

**POLK COUNTY HIGHWAY COMMITTEE  
HIGHWAY AGENDA**

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the February 3, 2011 Meeting
4. Public Comment
5. Voucher Review & Financial Reports
6. Items of Business
  - a. Award RFP for Shouldering Machine
  - b. Authorize RFP's for Construction Materials & Services
  - c. Review & Revise Chapter 1 (Master Chapter) and Chapter 7 (Highway Committee) of Polk County Policy 010, Duties and Responsibilities of Governing Committees
  - d. State Budget Repair Bill
  - e. Policy-Related Goals
  - f. 2012 Budget
7. Administrative Report
8. Committee Comments
9. 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**  
**March 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, Steve Mullenbach  
Press present: Gregg Westigard

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

***Motion by Johansen and seconded by Moriak to approve the minutes of the February 3, 2011 meeting. Motion carried.***

**Voucher Review and Approval:** The committee reviewed and discussed the vouchers paid from January 28 – February 24, 2011.

**Award RFP for Shouldering Machine:** Warndahl presented the bid summary for the self-propelled shouldering machine/road widener. The department had an opportunity to view a similar machine to the low bid. Purchasing a self-propelled machine will eliminate one motor grader and one operator. Mullenbach explained the merits of the machine to the committee. Highway budgeted for the other style machine. The increase in cost will be offset by savings on other equipment purchases and sales of used guardrail. Currently the department uses their shouldering machine 80 plus hours per year. This new style also has the ability to run hot mix asphalt through it for paving shoulders.

***Motion by Luke and seconded by Voelker to award the bid to Miller-Bradford & Risberg, Inc. for a 2011 Midland Road Widener for \$96,495.00 with trade of #338 Midland shouldering machine. Motion carried.***

**Construction Materials & Services RFP Authorizations:** The department is requesting authorization to seek RFP's for road construction materials and services, including asphalt, pulverizing, line painting, road oil, gravel, crack seal materials, rock, culverts, erosion control and screened sand. Discussion followed.

***Motion by Johansen and seconded by Luke to authorize the department to seek RFP's for road construction materials and services. Motion carried.***

**Review & Revise Chapter 7 (Highway Committee) of Polk County Policy 010, Duties and Responsibilities of Governing Committees:** The committee reviewed and revised their duties and responsibilities with assistance from Dana Frey. Discussion took place on what are policy-related duties and what is administrative in nature. Duties 4, 7, 9 and 10 were deleted and duties 5 and 6 were revised.

***Motion by Luke and seconded by Johansen to pass on the revised duties and responsibilities for the Highway committee to the Organizational Committee. Motion carried.***

**State Budget Repair Bill:** Warndahl reviewed the proposed Budget Repair Bill with the committee, focusing on the parts that directly affect Highway. His update was based on information from WCA. Savings realized by employees paying their share of retirement will be directly offset by reductions in transportation aids.

**Policy-Related Goals:** Warndahl encouraged the committee to develop additional Highway goals for 2011 and felt one additional goal could be to keep the committee informed and updated on legislation that affects Highway.

**2012 Budget:** This agenda item will be on all agendas to allow the committee to discuss as needed. Discussion followed on not replacing equipment as scheduled and holding off replacement for another year. Level of service could be another thing affected by tight budgets.

**Administrative Report:** Warndahl addressed the comment voiced in public comment at the February Highway meeting regarding hours that our materials yard is open. The comment was voiced on behalf of a private contracting with a local town. The department is open a lot of hour, both during the week and weekends. And the department has received no complaints from county towns or municipalities regarding hours of operation or availability of product. Warndahl will be reviewing state statutes that specifically address the sale of materials to towns. They must be for town use only and cannot be used on private property. It could have an effect on Highway's sale of materials to town and municipalities.

The winter season has been long. After studying road conditions of other counties, Warndahl feels the level of service in Polk County is the same as in surrounding counties.

The county's insurance company has a subscription to Keller On Line and Highway can use it plus use their established safety policies for no cost to the department. They also have training aids available for Highway use.

***Committee Comments:*** Johansen shared an article from Agri-View on salt brine usage.

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

Meeting adjourned at 5:12 p.m.