

**AGENDA**  
**POLK COUNTY HIGHWAY COMMITTEE**  
**December 5, 2013 – 3:30 p.m.**  
**Polk County Highway Office**  
**518 Main Street, Balsam Lake, WI**

	<b>Item</b>	<b>Lead person</b>
1	Call meeting to order	Marvin Caspersen
2	Approval of agenda	Marvin Caspersen
3	Approval of October 3, 2013 minutes	Marvin Caspersen
4	Public comment ( <i>Speakers limited to 3 minutes</i> )	
5	Discuss new business ( <i>30 minutes</i> ) <ul style="list-style-type: none"> <li>• Appointment and Term of Highway Commissioner</li> <li>• Discuss and Inspect New Flagging Vehicle</li> <li>• Discuss Hiring Test Changes for Highway Maintenance Workers</li> </ul>	Dana Frey  Steve Warndahl Steve Warndahl
6	Review of current financial reports ( <i>5 minutes</i> )	Kathy Bohn
7	Administrative report and discussion ( <i>10 minutes</i> )	Steve Warndahl
8	Next Meeting Date	Marvin Caspersen
9	Committee member comments	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**  
**December 5, 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, Tom Magnafici  
Others present:                 Steve Warndahl, Kathy Bohn, Dana Frey

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

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

**Appointment and Term of Highway Commissioner :** Dana Frey, County Administrator, explained that highway commissioner term will expire on December 31, 2013. In the resolution to County Board in December, based on Statute 83.01 when a county administrator is on board, the Commissioner will be appointed by the County Administrator and serve an indefinite term.

***Motion by Johansen and seconded by Magnafici to recommend this resolution to County Board. Motion carried unanimously.***

**New Flagging Vehicles:** The committee viewed one of the new cargo vans, which will be equipped for emergency traffic control as well as flagging and other routine highway activities. The warning system on the LED lights will notify the user when to run the vehicle to recharge the battery. This will eliminate the need to run the vehicle all day long to operate warning lights.

The department will receive training on December 19<sup>th</sup> to comply with new emergency traffic control regulations.

**Hiring Tests:** With the help of Employee Relations, Highway is in the process of purchasing new testing for highway maintenance workers. These tests will be geared toward the type of work they do, rather than some of the current tests which are clerical in nature.

**Financial Reports:** Bohn reviewed the fund balance, cash flow statement, construction summary and state maintenance reports with the committee.

**Administrative Report:** Highway attended a joint meeting with the County Administration and several towns (with only one town showing up) concerned about mailbox hits during snow and ice control. All towns have since been provided with information on where to purchase swing-away mailbox supports. And Highway has photo-documented the condition of all mailboxes on county roads in these area so specific complaints can be addressed better. Another issue is illegal mailboxes and the safety concern they present. Warndahl felt this was a positive meeting.

Highway has purchased Simple Culverts, which uses GPS to locate and inventory all culverts on county roads. Highway will be training several employees, using standardized criteria, to evaluate the condition of the inventoried culverts.

Five Highway employees attended the Case open house, leaving the department short during the storm.

CNN will be on location at the Highway Department doing a story on cheese brine.

**Committee Comments:** Johansen asked about the policy of state truck being taken home rather than being stored at Highway. Warndahl explained the efficiency of that the trucks at their homes, allowing for fast response time. The other problem is that Highway does not have enough storage or parking available for those trucks.

**Next Meeting:** Tentative set for January 2, 2014 at 3:30 p.m.

***Motion by Johansen and seconded by Magnafici to adjourn the meeting. Meeting adjourned at 4:45 p.m.***

***Submitted by Kathy Bohn***