost
Const	BS	Base and Surface	<input type="checkbox"/> Override	100.00	NOW		711,195.59
Const Subtotal:							711,195.59

G. ENGINEERING RECOMMENDATIONS

Year (Re)Constructed:

Design Class: 300

Design Width: 6.00 m Pvmt:

Design Resurf:

Improvement Length: 3.291 km

Set Values Manually?

Time of Need: NOW

Improvement Type: BS Base and Surface

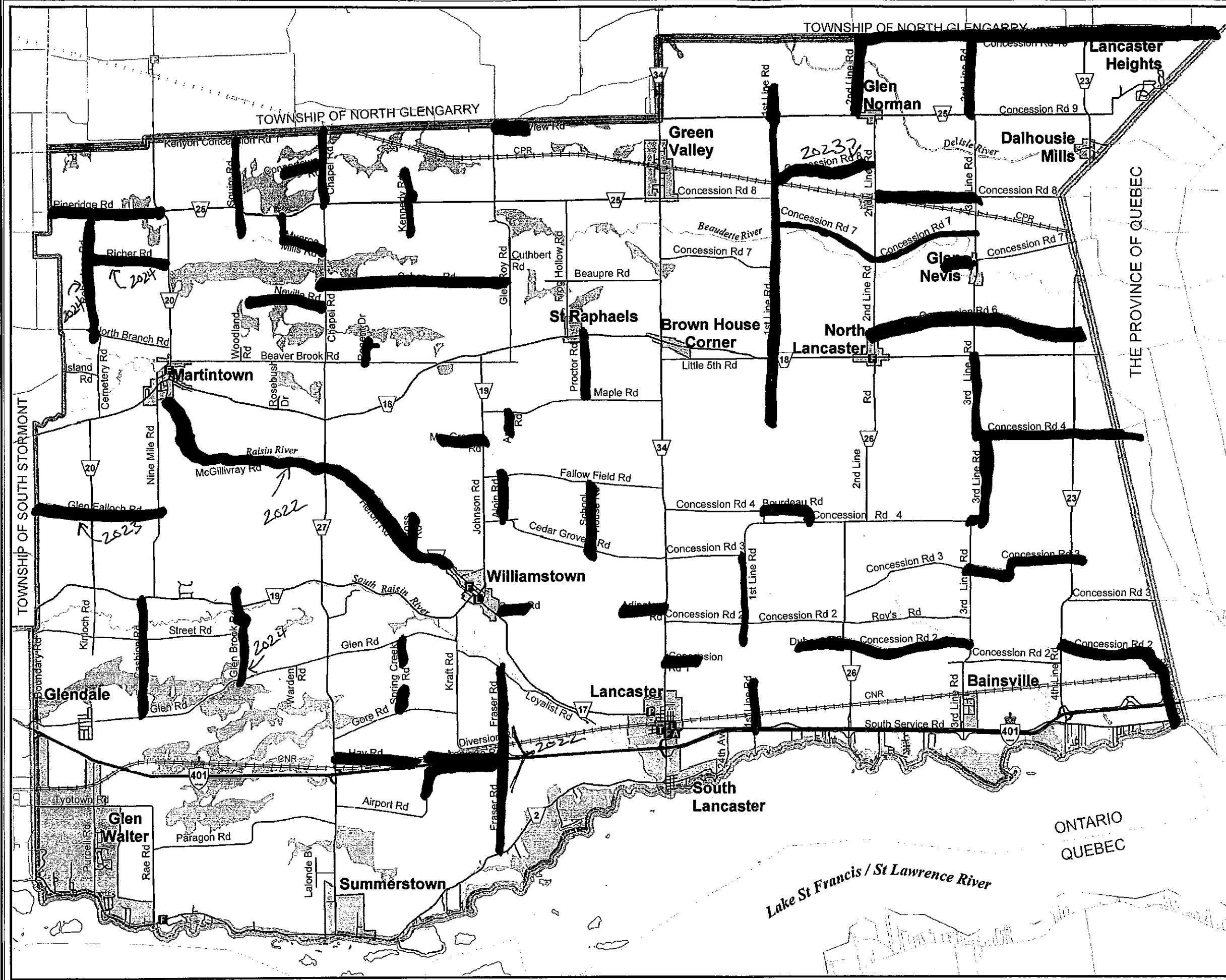
Ratings

Priority Rating:	48
Guide Number:	5
\$/Vehicle km:	0.10

H. IMPROVEMENT COSTS

Total Base/Construction:	711,195.59
<hr/>	
TOTAL:	711,195.59
Owners Share:	711,195.59

