Rusk County Highway Committee

November 28, 2016

NOT COMMITTEE APPROVED


Also Present: Scott Emch, Nanci Mertes, Larry Gotham, Ted East.

Call Meeting to Order.
Chairman Karl Fisher called the meeting to order at 8:00 a.m.

Approval of Minutes – October 17, 2016.
A Platteter/Gierke motion to approve the minutes of September 19, 2016. Motion Carried.

Public Comment.
None.

Morgan & Parmley – Bridge Inspection Update.
Larry Gotham from Morgan & Parmley thanked the Highway Committee and Commissioner for projects contracted to Morgan & Parmley by the Highway Department and wished the Highway Department a Merry Christmas.

Sam Price/Thayer – Correspondence.
The Highway Commissioner discussed the Sam Price/Thayer incident with the Committee.

Update on Highway Building Renovation project.
Barrientos Design & Consulting is working on two options for the Highway Department Building Renovation project. Option A is upgrading and remodeling the Highway Department at its current location. Option B is upgrading a different building and site to accommodate the Highway Department needs.

Program Budget.
The Highway Commissioner reviewed the Highway Department Basic Program Budget.

Jim Platteter left the meeting at 9:00 a.m.

Road Ratings.
The Committee reviewed the current edition of the County Highways pavement road ratings. Average rate in 2015 – 6.52. Average rate in 2016 – 6.61. Total county highway miles are 255.66.

Transfer PBM money to Highway Equipment Fund.
The PBM (Performance Based Maintenance) is a State and County contract that is similar to what the State would typically pay to a Contractor according to their awarded bid, but instead the State is making a single payment based off the submitted bid from the Highway Department, which is different than the required invoice based on actual time and materials. Because PBM revenue in 2016 overstated the PBM expenses on projects the PBM fund currently has an excess fund balance of approximately $93,000.00. The Highway Commissioner would like to transfer this excess fund money to the equipment fund to purchase equipment.
A Biller/Gierke motion to transfer $90,000.00 from the PBM Fund to the Equipment Fund. Motion Carried.

Authorize purchase: Davco Brush Head. Two (2) 1 Ton Pickups, One (1) ½ ton pickup.
The Highway Commissioner discussed the need for purchasing a Davco Brush Head, 2 One-Ton Pickups, and 1 Half Ton Pickup. Operations Manager, Eric Pedersen, discussed equipment specifications with the Committee.
A Knops/Gierke motion to purchase a Brush Head and 2 One-Ton Pickups and 1 Half-Ton Pickup. Motion Carried.
Internal Services.
Discussion on procedures of the Highway Internal Service Fund.

Request from Bev Baselt on Highway Striping – Blue road stripes in support of law enforcement.
Ms. Bev Baselt sent an e-mail to the Highway Commissioner asking if it would be possible to add a thin blue centerline on dedicated county highways in support of law enforcement. It was the consensus of the Committee that they would rather see signs erected in support of law enforcement. There was discussion on dedicating a state bridge and erecting a law enforcement support sign on each end of the bridge. The bridge discussed for dedication is the Highway 8 Bridge located by the Courthouse. Chair Fisher will proceed with this idea with Emergency Management. Highway will proceed with permits with the State.

Policy on Town Road Regulatory or Informational Signs being attached to County Stop Signs.
The Commissioner will prepare a policy on Town Road Regulatory/Informational Signs being attached to County Stop Signs and will bring the policy to the next Highway Committee meeting for review and approval.

Point Factor for Operations Manager.
The Committee reviewed the Operations Manager job description and point factor points.

CLOSED SESSION announced by Chair.
Highway – Personnel Restructuring
For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85 (1) (c).


Closed Session – 11:08 a.m.

Open Session – Possible Motion on Topic of Closed Session.
A Gierke/Knops motion to return to open session. Motion Carried.

Open Session – 12:15 p.m.

Highway Organizational Chart Update.
A Biller/Knops motion to eliminate the Bridge Foreman, On-Site Asphalt Foreman, and Asphalt Plant Foreman positions and create a second Construction Foreman position. Motion Carried.

2017 State Routine Maintenance Agreement.
The Committee signed the State Routine Maintenance agreement. Allocated for 2017 - $709,900.00.

2017 Winter Road School attendance.
Discussion on attendance at the 2017 Winter Road School in the Wisconsin Dells on January 16, 17, and 18, 2017.

HIGHWAY COMMISIONER REPORT
None.
HIGHWAY SAFETY REPORT
Upcoming trainings: Chains and Binders and Load Securement.

HIGHWAY FINANCIAL REPORT.
This report includes the current status of Highway Cash, Payables, Receivables, Equipment/Blacktop Plant funds and current Year-to-Date Fund Statement.

HIGHWAY OFFICE REPORT.
This report includes the status of worker compensation claims, liability insurance, office personnel activity, crew updates, retirements, unemployment claims and number of Highway FMLA requests.

HIGHWAY COMMITTEE- ANNOUNCEMENTS
None.

Approve payment of bills.
A Gierke/Knops motion to approve the Highway Payables and the Highway Crew and Administration payrolls as presented. Motion Carried.

Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for December 19, 2016 at 8:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 12:40 p.m.

Minutes prepared by Nanci A. Mertes, Asst to Highway Commissioner/Financial Administrator
Distributed on 12/1/2016