

## **POLK COUNTY HIGHWAY COMMITTEE MEETING AGENDA**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, March 4, 2010  
3:30 p.m., East Conference Room

Call to Order

Approval of Agenda

Approval of Minutes of the February 4, 2010 Meeting

Public Comments

Items of Business

1. Review & Discussion of Polk County's Testing & Evaluation Process for Hiring Within the Department – Darlene Kusmirek
2. Authorization for Spring RFPs
3. Award Bids
  - a. Two Truck Bodies & Attachments
  - b. ½-Ton Crew Cab Pick Up
4. Building Update Discussion

Voucher Review & Financial Reports

Administrative Report

Committee Comments

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**  
**March 4, 2010**

Chairman Marv Caspersen called the meeting to order at 3:32 p.m., at the Polk County Government Center, Balsam Lake, WI.

Members present: Herschel Brown, Larry Voelker, Dean Johansen, Marvin Caspersen  
Others present: Steve Warndahl, Kathy Bohn, Steve Mullenbach  
Press present: Gregg Westigard

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

***Motion by Voelker and seconded by Johansen to approve the minutes of the February 4, 2010 meeting. Motion carried.***

**REVIEW & DISCUSSION OF TESTING & EVALUATION PROCESS FOR HIRING WITHIN THE**

**DEPARTMENT:** Darlene Kusmirek, Employee Relations, joined the meeting at 3:34 p.m. to review the county hiring policy no. 103, specific to the recent hiring of a Highway heavy equipment operator. Starting with posting within the union, Kusmirek covered advertising for the position, application scoring, written and practical testing and the final interviewing of the candidates. Some discussion was held on the written testing and Kusmirek will research the possibility of new testing geared toward highway functions.

**AUTHORIZATION OF SPRING RFP's:** Warndahl asked for authorization to seek requests for proposal for 2010 construction materials and services, including line painting, asphalt, culverts, gravel and gravel crushing, erosion control materials, road oil, pulverizing and milling, and rock. After awarding at the April Highway meeting, the prices will remain in effect through the 2010 construction season.

***Motion by Johansen and seconded by Brown to seek requests for proposals for 2010 construction materials and services. Motion carried by voice vote.***

**BID AWARDS:** Steve Mullenbach presented the bid summaries for the following:

1. TRUCK BOX & ATTACHMENTS – The bids include plows, wings, sanders, underbodies and boxes with hydraulics. The department recommended accepting the low bid from Stainless & Repair, Inc., for \$206,600 less \$4,700 deduct for two wing laser guides. These trucks will be used on state roads and the laser guides are not needed.

***Motion by Brown and seconded by Voelker to accept the bid from Stainless & Repair, Inc., totaling \$201,900.00 for two truck boxes and attachments. Motion carried by voice vote.***

2. 1/2-TON CREW CAB PICK UP – The department recommended accepting the bid from Bernard's Northtown for the Dodge RAM 1500 as the best value for the county. The Dodge had the best warranty package and would not require stocking an additional set of filters, etc. as the department has several Dodge crew cabs.

***Motion by Brown and seconded by Johansen to accept the bid from Bernard's Northtown for the 2010 Dodge RAM 1500 Quad Cab for \$25,475.00 with trade of #9 Dodge 1500 4x4. Motion carried by voice vote.***

**BUILDING UPDATE DISCUSSION:** Warndahl showed the committee the layout of a proposed remodel of the existing highway shop. Using the existing site would require the purchase of additional land. The next step would be to have an engineering firm lay out the proposed remodel to determine if it is feasible. In the mean time, the department is still looking at all options available.

**VOUCHER REVIEW & FINANCIAL REPORTS:** The committee reviewed the vouchers paid during February.

***Motion by Johansen and seconded by Brown to approve the bills paid in February. Motion carried by voice vote.***

Bohn explained that the auditors would be in next week for review of the department's closing entries and financial schedules. At the time, it appears the department has a surplus of over \$1,000,000 at the end of 2009 due to increased revenues generated by working for others (WisDOT, local towns, etc.) and reduced spending on county maintenance, winter maintenance, utilities and fuel costs. Warndahl would like to see the surplus stay in the department for use on road construction in 2010. The department pulled several scheduled construction projects for 2010 to meet budget constraints and it would be beneficial to get them back on schedule to keep the 5-year road plan on track. Discussion followed on this and Bohn will talk with the auditor regarding this.

Bohn also presented a job cost summary for the 2009 construction projects along with a job cost comparison for chip seals and thin overlays going back to 2006.

**ADMINISTRATIVE REPORT:** Warndahl shared photos and explained the rip-rap project completed recently on County Road Y at Horse Lake. The department is testing the Kronos time clock system and has experienced a few glitches. Warndahl will be in Wausau from April 6<sup>th</sup> – 8<sup>th</sup> for a commissioner's training and then will be leaving for vacation through the next week. The heat installation is complete in the back equipment storage area, with noted increased comfort in the whole shop area. The North Shed uses approximately 1.5 gallons of used oil each hour to heat it. The department will be auctioning off used guard rail, posts and other assorted items, using an on-line auction service. The used guard rail and posts are donated by the State and should generate good revenue for the department. And at this time, it is predicted that asphalt prices will be up 10% for 2010.

**COMMITTEE COMMENTS:** Johansen is very pleased with the way Warndahl is handling the changes to the Highway facility and commended him on his efforts. This was seconded by others on the committee.

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

Meeting adjourned at 5:23 p.m.