

AGENDA
POLK COUNTY HIGHWAY COMMITTEE

September 6, 2012 – 3:30 p.m.
Polk County Highway Office
518 Main Street, Balsam Lake, WI

Purpose: 2013 budget review, strategic planning discussion, and departmental update

	Item	Lead person
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of August 9, 2012 minutes	Marvin Caspersen
4	Public comment (<i>Speakers limited to 3 minutes</i>)	
5	New business (<i>75 minutes</i>) <ul style="list-style-type: none">• Review Tech Support Specialist Position and Visit Sign Shop/Truck• SWOT Analysis Review• Strategic Planning Discussion• 2013 Budget	Steve Warndahl Steve Warndahl 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	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 6, 2012

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

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 August 9, 2012 meeting. Motion carried.*

Review Tech Support Special Position: Todd Olson, Technical Support Specialist, provided a review of his job of making and replacing sign. The committee also took a look at the sign truck.

2013 Budget: The 2013 Highway budget has been turned in to the county administrator.

SWOT Analysis Review & Strategic Planning Discussion: The committee reviewed the SWOT summary provided by Bob Kazmierski and discussed several strategic planning items. Highway will train two summer casuals that have CDL's to plow snow. Two roofs on Highway buildings need repairs amounting to \$50,000-\$60,000. Joint Property and Highway discussions regarding the cost of repairs to the facilities need to take place as we go forward.

Administrative Report: Warndahl advised the committee that construction on STH 35 north of USH 8 to STH 48 in Luck started September 5th. All Highway employees will be attending an 8-hour chain saw class. Highway will be providing in-house fork lift training for all Highway employees and for other departments if needed. The St. Croix Falls-Taylors Falls bridge is now open. Discussion of remarketing used vehicles followed.

Motion by Johansen and seconded by Magnafici to adjourn the meeting. Meeting adjourned at 4:35p.m.

Submitted by Tom Magnafici