

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

**October 11th, 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

|    | <b>Item</b>   | <b>Lead person</b>  |
|----|---|---|
| 1  | Call meeting to order   | Marvin Caspersen  |
| 2  | Approval of agenda  | Marvin Caspersen  |
| 3  | Approval of September 6, 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"><li>• Review Parts Person Job &amp; Visit Parts Room</li><li>• SWOT Analysis &amp; Strategic Planning Discussion</li><li>• Job Safety Analysis</li><li>• 2013 Budget</li></ul> | Steve Warndahl/<br>Josh Kelch<br>Steve Warndahl<br>Steve Warndahl<br>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**  
**October 11, 2012**

Chair Marvin Caspersen called the meeting to order at 3:34 p.m. at the Highway office in Balsam Lake, WI.

Members present: Marvin Caspersen, Jay Luke, Dean Johansen, Craig Moriak,  
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 Johansen and seconded by Luke to approve the minutes of the September 6, 2012 meeting. Motion carried.*

**Review Parts Person Position:** Highway's parts person, Josh Kelch, gave the committee a tour of the parts room and explained his position to the Highway committee. General discussion followed.

**2013 Budget:** Dana Frey, County Administrator, reviewed the 2013 Highway budget with the committee. Highway received an additional \$100,000 in tax levy for 2013. Frey put a lot of emphasis on keeping the road program whole during these tight financial years. Discussion followed on proposed contract with the Town of Apple River to provide all of their road maintenance services and how this might affect the 2013 budget.

**Motion by Johansen and seconded by Moriak to approve the 2013 budget as drafted, with an amendment as needed to offset the additional expense-neutral township contract. Motion carried unanimously.**

**SWOT Analysis Review & Strategic Planning Discussion:** The committee was asked to prioritize the nine opportunities and 11 threats identified in the SWOT analysis to pertain to the Highway committee. After they are returned, Warndahl will combine them with Highway staff opportunities and threats as part of the strategic plan being developed for the department.

**Job Safety Analysis:** Highway staff is developing job safety analysis training guides for all equipment used by the department. As the training procedures are in place, all employees required to use the equipment will be trained to properly use it and to sign off on the training. The "toolbox" trainings will be used to improve safety and provide COMM 32 compliance.

**Administrative Report:** After receiving a request of Town of Apple River for labor and equipment rates, Warndahl attended their committee meeting and provided a list of services that Highway can provide. Town of Apple River is interested in having Highway provide all maintenance services and would like a contract in place by November 15, 2012. It's possible the department will need extra manpower and could hire a temp with a CDL to assist the department. Warndahl plans to attend all town meetings during the next few months to make them aware of the services that Highway can provide.

Warndahl explained the difficulty the department is having in following the County purchasing policy when bidding on an on-line auction site. Warndahl will be attending the Commissioner's Training in Madison on October 16<sup>th</sup> and 17<sup>th</sup>. General discussion followed on how to proceed with the building repairs or replacement. Warndahl was assured that the funds set aside for a building study in 2012 could carry over to 2013.

**Next Meeting:** No meeting is planned for November at this time. Building Update or Replacement will be on each Highway agenda until further notice.

***Motion by Luke and seconded by Johansen to adjourn the meeting. Meeting adjourned at 5:06p.m.***

***Submitted by Kathy Bohn***