

## **POLK COUNTY HIGHWAY COMMITTEE MEETING AGENDA**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, August 4, 2011  
3:30 p.m., East Conference Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the July 7, 2011 Meeting
4. Public Comments
5. Voucher Review
6. Financial Reports
7. Items of Business
  - Award RFP for Bathroom Plumbing
  - 2012 Highway Budget & Budget Schedules
  - Adopt-A-Highway Recycling
8. Administrative Report
9. Committee Comments
10. Adjournment

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 Government Center, Balsam Lake, WI**  
**August 4, 2011**

Chairman Caspersen called the meeting to order at 3:35 p.m., at the Polk County Government Center, Balsam Lake, WI.

Members present: Marvin Caspersen, Dean Johansen, Craig Moriak, Jay Luke  
Others present: Steve Warndahl, Kathy Bohn, Dana Frey  
Press present: None

***Motion by Luke and seconded by Johansen to approve the agenda. Motion carried.***

***Motion by Johansen and seconded by Luke to approve the minutes of the July 7, 2011 meeting. Motion carried.***

Ken Sample addressed the committee in public comment regarding the speed limit on CTH H north of USH 8 and about financial transparency of the Highway Department.

**Voucher Review:** The committee reviewed and discussed the vouchers paid from June 30 through July 27, 2011.

**Financial Reports:** Bohn reviewed the fund balance statement, explaining that it cannot be tied back to the Committee Quarterly Report prepared by the Department of Administration because the reports were prepared from different run dates from Fundware. Other reports reviewed were the 2011 Construction Project Summary and the WisDOT RMA/DMA Contracts Summary. Bohn also presented the 2009 Administrative Costs prepared by WisDOT, showing the rates established by county and the average rate for all counties.

**Award RFP for Bathroom Plumbing:** Warndahl reviewed the bids for plumbing of the lower level bathroom and other miscellaneous plumbing, explaining that the bids were much lower than anticipated because the Highway Department is doing a lot of the work in-house. Discussion followed on work comp insurance for independent contractors.

***Motion by Luke and seconded by Johansen to award the plumbing bid to FireFly Plumbing as low bid of \$6,245.60. Motion carried.***

**2012 Highway Budget and Budget Schedules:** Dana Frey joined the meeting at 4:13 p.m. to review the preliminary 2012 Highway budget with the committee, stressing that the bottom line is the reduction of spending on construction materials and the need for an influx of additional revenue. A lengthy discussion followed on ways to reduce spending in other areas, such as wages and fringes through attrition. Frey made it clear that the county must find a way to fund road construction and that the county's financial picture should change significantly as borrowed money is paid off starting in 2015. The committee reviewed the other budget schedules with discussion on Highway's current fee schedule and a request for additional tax levy to cover needed building maintenance. No action on the preliminary budget was necessary at this time.

**Adopt-A-Highway Recycling:** Warndahl advised the committee that the Highway Department will be providing colored bags to Adopt-A-Highway volunteer groups to assist with handling of recyclable waste during pick-up. This is in answer to the question brought up at County Board on whether roadside waste is being recycled whenever possible.

**Administrative Report:** Warndahl informed the committee that the Department was awarded a \$96,000 LFA contract with WisDOT for concrete repairs. USH 63 is closed for two weeks for a box culvert installation. The heat index created a few problems during chip sealing on CTH F and the rain created a few more during paving on CTH I.

***Motion by Johansen and seconded by Moriak to adjourn the meeting.***

Meeting adjourned at 5:20 p.m.