

**POLK COUNTY HIGHWAY COMMITTEE  
MEETING AGENDA**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, January 6, 2011  
3:30 p.m., East Conference Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the November 4, 2010 Meeting
4. Public Comment
5. Voucher Review & Financial Reports
6. Items of Business
  - a. Authorization to Assign County Resources to Other Counties
  - b. Departmental Policies
  - c. 2011 Training Program
  - d. 2012 Budget & Road Plan
  - e. Building Issues
  - f. Cover-All Salt Shed Repairs
  - g. RFP Authorizations
    - i. Shouldering Machine
    - ii. Other
  - h. Policy-Related Goals & Objectives for 2011
7. *CLOSED SESSION to Begin Performance Evaluation Process for the Highway Department Head: Under Wis. Stat. Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*
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**  
**January 6, 2011**

Chairman Caspersen called the meeting to order at 3:34 p.m., at the Polk County Government Center, Balsam Lake, WI.

Members present: Marvin Caspersen, Dean Johansen, Craig Moriak, Larry Voelker, Jay Luke  
Others present: Steve Warndahl, Kathy Bohn, Dana Frey  
Press present: Gregg Westigard

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

***Motion by Voelker and seconded by Moriak to approve the minutes of the November 4, 2010 meeting. Motion carried.***

Caspersen asked that it be reflected in the minutes that there was no Highway meeting in October or December of 2010.

**Voucher Review and Approval:** The committee reviewed and discussed the vouchers paid from October 23 through December 31, 2010 totaling \$588,715.18.

***Motion by Johansen and seconded by Luke to approve the bills as paid. Motion carried.***

**Authorization to Assign County Resources to Other Counties:** Warndahl explained the need for additional labor and equipment during emergency situations and requested permission to provide labor and equipment upon request to other Wisconsin counties. The committee questioned how this commitment would or could affect Highway's needs if local situations worsened. Warndahl indicated that this would be looked at in the future.

***Motion by Luke and seconded by Voelker to authorize the exchange of resources with other counties during emergency situations. Motion carried.***

**Departmental Policies:** The county safety committee has rewritten a safety policy manual to fit Polk County's needs. Many of the policies that are specific to Highway are covered in Highway's principles and procedures manual. This manual will be the go-to for all highway procedures and will be updated as new procedures are developed.

**2011 Training Program:** The department is moving ahead with training necessary to meet COMM 32 compliance. The training is quite extensive, specific to Highway and will need to be budgeted for in future budgets. The department will need to develop training and testing for any training that can be done in-house.

**2012 Budget & Road Plan:** Warndahl reviewed the 2012 road plan, explaining the process of scheduling road construction. The committee raised the question of how the county board directive to reduce the county budget by \$1,000,000, \$2,000,000 and \$3,000,000 will affect the road construction plan. Discussion followed.

**Building Issues:** Warndahl advised that the Highway building experienced another natural gas contamination due to furnace problems in the basement. He noted that the Highway buildings use 16 separate gas heaters and that a maintenance schedule needs to be developed to assure safety. Painters hired to paint the St. Croix Falls salt shed never showed so this work will need to be schedule for 2011.

**Cover-All Salt Shed Repairs:** The manufacturer of the Cover-All shed has filed bankruptcy, leaving Highway with a building that is quarantined if covered by minimal snow. A consultant was hired to evaluate needed repairs and determined the trusses would need to be reinforced by a certified welder at a cost of \$110,000. A loader with operator is the only one allowed in the building at this time until corrections have been made. Warndahl is developing a safety plan that meets the approval of the Department of Commerce to delay the costly repairs.

**RFP Authorizations:** The motor in the existing shouldering machine needs to be replaced. This machine is scheduled for replacement in 2011, prompting the Highway Department to consider purchasing a \$110,000 self-propelled machine, making it a one-man operation. The labor and equipment savings realized would more than pay for the additional cost in a 5-year period. The department feels they can generate enough additional revenue with the sale of the tack truck and donated guard rail/posts to cover the additional cost.

***Motion by Voelker and seconded by Johansen to proceed with the RFP for a self-propelled shouldering machine. Motion carried.***

Warndahl would like to proceed with the remodel of the lower bathroom. Preliminary estimates indicate the cost will require advertising for bids.

***Motion by Luke and seconded by Johansen to seek bids for the remodel of the lower bathroom. Motion carried.***

**Administrative Report:** Warndahl reported that Highway used 365 Ton of crushed glass as fill on county road projects to help dispose of the product for Recycling. Highway will not request proposals for stripping of the Bergman, deciding to purchase screened sand for \$.50 ton. Both the Village of Balsam and the DNR are allowing Highway mix salt sand outside, due to the quarantining of the Cover-All shed. Polk County will be receiving additional State salt to cover shortages. A Highway truck was involved in an accident on USH 8 on the St. Croix Falls hill. Another vehicle lost control, crossed centerline and struck a Highway truck working on the side of the road. Warndahl will be on vacation from February 14-19<sup>th</sup>, has commissioner training April 5<sup>th</sup> and 6<sup>th</sup>, then leaves for vacation from April 11<sup>th</sup> – 15<sup>th</sup>. He plans to attend the NACE conference in the Twin Cities on April 18<sup>th</sup> & 19<sup>th</sup>.

**Committee Comments:** Moriak questioned the use of Highway trucks in situations with minimal snowfall. The county has minimum standards for product application in place and uses them in questionable situations. The department does some snow and ice control work for the towns, mainly Johnstown.

**Goals and Objectives:** Dana Frey joined the meeting at 4:53 p.m. Warndahl briefly explained the committee's role and Frey explained the performance evaluation process. The committee will be asked to set goals for 2011 next month.

Warndahl reviewed his goals and accomplishments for 2010, highlighting specific areas.

***Motion by Voelker and seconded by Luke to go into closed session to begin performance evaluation process for the Highway Department Head. Motion carried. County Administrator, Dana Frey, attended closed session.***

***Motion by Johansen and seconded by Luke to return to open session.***

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

Meeting adjourned at 5:23 p.m.