

AGENDA
POLK COUNTY HIGHWAY COMMITTEE
September 5, 2013 – 3:30 p.m.
Polk County Highway Office
518 Main Street, Balsam Lake, WI

	Item	Lead person
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of August 1, 2013 minutes	Marvin Caspersen
4	Public comment (<i>Speakers limited to 3 minutes</i>)	
5	Discuss new business (<i>45 minutes</i>) <ul style="list-style-type: none"> • 2014 Budget Recommendation • Review and Discuss 2014 Highway Budget • Building Update • Truck Scale – Balsam Lake Yard 	County Administrator 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 (5 minutes)	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
September 5, 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 Moriak and seconded by Johansen to approve the agenda. Motion carried.*

Approval of Minutes: *Motion by Johansen and seconded by Moriak to approve the minutes of the August 1, 2013 meeting. Motion carried.*

2014 Budget Recommendation : Dana Frey, County Administrator, joined the meeting at this time and explained the rest of the budget process to the committee. The preliminary budget is complete and was distributed to the committee for review. At the October meeting, the committee will motion to proceed or amend as needed. Discussion of the 2014 budget followed.

Warndahl explained several areas where cuts were made to meet the zero tax levy increase, one of which was cutting the purchase of a plow truck with attachments for approximately \$165,000. He suggested this would be an area where they might want to amend the budget and ask for additional tax levy. It's important to stay on course with replacement of plow trucks. Right now, the department tries to replace two trucks per year. This means a 12-year replacement cycle for most trucks. The committee asked for additional information (age of fleet, repair costs, etc.) so they can make an informed decision if asking for additional levy. Warndahl will provide this before the October meeting.

Building Update: The new lights have been installed in the shop and warm storage areas. And the test/demo units will be used to improve the lighting in other Highway buildings.

Truck Scale: Warndahl explained the improvements seen with the installation of the new truck scale in the Balsam Lake materials yards. The new scale is two feet wider and a lot longer, making it much safer to use.

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

Administrative Report: Warndahl advised the committee that the Village of Frederic is willing to store one of Highway's grader at the village with the understanding that they can rent it when needed for their own use. The Village of Frederic, Town of West Sweden, Polk County and WisDOT are considering a combined salt storage facility. Polk County will see an increase of 13.41% on their RMA contracts with WisDOT in 2014. The department is completing the dirt work and ditching on CTH W1, in preparation for paving in 2014. CTH W4 will be paved in September and the materials yard will be paved in October.

Committee Comments: No committee comments.

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

Motion by Luke and seconded by Johansen to adjourn the meeting. Meeting adjourned at 4:36 p.m.

Submitted by Kathy Bohn