

AGENDA
POLK COUNTY HIGHWAY COMMITTEE
July 5, 2012 – 3:30 p.m.
Highway Office, 518 Main St., Balsam Lake, WI

Purpose: Preliminary review of 2013 budget, YTD financial report, and departmental update

	Item	Lead person
1	Call meeting to order	Highway Chair
2	Approval of agenda	Highway Chair
3	Approval of May 3, 2012 minutes	Highway Chair
4	Public comment (<i>Speakers limited to 3 minutes</i>)	
5	New business (<i>60 minutes</i>) <ul style="list-style-type: none">• Review of parts person/mechanic duties & responsibilities• Update and discussion of WCHA Utility Accommodation Policy• Strategic Plan discussion• Review and discussion of preliminary 2013 Highway Budget• Review of proposed 2013 fee schedule	Steve Warndahl
6	Review of current financial reports (<i>10 minutes</i>)	Kathy Bohn
7	Administrative report and discussion (<i>20 minutes</i>)	Steve Warndahl
8	Agenda items for next meeting (<i>5 minutes</i>)	Committee
9	Committee member comments (<i>5 minutes</i>)	Committee
10	Adjournment	Highway Chair

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 5, 2012

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

Members present: Marvin Caspersen, Jay Luke, Dean Johansen, Craig Moriak
Others present: Steve Warndahl, Dana Frey

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

Approval of Minutes: *Motion by Johansen and seconded by Luke to approve the minutes of the May 3, 2012 meeting. Motion carried.*

WCHA Utility Accommodation Policy Update: Warndahl updated the committee on the utility accommodation policy to be adopted by department. Discussion followed.

Strategic Planning Discussion: Dana Frey spoke to the committee about the need for a strategic plan, with general discussion by the committee. Steve Warndahl updated the committee on SWOT. Bob Kazmierski will attend the next Highway meeting to assist in the development.

Preliminary 2013 Budget: The committee was mailed the preliminary 2013 budget and discussion of the proposed 2013 Highway budget followed. No action necessary at the time.

Proposed 2013 Fee Schedule: The committee reviewed the proposed fee schedule for 2013. There are several changes to the utility permit fees that coincide with the adoption of the WCHA Utility Accommodation Policy.

Motion by Luke and seconded by Moriak to approve the 2013 fee schedule as presented and forward to County Board for approval. Motion carried.

Administrative Report: Warndahl updated the committee on the progress of the construction projects and mentioned that culverts are in short supply because of the Duluth flooding. The pavement on USH 8 had a blow out on Tuesday evening. A lighting study for the highway buildings is underway.

Motion by Johansen and seconded by Luke to adjourn the meeting. Meeting adjourned at 5:00 p.m.

Submitted by Craig Moriak