

AGENDA
POLK COUNTY HIGHWAY COMMITTEE

August 1, 2013 – 3:30 p.m.
Polk County Highway Office
518 Main Street, Balsam Lake, WI

Purpose: Approve 2014 fee schedules, discuss 2014 budget and building and departmental updates

	Item	Lead person
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of July 11, 2013 minutes	Marvin Caspersen
4	Public comment (<i>Speakers limited to 3 minutes</i>)	
5	Discuss new business (<i>75 minutes</i>) <ul style="list-style-type: none">• Approve 2014 Fee Schedule• Review and Discuss 2014 Highway Budget• Building Update• Discussion on Sale of Equipment• Emergency Traffic Control and Scene Management Discussion	Steve Warndahl
6	Review of current financial reports (<i>5 minutes</i>)	Kathy Bohn
7	Administrative report and discussion (<i>10 minutes</i>)	Steve Warndahl
8	Next Meeting Date (<i>5 minutes</i>)	Marvin Caspersen
9	Committee member comments (<i>5 minutes</i>)	Committee
10	Adjournment	Marvin Caspersen

This meeting is open to the public according to Wis. Stat. Sec. 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

POLK COUNTY HIGHWAY MEETING
Polk County Highway Office, Balsam Lake, WI
August 1, 2013

Chair Marvin Caspersen called the meeting to order at 3:30 p.m. at the Highway office in Balsam Lake, WI.

Members present: Marvin Caspersen, Jay Luke, Dean Johansen, Craig Moriak,
Others present: Steve Warndahl, Kathy Bohn

Approval of Agenda: *Motion by Luke and seconded by Johansen to approve the agenda. Motion carried.*

Approval of Minutes: *Motion by Johansen and seconded by Luke to approve the minutes of the July 11, 2013 meeting. Motion carried.*

Discuss 2014 Highway Budget : Warndahl updated the committee on the status of the 2014 budget. At this point, the department is still making modifications to bring it into balance. Discussion followed on the condition of the department for 2013.

Approve 2014 Fee Schedule: The committee reviewed the 2014 fee schedule. Access permits were increased 3+%, utility permits have a new fee schedule corresponding with the revised utility permit policy taking effect September 1, 2013, and oversize load fees will be adjusted after policy revisions are made in 2014. Discussion followed on the utility permit fees.

Motion by Moriak and seconded by Caspersen to approve the 2014 Highway fee schedule as presented. Motion carried unanimously.

Sale of Equipment: Warndahl advised the committee that Highway will be selling their screener and stacker and other miscellaneous items, using the proceeds in 2014 for equipment replacement. Highway has contracted with Cemstone to screen enough sand in the Bergman pit for three to four years use. It will be a close haul and Cemstone will be buying any rock screened and stockpiled in the pit. General discussion on the condition of Highway equipment followed.

Building Update: The department is adding a lean-to to the salt brine shed so drivers are covered while loading salt brine. They are also building an entrance cover on the North shed to deflect snow falling off the building. The contractor will be pouring the concrete deck for the new scale next week. The lighting contractor will begin installing the new shop lights next week. And the gas and diesel pumps on the fuel island will be replaced this year as they are in poor condition.

Emergency Traffic Control & Scene Management: Warndahl suggested that the department could use the two new cargo vans to manage an accident scene by setting them up with proper equipment.

Financial Reports: Bohn reviewed the fund balance, cash flow statement, construction summary and state maintenance reports with the committee.

Administrative Report: Warndahl advised of the need to control costs for the rest of 2013 due to the extensive snow and ice control required in spring, 2013. The department is crack sealing on CTH W4 and will pave the unpaved portion of this road in September. The department met with Monarch Paving regarding the 2014 construction projects and will make corrections to plans and processes based on this discussion. Warndahl said that the WCHA memorandum of understanding with the state is not being followed. Crack sealing on state roads was bid out, rather than giving this work to the counties.

Committee Comments: Moriak indicated that the signs on CTH J and CTH JJ have black paint on them. He also wanted to know how often the county paints the fog lines. The county currently rotated this painting on a three-year cycle.

Next Meeting: Set for September 5, 2013 at 3:30 p.m.

Motion by Johansen and seconded by Moriak to adjourn the meeting. Meeting adjourned at 4:37 p.m.

Submitted by Kathy Bohn