

POLK COUNTY HIGHWAY COMMITTEE MEETING AGENDA

Polk County Highway Building
518 Main Street, Balsam Lake, WI
Thursday, January 5, 2012
3:30 p.m., Highway Office

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of the December 1, 2011 Meeting
4. Public Comments
5. Voucher Review
6. Financial Reports
7. Items of Business
 - a. Authorize Bridge Inspection RFP's
 - b. Authorize Purchase of 2012 Equipment as Outlined in CIP
 - c. Authorize Departmental Hours of Operation
 - d. WCHA Convention
 - e. WCHA President's Task Force Final Review
 - f. Review and Action on Policy 10 – Duties and Responsibilities of Governing Committees
 - g. Input on policy achievements of department for preceding year for purposes of department head employee review
 - h. Establish non-monetary goals for departments for the current year
 - i. Policy revisions for County Board action, related resolutions or other items requiring committee action
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 Highway Office, Balsam Lake, WI
January 5, 2012

Chairman Caspersen 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, Jay Luke, Larry Voelker,
Craig Moriak
Others present: Steve Warndahl, Kathy Bohn, Dana Frey
Press present: Gregg Westigard

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

Motion by Luke and seconded by Johansen to approve the minutes of the December 1, 2011 meeting. Motion carried.

Voucher Review: The committee reviewed and discussed the vouchers paid from November 25 – December 29, 2011.

Financial Reports: Bohn reviewed the fund balance and cash flow statements. It's too early to project how the department ended 2012.

Authorize Bridge Inspection RFP's: Warndahl advised the committee that it's time to seek RFP's for bridge inspections, which must be completed every two years. Discussion followed on the process and reports from the last inspection.

Motion by Luke and seconded by Moriak to authorize the department to seek RFP's for bridge inspections. Motion carried unanimously.

Authorize Purchase of 2012 Equipment: The committee reviewed the list of equipment from the department's CIP that is scheduled to be purchased in 2012. Warndahl explained that this is a working document that changes every year as needs change. All equipment listed for 2012 is part of Highway 2012 budget.

Motion by Johansen and seconded by Luke to authorize the department to seek RFP's for all equipment listed on the 2012 Capital Improvement Plan. Motion carried unanimously.

Departmental Hours of Operation: Per the new employee handbook, Warndahl informed the committee that they must set the hours of operation for Highway if they are different from county-wide hours. Discussion followed.

Motion by Luke and seconded by Voelker to set Highway's hours of operation as ten hours daily, Monday through Thursday, from 6:30am – 4:30pm and authorize the commissioner to change the start/stop times by no more than one-half hour for seasonal change. Motion carried unanimously.

WCHA Conference: Conference information was included in the committee packets, along with lodging confirmations.

WCHA President's Task Force Final Review: Warndahl distributed the task force committee review and executive summary and asked the committee to read this information. Warndahl felt it should be an interesting conference with all the things happening with WCHA.

Review and Action on Policy 10: Discussion followed on the committee duties as outlined.

Motion by Johansen and seconded by Luke to forward the Highway portion of Policy 10 to the Organizational Committee with no changes. Motion carried unanimously.

Input on Policy Achievements of Highway: Warndahl reviewed his goals for 2011, highlighting specific areas of achievement on each goal. Some achievements included updating the basement bathroom, new overhead door with loops, preliminary completion of Highway's Training and Operational Manual, developing an employee handbook, continued work on operational policies, and expanding the 2011 road plan slightly to include additional improvements on CTH E.

Luke commented and the committee agreed that Warndahl has done an excellent job meeting the 2011 goals set by the committee.

Establish Non-monetary Goals for 2012: General discussion was held on what types of goals need to be set for the department for 2012. This will be brought back to committee in February, with input from Warndahl encouraged.

Administrative Report: Highway has put together a level of service committee of non-management employees. Their goal is to review current procedures and find flaws and problems. They will review plow routes, salt shed locations, etc. and providing feedback to management for possible revision of procedures. Highway will be clearing ROW on CTH C from CTH F to STH 65, doing so conservatively but fairly to all residences. Highway will also be developing a policy for disposal of sawed wood cleared from ROW's. Highway tested pre-wetting a stretch of road with salt brine before the last storm and noticed a difference right away. The test area remained clear throughout the storm.

During committee comments, Johansen commended Warndahl and the whole department on their accomplishments in 2011. This was seconded by the rest of the committee.

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

Meeting adjourned at 4:50 p.m.