GRANULAR ROADS NOV 2020

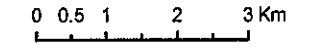


South Glengarry Township



Scale

1:100,000
1 centimetre equals 1 kilometre



Legend

- Ambulance
- Fire Station
- Hospital
- Library
- Police Station
- Township Office
- Highway
- County Road
- Other Road
- Road Allowance
- Under Construction
- Wetlands
- Settlement Area
- Township Boundary



Produced by The United Counties of Stormont, Dundas and Glengarry Planning Department with Data supplied under Licence by Members of the Ontario Geospatial Data Exchange © March 7, 2007.

INFORMATION REPORT



REPORT TO: Council of the Township of South Glengarry

MEETING DATE: November 20, 2020

SUBJECT: Update – Grass Cutting Project

PREPARED BY: Rick Ladouceur, Director of Recreation & Facilities

The purpose of this report is to provide Council with an update of the Grass Cutting Project undertaken by the Recreation & Facilities Department.

- Council approved the Grass Cutting on a trial basis
- Investigate short/long term efficiencies with our departments
- Explore the possibilities of cost savings and efficiencies
- To enhance the quality and level of service for the residents of the Township

The highlights from this 2020 summer project included:

- Grass was cut in a timely manner
- Staff could evaluate & cut based on growth
- Created jobs
- Good comments from Community
- Presence in the community

Some of the challenges included:

- Time consuming
- Overall Liability
- Equipment Breakdown cost
- Eventual replacement of equipment
- Weather dependant
- Difficult to dispatch for assistance in other areas
- Extra wear & tear of vehicles/tractors
- Lots of rain created back log

The initial plan was to hire one seasonal staff and two students but with the Provincial Government's delay on announcing funding for students and COVID-19 shutting all sport field programs; the decision was made to deploy two full time staff and the seasonal worker to get the project underway. The original proposal was not to include staff from Roads as it would be a

straight redeployment, but it was determined to present council the actual cost. This of course increased the cost of the project and is reflected in the attached Grass Cutting Report 2020.

One consideration should be noted with the Toro riding tractor, finishing mower and lawn mower purchased totalling \$29,300 could be amortized for the next 4 years. This would reduce the overall cost \$21,975.00 for 2020 Plan and \$14,650 in 2021 Plan. Also, if the decision is not to proceed with this project the equipment would still have significant use for our parks.

Mowing/Ditch Costs	2020 Plan	2020 Actual	2021 Plan
Grass Cutting	\$5,122.00	\$19,500.00	-\$11,600
Roadside Ditch Mowing	-\$9,000.00	-\$3,500.00	-\$3,50.00

The following is a summary of the report and is as follows:

The Recreation Department/Roads is recommending contracting the grass cutting in 2021. Current staff will be deployed to do maintenance of extra growth during rainy periods and trimming in the hamlets. We can spend more time on cutting brush in Glen Walter Park and the Peanut Line. It is with great optimism that in 2021 the parks, fields and playgrounds will be used to full capacity.

