

AGENDA
POLK COUNTY HIGHWAY COMMITTEE MEETING
Polk County Government Center
100 Polk County Plaza, Balsam Lake, WI
Thursday, November 5, 2009
3:30 p.m., East Conference Room

Call to Order

Approval of Agenda

Approval of Minutes of the September 3, 2009 Meeting

Public Comments

Items of Business

1. Award Single Rear Wheel Truck Bed & Box RFP
2. Bridge Aid Update
3. Highway Safety Manual & COM 32 Compliance
4. 2010 Budget Update
5. 2010 Staffing Plan Update
6. Authorize RFPs for Two (2) 2010 Tri-Axle Trucks
7. Highway Building Update
8. Highway Procedures Manual Update
9. Snow Plow Routes

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 Government Center, Balsam Lake, WI
November 5, 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 Westigard

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

Motion by Luke and seconded by Brown to approve the minutes of the September 3, 2009 meeting. Motion carried.

TRUCK BED & BOX RFP AWARD: Steve Mullenbach joined the meeting at 3:32 p.m., to present the bids for the single rear wheel truck bed and box. Due to a change in the cab and chassis of the truck, the original bids for the bed and box were pulled and all vendors were asked to submit a new bid based on the new specifications.

Motion by Voelker and seconded by Johansen to accept the bid from Stainless and Repair for \$5,670.00 for the single rear wheel truck bed and box. Motion carried unanimously.

BRIDGE AID UPDATE: Bohn advised the committee that the resolution for bridge aid in the amount of \$10,095, payable in 2010, would be on the next County Board agenda. Luke signed the resolution in the absence of Caspersen. Bridge aid is a 50/50 match to towns for the replacement or repair of culverts and bridges 36" or larger and is based on written petitions from the towns for aid.

HIGHWAY SAFETY MANUAL & COM 32 COMPLIANCE: Warndahl explained the safety audit completed by Alpha Terra in September and the implementation of a safety policy that is COM 32 compliant. COM 32 is enforced by the WI Department of Commerce, which does 2-3 compliance audits annually. A draft safety policy, based on Sawyer County's safety policy, will be going to the County Safety committee next week as the first step for approval as a county policy.

2010 BUDGET UPDATE: Warndahl reminded the committee of the major sacrifices made by Highway to balance the budget, namely cutting a major construction project and losing the summer hires. With the loss of summer hires, Highway will be forced to hire additional trucks for construction projects. In light of the 2010 budget, Warndahl asked how the committee felt about recovering some of the cuts made. He also mentioned that a new safety policy will have a price tag that was not budgeted for. The committee felt if the safety policy is a county-wide policy that additional funds to cover implementation of the policy would be designated by County board. The committee also said the levy cap is set at this time and any increase to Highway would need to come out of some other budget.

Warndahl also advised the committee that funds for needed repairs to the Highway building were pulled from Parks & Buildings 2010 budget. Some repairs will be made this year, including installation of waste oil furnace/s, insulation of the cold storage area and installation of a "loop" system to open and close the overhead doors in this area. Warndahl is not sure if this work would require state-approved plans. The committee suggested starting a local drop off of waste oil to be used to heat the highway shop.

At this time, the committee will not be recommending any changes to the 2010 Highway budget.

2010 STAFFING PLAN UPDATE: Changing the staffing plan to include the four (4) summer hires is tied in with the 2010 budget, so no change is recommended. One idea was to possibly use of Parks & Recreation's summer hires to fill in if they are available. Warndahl did say that if the situation warrants it, he would consider emergency hires for mowing and traffic control.

AUTHORIZE 2010 TRI-AXLE TRUCK RFPs: Warndahl would like authorization to purchase and order two (2) 2010 tri-axle trucks before the end of the year. This is an attempt to eliminate buying two trucks that use urea to meet new emission standards. With technology changing rapidly, urea could be eliminated within the next two years and result in poor trade values of trucks using urea. A lengthy discussion followed on the purchase of the

trucks. It's possible the two trucks would be replacements for trucks used on state maintenance and would have an underbody rather than another axle.

Motion by Luke and seconded by Johansen to seek bids for two (2) 2010 tri-axle trucks (cab and chassis only). Motion carried unanimously.

HIGHWAY BUILDING UPDATE: Much of the building update was covered under the 2010 Budget Update. Warndahl did mention that the North shed was ready for outside paint and would need to be done soon. Bids for the new roof and mold abatement did not include painting of the building.

LIME/HIGHWAY MERGER POSITION PAPER: Caspersen reminded the committee that the Lime/Highway merger is in limbo and felt the committee needed to move ahead and present their position paper on the merger. He felt the committee should authorize the commissioner to prepare a position paper and bring it back to the Highway committee in December.

Johansen felt staffing at the Lime Quarry was an issue, especially the management of the quarry. Another consideration is having a new County Board in April 2010. Johansen was not sure about the best time to present the position papers.

Warndahl shared his feelings that Norby is an excellent choice as interim quarry manager and shared some pros of a possible merger.

Voelker felt there is a need to move ahead so that Highway could be fully staffed again. It was the consensus of the committee that County Board should weigh in sooner rather than later and that an informed debate was needed. A lengthy discussion followed.

Motion by Luke and seconded by Brown to direct the Highway Commissioner to prepare and present a position paper on the merger of Highway and Lime Quarry at the December Highway meeting. Motion carried unanimously.

SNOW PLOW ROUTES: Warndahl explained the new plow routes developed by Moe Norby that are being implemented this season. A data base will be used to collect all pertinent snow and ice control information for use in evaluating placement of equipment and improving efficiency.

VOUCHER REVIEW & FINANCIAL REPORTS: Bohn presented the vouchers paid in September and October for review along with the fund balance report and construction projects summary.

Motion by Voelker and seconded by Luke to approve the bills paid in September and October. Motion carried unanimously.

ADMINISTRATIVE REPORT: Warndahl provided copies of a letter developed for new parts vendors, requiring the ability to order on-line. This will allow the parts person to compare prices and determine availability quickly and efficiently. All current vendors were given the opportunity to provide on-line ordering as well. A letter to the committee from Warndahl assures the committee that local vendors will be used for maintenance and repairs. An outside vendor will only be used when there is an immediate need to get a unit back in service.

Warndahl updated the committee on progress of the construction projects and informed the committee that the department would be addressing 4.64 miles of the 7.7 miles on CTH W4 this year. Salt brine from local cheese factories is being used again this year, with the \$550 annual DNR permit being paid by the creameries. The department is still going ahead with installation of a salt brine making system. WisDOT has donated a metal shed with heater to Polk County and it will be used to house the salt brine system. The shed will be moved by Highway staff. The department has plans to sell its used guardrail and posts on-line.

Committee Comments: Brown wanted the committee to know that he is not related to one of the local vendors, even though he has received phone call regarding this. Caspersen updated the committee on the Big 10 meeting discussions on gas tax and safety factors on two-lane roads.

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

Meeting adjourned at 5:24 p.m.