

AGENDA
POLK COUNTY HIGHWAY COMMITTEE
August 9, 2012 – 3:30 p.m.
Polk County Government Center
100 Polk County Plaza, West Conference Room, Balsam Lake, WI

Purpose: 2013 budget review, strategic planning training, 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>75 minutes</i>) <ul style="list-style-type: none">• Strategic planning training• Review and discussion of preliminary 2013 Highway Budget• Building lighting improvements	Bob Kazmierski Steve Warndahl 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	Committee member comments (<i>5 minutes</i>)	Committee
9	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 Government Center, Balsam Lake, WI
August 9, 2012

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

Members present: Marvin Caspersen, Jay Luke, Dean Johansen, Craig Moriak
Members absent: Tom Magnafici
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 Luke and seconded by Johansen to approve the minutes of the July 5, 2012 meeting. Motion carried.*

Preliminary 2013 Budget: The department will be tasked with cutting \$275,000 plus personnel cost increases. The revised budget with personnel increases has not been released to the department as of yet. Staff have met and discussed several things to reduce the 2013 budget including personnel changes, eliminating the purchase of one dump truck with attachments and reducing building repairs. No committee action at this time.

Strategic Planning Training: Bob Kazmierski took the committee through a SWOT exercise, used to identify the strengths, weaknesses, opportunities and threats of the Highway Department. It provides an overall systems view of the department and becomes the base for the strategic planning.

Building Lighting Improvements: The department is in the process of testing light fixtures that are proposed to save \$4,550 annually. The lights would be sensor-controlled and movable. Getting enough light for the shop areas is critical. The lights would pay for themselves in approximately four years. Warndahl will keep the committee updated.

Financial Reports: Bohn reviewed the financial reports with the committee with input from Warndahl.

Administrative Report: Warndahl updated the committee on building repairs. The North shed and blacksmith shop have been painted and the new front steps and railings are installed. Hail damage to several roofs has been discovered and will be submitted to insurance. The salt shed roofs at Clear Lake and St. Croix Falls are being replaced. The north half of CTH E is paved and prep work on W4 has started. The department would like to replace the car hoist this year at a cost of \$20,000. County bridge assessments have been completed.

The next Highway meeting is scheduled for September 6th.

Motion by Luke and seconded by Johansen to adjourn the meeting. Meeting adjourned at 5:15p.m.