Rusk County Highway Committee

Committee Approved

February 18, 2013

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

Also Present: Nanci Mertes, Phil Montwill, Gary Swoverland.

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

Approval of minutes – January 21, 2013
A Lieffring/Gierke motion to approve the minutes of January 21, 2013. Motion Carried.

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

Wage Adjustment Requests.
Phil Montwill discussed wage adjustment requests for Highway Office staff. Position information packets and letters were distributed to the Committee for review and discussion. Committee shall have job descriptions e-mailed to them for their review and this item will be placed on next months agenda in closed session.

Review Patrol Superintendent Position.
Phil Montwill reported that the Personnel Committee approved filling the vacant Patrol Superintendent position with Chad Gudis effective February 11, 2013.

Request to fill the vacant Highway Shop Foreman position.
Phil Montwill reported that moving Chad Gudis to the Patrol Superintendent position resulted in a vacant Shop Foreman position.
A Freeman/Gierke motion to approve filling the vacant Highway Shop Foreman position and to forward the request to the Personnel Committee for final approval. Motion Carried.

Request to fill the Night Mechanic position.
Phil Montwill reported that there will soon be an open Night Mechanic position.
A Lieffring/Freeman motion to approve filling the Night Mechanic position and to forward request to the Personnel Committee for final approval. Motion Carried.

Review Highway 4-day work week policy for winter months.
Phil Montwill discussed the necessity of using a 4-day work weeks to create cost efficiency in the highway budget especially with a smaller Highway Crew. Data sheets were handed out showing WE Energies costs for the Highway Office and Shop since 2008 including thermal usage. Also distributed for review was a labor reporting spreadsheet showing the cost to work the last three Friday snow events. This spreadsheet included cost breakdowns showing what was paid by the state and by towns/villages for each of the Fridays. Discussion followed regarding ACT 10 and managing a 4 day work week in order to bring further savings.

Review and discuss Highway Commissioner January 2013 County Board presentation.
Future Highway Commissioner board presentations shall be reviewed by the Highway Committee prior to the presentation in order to allow board input. The 2013 presentation shall be made in December.
Highway Commissioner attendance at the Wisconsin County Highway 2013 Commissioners Spring Training Conference in Warrens, Wisconsin on March 24 – 26 2013.
A Lieffring/Gierke motion to authorize the Highway Commissioner attendance at the Wisconsin County Highway 2013 Commissioners Spring Training Conference in Warrens, Wisconsin on March 24 – 26, 2013 and to further authorize Phil Montwill’s family members as passengers in the county owned vehicle. Motion Carried.

Chapter Trans 75 – Bikeways and Sidewalks in Highway Projects – Absence of Need for CTH A Bridge Project #8787-00-70.
A Nawrocki/Gierke motion to approve the resolution and forward to the County Board for final approval. Motion Carried.

Chapter Trans 75 – Bikeways and Sidewalks in Highway Projects – Absence of Need for Road Projects: CTH O 8785-00-72, CTH VV 8789-00-70, CTH A 8787-00-71.
A Nawrocki/Gierke motion to approve the resolution and forward to the County Board for final approval. Motion Carried.

Discuss Highway Beaver Control Contract with USDA.
Phil Montwill reviewed costs and services under USDA Contract. Cost efficiency of USDA versus private bidding was discussed.

HIGHWAY COMMISSIONER REPORT.
Highway Crews completed the new Forestry snowmobile trail that connects Rusk County and Sawyer County. The Highway Commissioner reported that he did not receive any bids for Road Oil, Waste Oil and Culverts and he will need authorization to re-bid these items.
Discussion on future state funding for roads and bicycle paths followed. Equipment repairs for the month were reported.
A Gierke/Lieffring motion to approve the Highway Commissioner report. Motion Carried.

HIGHWAY SAFETY REPORT.
Phillip Montwill reported that he made the necessary changes to the safety data sheets and stated they are working well.
A Freeman/Gierke motion to approve to approve the Highway Safety report. Motion Carried.

HIGHWAY FINANCIAL REPORT.
Nanci 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 11/30/2012.
A Freeman/Lieffring motion to approve the Financial Report. Motion Carried.

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

HIGHWAY COMMITTEE-ANNOUNCEMENTS
None.

Approve payment of bills.
A discrepancy in the Finance payable report was brought to the Committee’s attention.
A Lieffring/Gierke motion to approve Highway Payrolls, Payable Invoices and Wells Fargo Pay Card Invoices presented to them. Roll Call Vote: Boss – No, Gierke – No, Nawrock – No, Lieffring – Yes, Freeman – No. Motion Fails.
Nanci Mertes will contact Finance to review the payable report that was sent over and report back to the Highway Committee at its next meeting.
Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for March 18, 2013 at 8:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 10:40 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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