

**AMENDED AGENDA  
POLK COUNTY HIGHWAY COMMITTEE MEETING**

Polk County Government Center  
100 Polk County Plaza, Balsam Lake, WI  
Thursday, December 3, 2009  
3:30 p.m., East Conference Room

Call to Order

Approval of Agenda

Approval of Minutes of the November 5, 2009 Meeting

Public Comments

Items of Business

1. Award Tri-Axle Truck RFP's
2. Award Patching Trailer RFP
3. \*Authorization to Purchase Used Trucks
4. Hwy 65 & CTH K Intersection Contract
5. 2010 WisDOT Routine Maintenance Agreements
6. Position Paper – Lime/Highway Merger
7. Review of Non-Represented Performance Review Process for Department Heads and Distribution of Performance Evaluation Materials
8. Discussion Regarding Election Process of Highway Commissioner
9. Consideration of Resolution Recommending Re-election of Steve Warndahl as Polk County Highway Commissioner

Voucher Review & Financial Reports

Administrative Report

**CLOSED SESSION**

The Highway Committee may go into closed session for purposes of Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

The Highway Committee may go back into open session following closed session to discuss any agenda items listed.

Committee Comments

Adjournment

\*Amended 12/2/09

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**  
**December 3, 2009**

Chairman Marv Caspersen called the meeting to order at 3:30 p.m., at the Polk County Government Center, Balsam Lake, WI.

Members present: Jay Luke, Herschel Brown, Larry Voelker, Dean Johansen, Marvin Caspersen  
Others present: Steve Warndahl, Kathy Bohn, Steve Mullenbach  
Press present: Gregg Westgard, Lynda Berg

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

***Motion by Luke and seconded by Brown to approve the minutes of the November 5, 2009 meeting. Motion carried.***

**TRUCK RFP AWARD:** Steve Mullenbach joined the meeting at 3:32 p.m., to present the bids for the tandem axle trucks, cab and chassis only. The bid specified "no engine using urea" so it limited the bids to two dealers. Discussion followed.

***Motion by Johansen and seconded by Voelker to accept the bids from Boyer Trucks – Minnesota for one 2010 IHC 7600 with #81 as trade for \$87,500 and one 2010 IHC 7600 with #94 as trade for \$84,500. Motion carried unanimously.***

**PATCHING TRAILER AWARD:** Mullenbach reviewed the bids, indicating that the two lowest bids were very close in price. Since the department has no past experience with either model, the department recommends making a visual inspection of both patching trailers before awarding the bid.

***Motion by Voelker and seconded by Brown authorizing the department to review the two lowest bids from Sherwin Industries and Stepp Manufacturing and accept either bid at the discretion of the Highway Commissioner. Motion carried unanimously.***

**AUTHORIZATION TO PURCHASE USED TRUCKS:** Warndahl explained that Highway has an opportunity to purchase two used tri-axle trucks. In the 2010 CIP, Highway indicated the purchase of one used truck at an approximate cost of \$100,000. It may be possible to bid on both trucks and stay within this cost cap. Discussion followed.

***Motion by Brown and seconded by Johansen to authorize the purchase of two used trucks at the discretion of the Highway Commissioner. Motion carried unanimously.***

**STH 65 & CTH K INTERSECTION CONTRACT:** Warndahl advised the committee that he was uncomfortable with some of the language in the STH 65 & CTH K intersection contract with WisDOT. He has been working with Corp Counsel on revisions and has since signed the contract. Highway will be responsible for a maximum of \$25,000 for changes outside of the State ROW. Funds for this project will come out of routine county maintenance.

**2010 WisDOT ROUTINE MAINTENANCE AGREEMENTS:** Warndahl advised the committee that the 2010 RMA contract will be \$178,000 less than in 2009. Due to the large reduction, Warndahl asked that all committee members sign the 2010 contract. Most counties across the state received a 14% cut which means a reduction in services such as mowing. He mentioned that a couple counties have pulled out of providing maintenance on state roads.

**LIME/HIGHWAY MERGER POSITION PAPER:** Caspersen indicated he has not heard from Lime Quarry regarding their position paper. At this time, the merger is not on the December County Board agenda. Highway has prepared their position paper and Caspersen felt it might be better to present both position papers at a joint Lime/Highway meeting. Johansen indicated that Lime Quarry has not prepared a position paper at this time but would be doing so. The committee was not sure if a joint meeting would be appropriate and felt it was County Board's intent that both position papers be presented to County Board and let the board resolve the issue.

Warndahl read the opening statement from Highway's position paper which states the Highway Committee favors the merger, asking for assurance that all Highway committee members supported this statement. Discussion followed.

***Motion by Luke and seconded by Brown to present Highway's position paper to the County Board chair and ask that it be placed on the January County Board agenda with full distribution of the position paper to all members with the January agenda.***

**REVIEW OF NON-REPRESENTED PERFORMANFE REVIEW:** Andrea Jerrick joined the meeting at 4:05 p.m. to explain the review process, stating the review would be completed at the January Highway meeting. All committee members received the evaluation paperwork in their meeting packets and were encouraged to contact the Employee Relations department if they required assistance.

**ELECTION PROCESS FOR HIGHWAY COMMISSIONER:** Jeff Fuge joined the meeting at 4:07 p.m. Jerrick reviewed the procedures established in 1998 by County Board and Fuge went on to explain the committee's responsibilities regarding re-election for a 4-year term. Discussion followed on their options, with the committee choosing to offer re-election to Warndahl. Warndahl indicated he would accept the position for an additional four years.

***Motion by Luke and seconded by Voelker to recommend re-election of Steve Warndahl as Highway Commissioner for another 4-year term. Motion carried unanimously.***

**VOUCHER REVIEW & FINANCIAL REPORTS:** Bohn presented the vouchers paid in November for review along with the fund balance report and construction projects summary. Also included was a Weekly Storm Report, which summarizes all storm data, collected for reporting to the state. The data will be a valuable tool for managing plow routes and winter storms.

***Motion by Luke and seconded by Brown to approve the bills paid in November. Motion carried unanimously.***

**ADMINISTRATIVE REPORT:** Warndahl reviewed his 2010 goals set by the Highway committee, expanding on his accomplishments in each of the four goals. They included improvements to the existing buildings, development of a possibly county-wide safety plan, continued review of operational policies and adding improvements on CTH W4 to the 2009 construction budget. The committee asked about other accomplishments outside of the four set goals. Warndahl explained the other accomplishments and his involvement in outside organizations relating to highway issues.

**Committee Comments:** Johansen wondered if Highway would be able to expand their washing facilities in the coming year. Warndahl explained that money is an issue but felt the washing could be expanded and moved to the heated storage.

***Motion by Luke and seconded by Johansen to adjourn the meeting. Motion carried unanimously.***

Meeting adjourned at 4:59 p.m.