

AGENDA
POLK COUNTY HIGHWAY COMMITTEE

May 2, 2013 – 3:30 p.m.
 Polk County Highway Office
 518 Main Street, Balsam Lake, WI

Purpose: Strategic planning discussion, building and departmental updates

	Item	Lead person
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of January 3, 2013 minutes	Marvin Caspersen
4	Public comment (<i>Speakers limited to 3 minutes</i>)	
5	New business (<i>75 minutes</i>) <ul style="list-style-type: none"> • Occupational Push & Pull Audit • Highway Employee Handbook • Highway Building Update • Annual Report • Commissioner/Committeemen Meeting 	Steve Warndahl Steve Warndahl Steve Warndahl Steve Warndahl Steve Warndahl
6	Review of current financial reports (<i>10 minutes</i>)	Kathy Bohn
7	Administrative report and discussion (<i>15 minutes</i>)	Steve Warndahl
8	Next Meeting Date (5 minutes)	Marvin Caspersen
9	Committee member comments (<i>5 minutes</i>)	Committee
10	Adjournment	Marvin Caspersen

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
May 2, 2013

Chair Marvin Caspersen called the meeting to order at 3:30 p.m. at the Highway office in Balsam Lake, WI.

Members present: Marvin Caspersen, Jay Luke, Dean Johansen, Craig Moriak, Tom Magnafici
Others present: Steve Warndahl, Kathy Bohn

Approval of Agenda: *Motion by Luke and seconded by Johansen to approve the agenda. Motion carried.*

Approval of Minutes: *Motion by Luke and seconded by Johansen to approve the minutes of the January 3, 2013 meeting. Motion carried.*

Occupational "Push & Pull" Audit: The department had Liberty Mutual Insurance conduct a loss control study on various types of equipment used by the Highway Department. The study shows the amount of force it takes to mount and dismount equipment. It will be used to temporarily assign modified work duty due to work-related injuries or illness. Moe Norby developed the return to work guidelines for temporary assignment of alternative productive work.

Highway Employee Handbook: Warndahl reviewed the Highway Employee Handbook, a supplement to the County's Employee Master Handbook. It clarifies operational understandings and procedures that are different or in addition to those in the master handbook. The department has made numerous revisions to their supplement, due to specific situations that need to be addressed.

Highway Building Update: Warndahl informed the committee that the County Administrator would like to postpone the building study as it's seems too early to start the process. The purchase order has been issued for the new shop lighting system and Warndahl advised the committee on how they would operate. The materials yard lot is coming apart and will need to be repaved before mixing salt sand in the fall.

2012 Annual Report: The committee reviewed the preliminary annual report and discussed several aspects of the report. It was decided to change "complete the building study" to "continue the building study" under Goals and Objectives for 2013 on page 4.

Motion by Moriak and seconded by Magnafici to change "complete" to "continue" and forward to County Board for approval. Motion carried.

Commissioner/Committeemen Meeting: The district commissioner/committeemen meeting is scheduled for May 23, 2013, at Superior, WI. The agenda is not available at this time. Warndahl will also be attending the 2013 TDA Drive-In at Madison on May 21, 2013, in conjunction with WCHA Capital Days.

Administrative Report: The committee reviewed the revised road plan and talked about the proposed adjustments to the GTA (General Transportation Aids) and State RMA funding. The committee discussed the use of ultra-thin overlays and Warndahl suggested taking a look at CTH H, south of USH 8, to use as a comparison. This road was done in three sections and includes a pulverize/pave, an overlay and an ultra-thin overlay.

Warndahl also updated the committee on the high snow and ice control costs so far in 2013 and the use of the overtime budget. The department will have to manage overtime closely for the rest of the year and save money wherever it can.

The department received bids to screen sand in the Bergmann pit and will receive a large credit for the rock that is screened out and for existing screened rock stockpiled in the pit.

Trees were cut on CTH W4 with no feedback from the public.

Warndahl attended the NACE Conference in Des Moines, IA, in April.

Committee Comments: The committee asked about the status of the box culvert on CTH I in Balsam Lake. Warndahl explained that it's possible the project will be down-sized due to lack of funding. The project committee will be scheduling a meeting with the County Administrator to discuss this.

Next Meeting: Set for June 6, 2013 at 3:30 p.m.

Motion by Magnafici and seconded by Moriak to adjourn the meeting. Meeting adjourned at 5:30 p.m.

Submitted by Kathy Bohn