

**AGENDA**  
**POLK COUNTY HIGHWAY COMMITTEE**

July 11, 2013 – 1:30 p.m.  
 Polk County Highway Office  
 518 Main Street, Balsam Lake, WI

**Purpose:** Implement WCHA Utility Policy, approve 2014 fee schedules, discuss 2014 budget and building and departmental updates

	<b>Item</b>	<b>Lead person</b>
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of May 2, 2013 minutes	Marvin Caspersen
4	Adjourn and conduct county road tour	Steve Warndahl
5	Public comment ( <i>Speakers limited to 3 minutes</i> )	
6	Reconvene at approximately 3:30 p.m. and discuss new business ( <i>75 minutes</i> ) <ul style="list-style-type: none"> <li>• Adoption of Utility Permit Policy</li> <li>• Approve 2014 Fee Schedule</li> <li>• Review Year-End 2012 Paser Ratings</li> <li>• Discuss 2014 Highway Budget</li> <li>• Four-Day Work Week</li> <li>• Building Update</li> </ul>	Steve Warndahl
7	Review of current financial reports ( <i>10 minutes</i> )	Kathy Bohn
8	Administrative report and discussion ( <i>15 minutes</i> )	Steve Warndahl
9	Next Meeting Date (5 minutes)	Marvin Caspersen
10	Committee member comments ( <i>5 minutes</i> )	Committee
11	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**  
**July 11, 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, Tom Magnafici  
Others present: Steve Warndahl, Kathy Bohn, Dana Frey

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

**Approval of Minutes:** *Motion by Luke and seconded by Johansen to approve the minutes of the May2, 2013 meeting. Motion carried.*

***Motion by Luke and seconded by Johansen to adjourn and conduct the county road tour. Motion carried. The committee reconvened at 3:30 p.m..***

**Discuss 2014 Highway Budget:** Dana Frey, County Administrator, explained the history of the highway construction budget in previous years. Frey would like to see the construction budget stay whole even though money is very tight. And there is no extra pot of money to offset additional expenses. Frey touched on the 4-day work week. He also stated that new HEO's hired to the department will have a starting wage lower than current HEO's.

The committee will be reviewing Highway's preliminary budget at the August meeting, along with Highway's fee schedule for 2014.

**Adoption of Utility Permit Policy:** Warndahl explained that WCHA is encouraging all counties to adopt their Utility Accommodation Policy. The committee discussed the proposed policy and fees associated with the new policy.

***Motion by Luke and seconded by Johansen to adopt the WCHA Utility Accommodation Policy and Appendices effective September 1, 2013. Motion carried unanimously.***

**Review Paser Ratings:** The committee discussed the 2012 Paser ratings and how they are used in planning road construction.

**Four-Day Work Week:** In response to a comment made a County Board regarding the cost of overtime on Fridays, Warndahl distributed a line graph comparing overtime paid during winter maintenance going back to 2001. There is no correlation between overtime paid and not working Fridays. Overtime during the winter is storm-driven and directly related to level of service. The general public does not understand the level of service on state roads versus county roads nor the methods used to pre-treat roads prior to a storm.

**Building Update:** The roof drains are creating a problem with the exterior of the building. The commissioner proposed hooking the roof drains to the village sanitary system and paying a surcharge but the Village won't allow it. The department will have to live with the current system until a decision is made on repair or replacement of the building.

The new shop lighting is here and ready to be installed.

**Financial Reports:** Bohn reviewed the fund balance, cash flow statement, construction summary and state maintenance reports with the committee. Highway received an additional \$18,000 TRIP grant for CTH A2. The funds were transferred to Highway because the town awarded the grant could not use them by the deadline.

**Administrative Report:** Highway received bids for two new, fuel-efficient cargo vans which will be used for flagging and other operations. The new dump trucks received earlier this year are causing lots of grief due to electrical problems. And employees are being sent home when they reach 40 hours worked, saving overtime for winter use.

**Committee Comments:** Johansen asked about the possibility of ATV use on county roads. Warndahl indicated that would be a committee decision to make should the question arise.

**Next Meeting:** Set for August 1, 2013 at 3:30 p.m.

***Motion by Luke and seconded by Johansen to adjourn the meeting. Meeting adjourned at 4:40 p.m.***

***Submitted by Kathy Bohn***