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

Also Present: Nanci Mertes, Phil Montwill with appearances by Don Mansky, Larry Gotham of Morgan & Parmley and Dave Pantzlaff of Ayres Associates.

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

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

Approval of minutes – November 26, 2012.
A Lieffring/Freeman motion to approve the minutes of November 26, 2012. Motion Carried.

Public Comment and/or input – 30 minutes.
Dave Pantzlaff of Ayres Associates appeared before the Committee for a short overview of bridge projects in Rusk County completed by Ayres Associates.

Land Lease – Bid Opening to award lease of 56 acres at Highway Department Scott Pit on Highway 27 for calendar year 2013.
Three bids were submitted. Two of the bids were received past the bid deadline of November 23, 2012.
The Committee will open bids that were received on time.
Kyle Verhrencamp from Conrath – $82.50 an acre.
A Lieffring/Nawrocki motion to award the lease of 54 acres of Highway Department property at the Scott Pit to Kyle Vehrenkamp for $82.50 an acre. Motion Carried.

Larry Gotham from Morgan & Parmley – CTH "V" Bridge over the Jump River.
Larry Gotham from Morgan & Parmley performed the 2012 County Bridge Inspections for all County and Town bridges. L. Gotham discussed with the Committee inspection findings on the CTH “V” Bridge over the Jump River.
A Gierke/Lieffring motion to approve the recommended repairs on the CTH “V” Bridge, moving the funds necessary for the repairs from the maintenance budget for 2013 to the Bridge Budget for 2013. Total repairs not to exceed $35,000.00 without further approval. Motion Carried.

Update on Skinner Creek Project.
The Commissioner reported that primary crushed gravel was laid down and crews are currently ditching.

Discussion on alternate machinery rates.
Nanci Mertes prepared a spreadsheet showing three year calculation totals for Highway Department Dump Truck Revenue, Costs, Fuel, Lubes, Labor, Fringes, Parts, Tire/Battery, Insurance, Depreciation, Overhead, and hours of use. State equipment rate versus an alternate equipment rate was discussed. Calculation of equipment overhead was discussed.

Update on Winter Maintenance Manual.
The Committee reviewed the Highway Winter Maintenance Manual.
A Gierke/Lieffring motion to make the following changes to the Highway Winter Maintenance Manual:
Page 4 – MAIL BOXES: Strike the following from the paragraph – "The County will repair a mail box installation if we hit it and are notified. The County will do this repair after the snowplowing operation of the storm is complete. This will be done to the best of our ability. Property owners may wish to install them. 'The County assumes no liability for mailbox damage or losses." And replace with the following: "Mailbox owner may file claim against the County per Wisconsin State Statutes Chapter 893. Motion Carried.

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

HIGHWAY SAFETY REPORT.
The Commissioner commended his Maintenance Crew for their efficiency and adherence to safety regulations. Ron Freeman asked that the Highway Commissioner bring his Safety meeting data book to the next Highway Committee meeting for review.
A Freeman/Gierke motion to approve the safety report. Motion Carried.

HIGHWAY FINANCIAL REPORT.
N. Mertes reviewed the current status of Highway Cash, Payables, Receivables, Equipment and Blacktop Plant funds, and current balance in J/T Fund and current Year To Date Fund Statement through 09/30/2012. N. Mertes also discussed expenses versus revenue the past two years and the impact on Highway's retained earnings.
A Lieffring/Boss 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. N. Mertes also reviewed items discussed at the State Cost Accounting (CHEMSPRO) meeting and items discussed at the HR 2013 training.
A Freeman/Gierke motion to approve the office report. Motion Carried.

HIGHWAY COMMITTEE- ANNOUNCEMENTS
None.

Approve payment of bills.
A Nawrocki motion to not sign the payroll vouchers (cover sheet language issue). No second. Motion Fails.
A Freeman/Boss motion to change the language on the payroll voucher cover sheets to match the language on the payable report from Finance. Motion Carried.
A Gierke/Lieffring motion to approve Highway Payables, Vouchers, Wells Fargo Pay Card and Payrolls. Motion Carried.

Set date for next Highway Committee meeting.
The next regular Highway Committee meeting is set for January 21, 2013 at 8:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 10:26 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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