

**AMENDED AGENDA**  
**POLK COUNTY HIGHWAY COMMITTEE**  
**May 3, 2012 – 3:30 p.m.**  
**Highway Office, 518 Main St., Balsam Lake, WI**

**Purpose:** Organization of committee, 2011 annual report review, presentation of draft utility permit policy and introduce strategic planning

|    | Item  | Lead person    |
|----|---|----------------|
| 1  | Call meeting to order   | Board Chair    |
| 2  | Election of officers <i>(15 minutes)</i>  | Board Chair    |
| 3  | Designation of public records custodian   | Highway Chair  |
| 4  | Review of duties and responsibilities of committee  | Highway Chair  |
| 5  | Establish meeting date and time   | Highway Chair  |
| 6  | Committee calendar  | Highway Chair  |
| 7  | Approval of agenda  | Highway Chair  |
| 8  | Approval of minutes   | Highway Chair  |
| 9  | Public comment <i>(Speakers limited to 3 minutes)</i>   |                |
| 10 | New business <i>(1.5 hours)</i> <ul style="list-style-type: none"> <li>• Distribute 2011 Financial Report for future review</li> <li>• Review/Approval of 2011 Annual Report</li> <li>• Discussion on WCHA Utility Accommodation Policy – Review for action during the June meeting</li> <li>• Introduction of strategic planning               <ol style="list-style-type: none"> <li>1. Highway building</li> <li>2. Road ratings – where do we want them to be</li> <li>3. Miles of county roads – more or less ?</li> <li>4. Level of service</li> </ol> </li> <li>• Review of foreman responsibilities and duties and inspection of foreman vehicle and equipment</li> <li>• *Review of Policy 512 revisions resolution</li> </ul> | Steve Warndahl |
| 11 | Department report and discussion <i>(20 minutes)</i> <ul style="list-style-type: none"> <li>• Current 2012 financial status</li> <li>• Report on progress towards policy goals</li> </ul>   | Steve Warndahl |
| 12 | Agenda items for next meeting <i>(5 minutes)</i>  | Committee      |
| 13 | Committee member comments <i>(5 minutes)</i>  | Committee      |
| 14 | Adjourn   |                |

\*Amended 4/30/12

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**  
**May 3, 2012**

County Board Vice Chair Dean Johansen called the meeting to order at 3:30 p.m. at the Polk County Highway office, Balsam Lake, WI.

Members present: Marvin Caspersen, Dean Johansen, Craig Moriak, Tom Magnafici  
Others present: Steve Warndahl, Kathy Bohn, Dana Frey  
Press present: Gregg Westigard, T.A. Doughty-St. Hilaire

**Election of Officers:** Vice Chair Johansen opened nominations for Chair. ***Motion by Johansen and seconded by Moriak to close nominations for Chairman and to cast a unanimous ballot for Marvin Caspersen. Motion carried.*** Johansen turned the meeting over to Caspersen. ***Motion by Johansen and seconded by Caspersen to close nominations for vice chair and to cast a unanimous ballot for Craig Moriak. Motion carried. Motion by Moriak and seconded by Johansen to close nominations for secretary and cast a unanimous ballot for Tom Magnafici. Motion carried.***

**Designation of Public Records Custodian:** ***Motion by Johansen and seconded by Moriak to designate Steve Warndahl as the public records custodian for the Highway Department. Motion carried.***

**Review of Duties and Responsibilities of Committee:** The committee reviewed and discussed the established duties for the Highway committee.

**Establish Meeting Date and Time:** After discussion, the committee decided to keep the same meeting date and time of the first Thursday of each month at 3:30 p.m.

**Approval of Agenda:** ***Motion by Johansen and seconded by Magnafici to approve the amended agenda. Motion carried.***

**Approval of Minutes:** ***Motion by Johansen and seconded by Moriak to approve the minutes of the March 1, 2012 meeting. Motion carried.***

**Review of Policy 912 Revisions Resolution:** Dana Frey explained the need for revisions to the current Policy 912 to accommodate Highway's special needs when purchasing fuel and using auction services for purchasing equipment. The revision allows for the purchase of fuel with three current comparables and allows for the purchase of equipment with a prior third-party inspection. Discussion followed.

***Motion by Johansen and seconded by Moriak to endorse the revisions to Policy 912 and move the resolution forward to County Board. Motion carried.***

**Review of Foreman Responsibilities and Duties:** Warndahl explained the need for having a foreman's vehicle fully equipped and ready to go for highway emergencies. The committee viewed Al Frokjer's assigned vehicle and all of the equipment typically carried in his vehicle. Frokjer explained his job duties and other duties assigned during a call-out. Discussion followed.

**2011 Annual Report:** The committee reviewed the 2011 Annual Report. The committee was given the opportunity to review the report prior to the meeting and asked to present any questions at the May meeting. Discussion followed on the projected timeline for the highway facility and a few other areas of the report.

***Motion by Johansen and seconded by Magnafici to accept the 2011 Annual Report and forward to County Board for approval. Motion carried.***

**Discussion of WCHA Utility Policy:** Warndahl presented the WCHA Utility Accommodation Policy adopted by 62 counties in Wisconsin. He asked the committee to review the policy for action at the June Highway meeting. In addition to the policy, Highway will be drafting an appendix to the policy that outlines instructions for filing of permits and any associated fees.

**Introduction of Strategic Planning:** With direction from the county administrator, Warndahl developed four areas for future board discussion. These items will remain on Highway's agendas during the coming months.

**Highway Building:** Warndahl asked for direction from the committee on how to proceed with repairs or replacement of the highway facility. Highway has allocated \$5,000 for hiring an architect to review the existing plans for repair or replacement of the highway building and make a recommendation. Discussion followed. ***Motion by Johansen and seconded by Magnafici directing the commissioner to proceed with the evaluation of the feasibility study of the highway facility. Motion carried.***

**Road Ratings:** Does the committee support maintaining the current Paser road rating of seven and how does Polk County's rating compare to surrounding counties? Highway's capital improvement plan calls for additional funding of county roads with possible bonding monies used to bring roads up to 3R standards. Bonding could also be used to fund the 20% match requirement for STP projects. The committee received a 2011 Paser rating summary by road segment, showing miles of road, current rating and ADT counts.

**Miles of County Road:** Is the committee comfortable with number of miles of county roads? Warndahl asked the committee to review existing county roads and consider which roads might be candidates for a jurisdictional transfer to towns, based on traffic counts, etc. Are there some town roads that should be transferred to the County? Where does the committee want the department to go with this? The committee should consider developing a strategy in the near future.

**Level of Service:** What is the committee opinion of the department's current level of service? Should the committee develop a policy to control level of service?  
Discussion followed on possible controversy when brushing county roads.

**Current Financial Status:** Bohn reviewed the cash flow and fund balance statements through March 31, 2012, and shared a tax levy distribution summary that shows tax levy allocations for Highway. The committee also reviewed the Committee Quarterly Report prepared by the Department of Administration.

**Progress Report:** Warndahl assured the committee that he is passing on all information related to highway programs that he receives from state and federal agencies. On a humorous note, he shared a photo of a typical county road in the state of Wyoming. Funding is available for AVL-GPS Weather Sentry with WisDOT. However, counties in the Big 10 do not feel this is the best method for applying materials and think the control should remain local. Warndahl will be monitoring this closely. He also reminded the committee of the Big 10 meeting in Hayward on May 17<sup>th</sup> to which all committeemen are invited.

***Motion by Caspersen and seconded by Johansen to adjourn the meeting. Meeting adjourned at 5:40p.m.***