Rusk County Highway Committee  
Not Committee Approved  
June 15, 2015


Also Present: Scott Emch, Nanci Mertes, Bob Grunseth, Jerry Biller, Don Mansky.

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

Approval of Minutes – May 18, 2015.
A Lieffring/Gierke motion to approve the minutes of May 18, 2015. Motion Carried.

Public Comment and/or Input.
Jerry Biller came before the Committee with concerns regarding the Highway Department. Backhoe hitting the Forestry Truck causing damage to the Forestry Truck. Biller discussed safety policy and procedure.
Bob Grunseth came before the Committee to report that it has come to his attention that the crosswalk at Hwy 27 and College Avenue is also part of an ATV Route. Grunseth questioned signing responsibility at the crosswalk. Commissioner Emch stated he would contact the state. Grunseth also questioned as to why all county highways are open to ATV traffic except for CTH “G” from Old 14 to Doughty Road. This topic shall be placed on the July agenda.

Open Bids:
Crushing
Golat & Engel -
Scott Pit – No Bids Submitted.
Deer Lake Pit – Primary Gravel $2.81 yard, 3/4" Gravel $2.92 yard, 1 1/4" Gravel No Bid Submitted.

Haas & Son –
Scott Pit – Blacktop Gravel $2.60 ton, Binder Gravel $2.60 ton, Primary Gravel $1.80 ton, Washed Sand $4.50 ton, 5/16" Chip $4.50 ton, 3/8" Chip $4.50 ton.
Deer Lake Pit – No Bids Submitted.

Olynick –
Scott Pit – Blacktop Gravel No Bid Submitted, Binder Gravel No Bid Submitted, Primary Gravel $1.88 ton.
Deer lake Pit – Primary Gravel $2.50 yard, 3/4" Gravel $2.80 yard, 1 1/4" Gravel $2.70 yard.

Antczak –
Scott Pit – No Bids Submitted.
Deer Lake Pit – Primary Gravel $2.15 yard, 3/4" Gravel $2.94 yard, 1 1/4" Gravel $2.82 yard.

A Nawrocki/Lieffring motion to award the Gravel Crushing bid at the Deer Lake Pit to Antczak and at the Scott Pit to Haas and Sons. Motion Carried.

Review Highway job positions and duties.
A Gierke/Platteter motion to eliminate the Highway Summer Intern position. Motion Carried.
A Lieffring/Nawrocki motion to approve the Highway State Foreman job description with the noted change on page 1 under General Summary, remove wording “on the county”. Motion Carried.
A Lieffring/Platteter motion to approve the Temporary Truck Driver/Laborer position job description. Motion Carried.
Job descriptions will be forwarded to the Personnel Committee for approval.
Request for on-call/reporting pay for Highway Foreman.
Commissioner Emch reported that with the change in the Highway Flow Chart there will no longer be one specific individual for on-call duty, so he will be doing a monthly rotation for on-call/reporting between each Foreman. Due to the change in the flow chart he feels it is necessary to be able to provide compensation for on-call/reporting to the Foreman. The Committee reviewed Chapter 6 of the Personnel Handbook under On-Call/Reporting Pay. Commissioner Emch will prepare an on-call/reporting proposal and present to the Committee in July.

Review new guidelines for Affordable Care Act regarding health insurance and employees working an average of 30 hours per week.
The Committee reviewed correspondence from Stacy VanHeesch regarding the Affordable Care Act.

Approve Highway Resolution to reinstate Highway Temporary Truck Drivers/Laborers at the rate of $16.00 per hour.
A Platteter/Nawrocki motion to approve the Highway Resolution to Reinstate Highway Temporary Truck Drivers/Laborers at a rate of $16.00 per hour. Motion Carried.

Review approved Highway Department Personnel Flow Chart.
Committee reviewed the newly approved Highway Flow Chart.

Review correspondence from Anna Hargrave, Jared Loomis, John Garza, Kristopher Hagel.
The Committee reviewed correspondence from Anna Hargrave, Jared Loomis, John Garza, and Kristopher Hagel regarding safety issues on the State Highway system in Rusk County.

HIGHWAY COMMISSIONER REPORT.
Paving on CTH “H” is tentatively scheduled for next week. Crews are currently working on an overlay on CTH “O” and paving a new pad at the County Salt Shed.

HIGHWAY SAFETY REPORT
Commissioner Emch reported that two county highway employees were killed on project sites this past month. Safety Manager responsibilities have been assigned to the State Section Foreman position. Chad Gudis reported he will be conducting fire extinguisher training this month.

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 Lieffring/Gierke motion to approve the “Payment Approval Report” and 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 July 20, 2015 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 10:05 a.m.

Minutes prepared by Nanci A. Mertes, Asst to Highway Commissioner/Financial Administrator
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