

**POLK COUNTY HIGHWAY COMMITTEE**  
**AMENDED HIGHWAY AGENDA**  
Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, February 3, 2011  
3:30 p.m., West Conference Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the January 6, 2011 Meeting
4. Public Comment
5. Voucher Review & Financial Reports
6. Items of Business
  - a. Revised 2011 Road Plan
  - b. RFP Authorizations
    - i. Front End Loader
    - ii. Two Plow Trucks with Attachments
  - c. Schedule April Highway Meeting
  - d. Policy-Related Goals for 2011
  - e. 2012 Budget
  - f. \*Distribution of Information on Committee Roles & Responsibilities
7. Administrative Report
8. Committee Comments
9. Adjournment

Amended 2/1/2011

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**  
**February 3, 2011**

Chairman Caspersen called the meeting to order at 3:30 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  
Press present: Gregg Westigard

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

***Motion by Voelker and seconded by Luke to approve the minutes of the January 6, 2011 meeting. Motion carried.***

**Voucher Review and Approval:** The committee reviewed and discussed the vouchers paid from January 1 – January 27, 2011 totaling \$415,984.25.

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

**Revised 2011 Road Plan:** Warndahl explained that utility issues on CTH Y and drainage issues on CTH I may require changes to the 2011 road program. The projects will be reviewed and the estimated costs will be available at the March meeting.

**RFP Authorizations:** The department is requesting authorization to seek RFP's for a front end loader and two plow trucks with attachments. This equipment is part of Highway's CIP. Discussion followed on urea-related issues on new trucks. Warndahl is hoping the issues will be ironed out before the trucks are delivered. He also mentioned that Highway is experiencing starter and transmission problems with the new International trucks. And Highway continues to have problems with the radiators on the new Sterling trucks. And warranties do not cover travel time, etc. so it's costing the department each time warranty work is completed.

***Motion by Voelker and seconded by Johansen to authorize the department to seek RFP's for a front end loader and two plow trucks with attachments. Motion carried.***

**April Highway Meeting:** Warndahl will be on vacation during the April highway meeting. Rather than postpone or reschedule the meeting, Warndahl felt it should be held on its regular day and time. There are several items of business that need to be handled at the April meeting, including awarding construction materials and services bids. Committee agreed.

**Policy-Related Goals for 2011:** Warndahl handed out Highway's 2010 goals and advised the committee that implementation of a mandatory training and competency program and review and correction of Highway operational policies still apply as policy-related goals. Discussion followed and the committee was asked to bring any additional policy-related goals back to committee in March. The committee wondered how the 2% energy reduction would play into Highway's goals.

**2012 Budget:** The county administrator has developed a budget calendar and committee input will be required in April-May of this year and then again later in the budget process. There was nothing else to discuss at this time.

**Committee Roles & Responsibilities:** Warndahl advised the committee that they would need to review Chapter 7 of Policy 10 Duties & Responsibilities of Governing Committees and send

amendments back to the organizational committee after their March meeting. Chapter 7 is the Highway Committee and Commissioner Duties and Responsibilities and should reflect the changes made to Policy 10 for all governing committees.

**Administrative Report:** Warndahl showed the committee of a sample from the oil filter crusher that Highway and Recycling purchased jointly. All recovered oil from Highway's used filters will be used in the waste oil furnace in the North shed. Used oil filters and absorbent materials can no longer be disposed of in a solid waste disposal facility, so the department will be looking into reusable shop rags and services for disposal of absorbents.

Warndahl shared construction sign plans developed by Moe Norby, used to comply with state statutes. Foremen will inspect project signs daily and complete a construction log/foreman report. Due to construction sign shortages, the department is being creative in scheduling their projects so that all projects are fully signed.

Warndahl talked about the need to set up safety programs for six plans to be COMM 32 compliant. One service is asking \$8400 to develop the six plans; however, Keller On Line will provide the same plans that are guaranteed compliant for \$1395 for two years. In addition, they automatically update plans as compliance changes and provide training materials, Power Point presentations and videos. Warndahl is researching sharing the cost with the county safety committee. Highway would own their program and updates are free as long as you're in the program.

Highway has been out 61 of 92 days for snow and ice control this season. Warndahl is driving the roads and taking pictures to provide a comparison of Polk County roads to those of other counties. The committee can then use this information to determine if Polk County's level of service is where it should be. Discussion followed on liability issues for conditions of county roads. The State has opened up their vendor reserves for use of state salt. Polk has plenty of salt for use on county roads.

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

Meeting adjourned at 4:53 p.m.