Rusk County Highway Committee  
COMMITTEE APPROVED  
October 15, 2012

Present: Peter Boss, Robert Nawrocki, Roger Gierke, Lyle Lieffring, Ron Freeman.

Also Present: Nanci Mertes, Phil Montwill, Ken Pedersen.

Call meeting to order.
Highway Chair Peter Boss called the meeting to order at 8:00 a.m.

Approval of the agenda and move any agenda items as needed.
A Freeman/Gierke motion to approve the agenda and move any agenda items as needed. Motion Carried.

Approval of minutes – September 18, 2012.
A Bosse/Gierke motion to amend the minutes of September 18, 2012 as follows - Page 1 under the paragraph titled “CTH “O” STP Project Update” in the second sentence strike the words “and the project” so the sentence reads as follows - “The Highway Commissioner reported that the State contacted him explaining that paperwork continues at the state level, the CTH “O” project will not be finalized until late in October”.
Page 2 – in the first sentence strike the word “and” and strike the words “at this time”, in the second sentence strike the words “as to” so the sentence reads as follows - “The Highway Commissioner contacted the State and requested be notified as soon as the paperwork is finalized, he will make a decision if this project will be done in 2012 or 2013”. Motion Carried.
A Lieffring/Gierke motion to approve the minutes of September 18, 2012 as amended. Motion Carried.

Public Comment and/or input – 30 minutes.
Ken Pedersen was present to discuss the Highway’s Junior Fair invoice. This item will be placed on the next agenda.

Out of County Travel Requests.
A Lieffring/Nawrocki motion to approve Roger Gierke and Phil Montwill attending the 2013 Winter Highway Conference in the Wisconsin Dells, January 14, 15, 16, 2013. Motion Carried.

2013 Budget.
No discussion.

Highway Safety Report
The Highway Commissioner reviewed current safety programs. Discussion on the Highway Crew attending the annual Truck Rodeo.

CTH “M” Project Update.
The Highway Commissioner reported that CTH “M” is complete.

Forestry Road Project Update.
The Highway Commissioner updated the Committee on the Skinner Creek project.

CTH “O” STP Project Update.
The Highway Commissioner updated the Committee on the CTH “O” project.

CTH “W” Project Update.
The Highway Commissioner reported that the CTH "W" project is complete except for shouldering.

Authorization to fill the newly open Laborer position.
The Highway Commissioner reported that one of his crew resigned last week leaving the Department with another vacant position as of 10/09/2012.
A Freeman/Nawrocki motion to approve filling a Laborer position. Motion Carried.

Patrol Superintendent Resignation.
The Highway Commissioner reported that the Patrol Superintendent resigned effective 09/27/2012.

Highway Department – Organizational Flow Chart of Internal Operations.
The Highway Commissioner reviewed the Organizational Flow Chart for Internal Operations at the Highway Department.
A Gierke/Lieffring motion to update the Organizational Flow Chart with the suggested changes. Motion Carried.

Review updated Job Descriptions for: Highway Commissioner, Patrol Superintendent and all Highway Foremen.
The Committee reviewed changes to the job descriptions for Highway Commissioner, Patrol Superintendent and all Highway Foremen.
A Freeman/Boss motion to change the Patrol Superintendent Job Description as amended. Motion Carried.
A Freeman/Gierke motion to approve the Highway Foreman Job Descriptions. Motion Carried.
A Gierke/Lieffring motion to approve the Highway Commissioner Job Description as amended. Motion Carried.

Update on pricing proposals for Highway projects.
A Gierke/Lieffring motion to table this item until next meeting. Motion Carried.

HIGHWAY COMMISSIONER REPORT.
The Highway Commissioner gave a Highway report, reviewing the current status of highway projects, maintenance activity and equipment needs.
A Lieffring/Gierke motion to approve Highway Commissioner Report. Motion Carried.

HIGHWAY FINANCIAL REPORT.
N. Mertes reviewed the current status of Highway Cash, Payables, Receivables, Equipment and Blacktop Plant funds, current balance in J/T Fund and current Year to Date Fund Statement through 08/31/2012.
A Lieffring/Gierke motion to approve the Financial Report. Motion Carried.

HIGHWAY OFFICE REPORT.
N. Mertes reviewed status of workers compensation claims, liability insurance, office personnel activity, crew update, retirements, and FMLA requests.
A Nawrocki/Freeman motion to approve the office report. Motion Carried.

HIGHWAY COMMITTEE- ANNOUNCEMENTS
None.

Approve payment of bills.
A Lieffring/Freeman motion to approve payment of Highway Payables, Wells Fargo Pay Card and Payrolls. Motion Carried.

Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for November 26, 2012 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.
A Nawrocki/Gierke motion to adjourn. Motion Carried.

Meeting adjourned at 9:55 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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