

POLK COUNTY HIGHWAY COMMITTEE MEETING AGENDA

Polk County Highway Building
518 Main Street, Balsam Lake, WI
Thursday, December 1, 2011
3:30 p.m., Highway Office

1. Call to Order
2. Tour of Bathroom Remodel and Salt Brine Building
3. Approval of Agenda
4. Approval of Minutes of the November 3, 2011 Meeting
5. Public Comments
6. Voucher Review
7. Financial Reports
8. Items of Business
 - a. Retro-reflectivity Policy
 - b. Award Bid for Used Truck
 - c. Review of County Plow Routes & Cycle Times
9. Administrative Report
10. Committee Comments
11. 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
December 1, 2011

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, Emil Norby, Steve Mullenbach
Press present: None

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

Motion by Voelker and seconded by Johansen to approve the minutes of the November 3, 2011 meeting. Motion carried.

Voucher Review: The committee reviewed and discussed the vouchers paid from November 1 – November 24, 2011.

Financial Reports: Bohn reviewed the fund balance statement, 2011 Construction Project Summary and the WisDOT Maintenance Contracts Summary for 2011. In addition, Bohn presented a year-to-date cash flow statement, outlining money in and money out.

The committee toured the bathroom remodel and looked at the used truck offered by Boyer Truck.

Retro-Reflectivity Policy: Norby advised the committee on upcoming compliance dates and the need to have a retro-reflectivity plan in place by January 1, 2012. He indicated that if you test your signs and the signs are out of compliance, you must replace them. Polk County will be divided into sections and one section will be tested each year. This will eliminate the need to replace all bad signs in the same year. Highway has approximately 5500 signs to evaluate. Norby demonstrated the use of the gun and indicated the gun with a man will be available for rent by town and municipalities.

Motion by Luke and seconded by Johansen to continue the retro-reflectivity program, moving toward compliance. Motion carried unanimously.

Used Contractor's Truck: The committee had an opportunity to see the used truck offered by Boyer Trucks. Discussion followed.

Motion by Luke and seconded by Moriak to purchase the used 2000 Ford F750 Crew truck for \$36,900.00 from Boyer Trucks. Motion carried unanimously.

County Plow Routes & Cycle Times: Per Caspersen's request, Norby distributed county and state plow routes information. He then reviewed the current plow routes and shared snow and ice control data by plow route that was collected for the 2010/2011 season. Discussion followed on snow plowing strategies, cycle times, route miles and general highway operations.

Administrative Report: Warndahl will be presenting a new list of goals for 2012 at the January Highway meeting. The department has been active in the development of the county employee handbook and is completing a highway employee handbook addressing specific areas unique to

Highway. The Highway committee will be asked to approve Highway's hours of operation at the January meeting.

The committee then toured the salt brine-making facility.

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

Meeting adjourned at 5:40 p.m.