

**POLK COUNTY HIGHWAY COMMITTEE MEETING  
AMENDED AGENDA**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, September 23, 2010  
3:30 p.m., East Conference Room

Call to Order

Approval of Agenda

Approval of Minutes of the August 5, 2010 Meeting

Public Comments

Items of Business

- a. Award Plow Blade Bids
- b. \*Award Salt Brine Maker Bid
- c. Authorize RFP's
  - 1. Tractor
  - 2. Two (2) Schulte Mowers
- d. Authorize Purchase of Tractor and Schulte Mowers Pending Approval by Finance Committee
- e. 2011 Highway Budget Review

Voucher Review & Financial Reports

Administrative Report

Committee Comments

Adjournment

\*Amended 9/21/10

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**  
**September 23, 2010**

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  
Others present: Steve Warndahl, Kathy Bohn  
Press present: Gregg Westigard

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

***Motion by Johansen and seconded by Voelker to approve the minutes of the August 5, 2010 meeting. Motion carried.***

**Award Plow Blade Bids:** The committee reviewed the bids received with Warndahl explaining the specification for Black Cat blades is due to the quality of the blades. Discussion followed.

***Motion by Johansen and seconded by Voelker to award the blade bid to Burke Truck and Equipment for \$42,959.50 plus the bushing blades and Yoma 6000 blade system for a total of \$52,175.50. Motion carried unanimously.***

**Award Salt Brine Maker Bid:** Warndahl explained the difference in the two bids received for salt brine makers, stating that the Accubrine system has some added features but Highway cannot justify the additional expense as the VariTech system is sufficient for Highway use. Discussion followed.

***Motion by Moriak and seconded by Johansen to award the bid for an automated salt brine maker to VariTech Industries for \$39,000.00. Motion carried unanimously.***

**Authorize RFPs for Tractor and Mowers:** Warndahl informed the committee of the need to purchase a tractor and two Schulte mowers this year to use up bond money allocated for capital expenses. Dana Frey and Maggie Wickre joined the meeting to help explain the situation. The auditors found that bonding funds to GAM were appropriated incorrectly, with the end result of bonding funds needing to be spent by December 2010. Highway has budgeted for the purchases in 2011 and will not have an effect on the budget. Funds will be transferred in this year and transferred out in 2011. Wickre then explained the consequences of not spending the bonding money by the deadline.

***Motion by Voelker and seconded by Johansen to authorize the department to seek RFP's for a tractor and two (2) Schulte mowers. Motion carried unanimously.***

**Authorize Purchase of Tractor and Schulte Mowers:** Due to the time constraints on the purchase of the tractor and mower, the Highway Committee will not be meeting again before the RFP's need to be awarded. Warndahl will be attending the September 29<sup>th</sup> Finance committee meeting to get approval of the purchases, based on estimated costs. The committee will need to authorize Warndahl to award the RFP's after the bid openings, pending approval by the Finance committee.

***Motion by Voelker and seconded by Johansen to authorize the Highway Commissioner to award the purchase of the tractor and two mowers pending approval by the Finance Committee. Motion carried unanimously.***

**2011 Highway Budget Review:** Dana Frey provided the final budget summary and itemized budgets for committee review. He noted that Highway will be using some fund balance to balance their 2011 budget and cautioned the committee on the practice of using fund balance to offset projected expenses. Discussion followed.

***Motion by Voelker and seconded by Johansen to approve the budget as presented and move it to Finance. Motion carried unanimously..***

**Voucher Review and Approval:** The committee reviewed the vouchers paid from August 1 to September 10, 2010 totaling \$718,711.90. Warndahl explained the purchase of a used truck from Barron County for \$25,000 and noted the problems he is experiencing trying to bid on-line for a used truck and still follow the county purchasing policy.

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

Bohn presented the fund balance report through August, 2010, along with the YTD 2010 construction project summary and YTD State Contract Summary.

**Administrative Report:** As directed by the county administrator, Warndahl is working on CIP projections for building improvements through 2017 with major reconstruction or construction of a new facility to be scheduled in 2016 or 2017. Highway removed many fallen trees on CTH G and addressed drainage issues due to the recent rains. Highway had another successful on-line auction and intends to use the proceeds to purchase diagnostic equipment for the Highway shop to allow for in-house diagnosis of heavy equipment. Highway will be conducting an experiment using fly ash to stabilize the soil on a gravel lift on CTH W. Warndahl is getting estimates for remodeling the basement bathroom and is researching the need to make it handicapped compliant as the bathroom is not handicapped accessible. With the hiring of a manager at Lime Quarry, Norby is back at Highway full time. Warndahl reminded the committee of a Commissioner/Committeemen meeting on October 26<sup>th</sup> at Hayward, WI.

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

Meeting adjourned at 5:10 p.m.