Rusk County Highway Committee

Present: Pete Boss, Roger Gierke, Lyle Lieffring, Ron Freeman, Robert Nawrocki.
Also Present: Nanci Mertes, Phil Montwill.

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 Freeman/Lieffring motion to approve the agenda and move any agenda items as needed. Motion Carried.

Approval of minutes – December 17, 2012
A Lieffring/Gierke motion to approve the minutes of December 17, 2012. Motion Carried.

Public Comment and/or input – 30 minutes.
No public comment.

Part-time Highway Clerical position.
Montwill informed the Committee that he is going to bring the open Highway Clerical position to Personnel for authorization to fill the position.

Blacktop Plant Foreman authorization to attend the WEM4000 Asphalt Customer Conference (Blacktop Plant Operational Software) in New Berlin, Wisconsin, February 19, 2013 through February 21, 2013.
A Boss/Gierke motion to authorize the Blacktop Foreman attendance at the WEM4000 Asphalt Customer Conference in New Berlin, Wisconsin February 19, 2013 through February 21, 2013. Motion Carried.

Office staff authorization to attend the bi-monthly CHEMSPRO Users Group (State Cost Accounting Software) meeting in Wausau, Wisconsin on February 13, 2013.
A Gierke/Lieffring motion to authorize Office Staff attendance at the monthly CHEMSPRO meeting in Wausau, Wisconsin on February 13, 2013.

Authorization to let for Bid:
2013 Crushing: Montwill explained because the Highway Department does not have a Crusher any longer he will have to bid out crushing operations. Each of the Highway Gravel Pits will need gravel stockpiles crushed this year. Crushing for Sirley Camp Road will be included in the Highway’s crushing operations.
2013 Hay: Deadline on this bid will be changed from 12/31/2013 to one year from the award date of the bid.
2013 Culverts: Normal bidding year.
2013 Road Oil: Normal bidding year.
2013 Waste Oil: Normal bidding year.

HIGHWAY COMMISSIONER REPORT.
The Highway Commissioner gave a Highway report, reviewing current status of highway projects, maintenance activity, equipment needs and Winter Road School 2013.
A Freeman/Lieffring motion to approve the Highway Commissioner Report. Motion Carried.
HIGHWAY SAFETY REPORT
Montwill reviewed the safety sign-in sheet with the Committee along with the Weekly Safety Training worksheet that he reviews with the Crew each week. Each training worksheet contains a discussion/review area and a question/testing area. The subject for each training changes for each meeting. Safety training information comes from BLR. Montwill reviewed his pre-employment training program with the Committee.
A Lieffring/Freeman 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 10/31/2012.
A Gierke/Freeman 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 Freeman/Gierke motion to approve the office report. Motion Carried.

HIGHWAY COMMITTEE- ANNOUNCEMENTS
None.

Approve payment of bills.
A Lieffring/Nawrocki motion to approve Highway Payrolls, Payable Invoices and Wells Fargo Pay Card Invoices presented to them. Motion Carried.

Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for February 18, 2013 at 8:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 10:00 a.m.

Minutes prepared by Nanci A. Mertes, Highway Office Manager.

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