2020/2021 Cost Chart "A"

Grass Cutting 2020 Plan

Current Inventory	Staff Required	Inventory Required	Vehicle/Tractor Rental	R&M	Gas/Diesel	Total	Contractors
1 Used Riding Mower Club Cadet excellent shape	1 Seasonal Staff (Recreation) (5 months)	Purchase Toro Titan 2000 series model 74463 60" COMMERCIAL ZERO-TURN \$10,500.00	5 Month Truck Rental \$5,000.00		\$2,000.00		
2 Whipper Snippers	2 Students (Grant)	2 Exmark 30 inch Commercial Lawn Mower \$2000.00 x 2=\$4000.00					
Trailer		2 Whipper Snippers \$400.00 x 2=\$800.00					
1 Tracker							
1 Ditch Offset Mower							
							2020 Pricing 10% increase
\$	-	\$27,822	\$29,300	\$5,000	\$2,000	\$ 64,122.00	\$59,000
		Ammortize over 4 years \$7,325				Cost/(Savings)	\$5,122.00

Grass Cutting 2020 Actual

Current Inventory	Staff Required	Inventory Required	Vehicle/Tractor Rental	R&M	Gas/Diesel	Total	Contractors
1 Used Riding Mower Club Cadet excellent shape	2 Full Time Staff Recreation (re-deployed)	Purchase Toro Titan 2000 series model 74463 60" COMMERCIAL ZERO-TURN \$14,000.00	5 Month Truck Rental (Used from Roads)	\$2,200	\$4,200		
2 Whipper Snippers	1 Seasonal Staff (Recreation) (5 months)	1 Exmark 30 inch Commercial Lawn Mower \$2000.00					
Trailer		1 Finishing Mower \$3,300					
1 Tracker		2 Whipper Snippers \$400.00 x 2=\$800.00					
1 Ditch Offset Mower							
							2019 Pricing
\$0	\$52,000	\$20,100	\$0	\$2,200	\$4,200	\$78,500	\$59,000
						Cost/(Savings)	\$19,500.00

Grass Cutting 2021 Plan

Current Inventory	Staff Required	Inventory Required	Vehicle/Tractor Rental	R&M	Gas/Diesel	Total	Contractors
1 Used Riding Mower Club Cadet excellent shape	2 Seasonal Staff (Recreation) months)	(5	5 Month Truck Rental (Used from Rec)	\$3,000	\$5,000		
2 Whipper Snippers Trailer	1 Students (Grant)						
1 Tracker							
1 Ditch Offset Mower							
Purchase Toro Titan 2000 series model 74463 60" COMMERCIAL ZERO-TURN							
1 Exmark 30 inch Commercial Lawn Mower							
1 Finishing Mower							
2 Whipper Snippers							
	\$0	\$40,000	\$0	\$3,000	\$5,000	\$48,000	2021 Pricing \$59,600
						Cost/(Savings)	-\$11,600.00

Ditch Mowing 2020 Plan

Current Inventory	Staff Required	Inventory Required	Tractor Rental	R&M	Gas/Diesel	Total	Contractors
2 Whipper Snippers	1 Full Time Roads Staff in place (re-deployed)		5 Month Tractor Rental \$5,000.00	\$5,000.00	\$2,000.00		
1 Tractor							
1 Ditch Offset Mower							
\$	-	\$19,000	\$5,000	\$5,000	\$2,000	\$31,000.00	2020 Budget increase \$40,000
						Cost/(Savings)	-\$9,000.00

Ditch Mowing 2020 Actual

Current Inventory	Staff Required	Inventory Required	Tractor Rental	R&M	Gas/Diesel	Total	Contractors
2 Whipper Snippers	1 Full Time Roads Staff in place (re-deployed)		5 Month Tractor Rental \$10,500.00	\$5,000.00	\$2,000.00		
1 Tractor							
1 Ditch Offset Mower							
\$	-	\$19,000	\$10,500	\$5,000	\$2,000	\$36,500.00	2020 Budget \$40,000
						Cost/(Savings)	-\$3,500.00

Ditch Mowing 2021 Actual

Current Inventory	Staff Required	Inventory Required	Tractor Rental	R&M	Gas/Diesel	Total	Contractors
2 Whipper Snippers	1 Full Time Roads Staff in place (re-deployed)		5 Month Tractor Rental \$10,500.00	\$5,000.00	\$2,000.00		
1 Tractor							
1 Ditch Offset Mower							
							2020 Budget
\$ -	\$19,000		\$10,500	\$5,000	\$2,000	\$ 36,500.00	\$40,000
							Cost/(Savings) -\$3,500.00