

POLK COUNTY HIGHWAY COMMITTEE MEETING AGENDA

Polk County Government Center
100 Polk County Plaza, Balsam Lake, WI
Thursday, May 5, 2011
3:30 p.m., East Conference Room

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the April 7, 2011 Meeting
4. Public Comments
5. Voucher Review
6. Financial Reports
7. Items of Business
 - Award RFP's for Tri-Axle Trucks
 - Safety Plan Discussion
 - Safety Training Update
 - Long-Term Plan for Building Rehab or Replacement
 - Review of Highway's 2010 Annual Report
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
May 5, 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 Moriak to approve the minutes of the April 7, 2011 meeting. Motion carried.

Voucher Review: The committee reviewed and discussed the vouchers paid from March 31 – April 27, 2011.

Financial Reports: Bohn reviewed the Highway Committee Quarterly Report, a new report prepared by Jamie Carlson in the Department of Administration, which shows current year-to-date and budgeted revenues and expenditures as well as those from 2010 and 2009. The Department of Administration will provide this report each quarter. Bohn went over the 2011 Fund Statement and the WisDOT Contracts Summary. Discussion followed.

Award RFP for Tri-Axle Trucks: Warndahl reviewed the bids received for two tri-axle trucks and recommended to purchase the trucks from Boyer Trucks from Rogers, Minnesota. The two trucks with trades were bid at \$83,739 each. Discussion followed.

Motion by Luke and seconded by Johansen to award the bid to Boyer Trucks – Rogers MN for two 2012 International 7600 tri-axes trucks for \$83,739 each, including the trades of #77 and #78 valued at \$25,000 per truck. Motion carried.

Safety Plan Discussion: Warndahl updated the committee on the safety plan, mentioning that the county Safety Committee was paying for the first year of Keller On-Line for \$800, with no cost to the Highway Department in 2011. Highway's plan has 27 areas that require individual training plans. Using Keller On-line will allow the department to develop the plans using their templates, which meet OSHA and state standards. It is the goal of the department to be compliant by year-end 2011.

Safety Training Update: Once again, using Keller On-Line will allow the department to do most of their training in-house with little or no cost. MSHA training and the highway rodeo provided training in seven of the 27 training areas.

Long-Term Plan for Building Rehab or Replacement: Warndahl advised the committee that the 2011 CIP included \$10,000,000 in 2016 for remodeling or building a new building. The county administrator asked Warndahl to develop a timeline, which has been included in the 2010 annual report. He was also asked to develop a short-term plan in case of a catastrophe or shutdown for any reason.

Warndahl explained that the proposed bathroom remodel is not possible because it is not handicapped-accessible. So the bathroom will be repaired rather than fully remodeled.

2010 Annual Report: Warndahl reviewed the 2010 Highway Annual Report with the committee, focusing on goals, long-term goals, issues, complaints and concerns. Bohn then reviewed the financial reports included in the report. Discussion followed.

Motion by Luke and seconded by Johansen that after reviewing and approving the 2010 Annual Report that it be forwarded to County Board for their approval. Motion carried.

Administrative Report: Warndahl reported that the winners of the Highway Roadeo were Josh Kelch-1st place, Matt Larson-2nd place, Troy Riley-3rd place and Pete Mangelsen-4th place. Normally, the top four are awarded jackets and other prizes. Warndahl then explained that all awards to county employees must be approved by County Board prior to purchase. Warndahl would like the Highway committee to sponsor a resolution to County Board for approval of the jackets. He feels the roadeo is a good competition, a moral builder and provides a good training. Discussion followed.

Warndahl indicated that work has begun on USH 8 with completion scheduled for sometime in October. The two southbound lanes will be completed first, and then the rest of the road will be addressed.

The NACE Conference was good and Warndahl shared a concept with the committee that would allow towns to build their own bridges.

Once again, political signs are showing up in the Highway ROW. These signs are restricted to 45 days prior to election on state roads and must be kept out of the ROW. Warndahl is making direct contact with the candidate whenever this happens.

Committee Comments: Craig Moriak attended the Highway Roadeo and said he enjoyed it.

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

Meeting adjourned at 5:12 p.m.