NOT COMMITTEE APPROVED


Also Present: Scott Emch, Nanci Mertes, Don Mansky, Roger Svoma.

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

Approval of Minutes – August 15, 2016.
A Knops/Platteter motion to approve the minutes of August 15, 2016. Motion Carried.

Public Comment.
Don Mansky questioned the Committee regarding the status of Serley Camp Rd. Discussion followed on conditions at Serley Camp Road and plans for this project moving forward.
Roger Svoma expressed concerns on some bridges in the County. The Highway Commissioner reviewed bridge conditions and bridge maintenance practices.

Out of County Travel Request – S. Emch attendance at the 2016 Commissioner’s Fall Training Conference in Wausau, WI, October 17 and 18, 2016.
A Platteter/Knops motion to authorize Scott Emch attendance at the 2016 Commissioner’s Fall Training Conference in Wausau, WI on October 17 and 18, 2016. Motion Carried.

Update on Highway Building Renovation project.
Highway Chair Karl Fisher reviewed the Highway building renovation project with the Committee. Discussion followed. The Committee toured the Highway Offices and Shop.
A Platteter/Knops motion to proceed with the Highway Building Renovation study with Barrientos Design & Consulting for a fee of $8689.00. Motion Carried.

Update on Highway automated fuel/gas software/hardware upgrade.
The Highway Department will upgrade the automated fuel/gas system with Petro Vend for a total cost of $20,616.00. The system upgrade was approved at $20,000.00 at the August Highway Committee meeting. Discussion followed.
A Knops/Biller motion to spend the extra $616.00 on the automated fuel/gas system upgrade. Motion Carried.

Update on Highway timeclock and software.
A Gierke/Knops motion to contact IT and have them purchase a new firewall for the Highway Department. Motion Carried.

Authorize purchase of new furnaces for Highway parts room, sign room, and patrol shed.
A proposal from Bartingale Mechanical, Inc. was reviewed by the Committee.
  Natural gas furnace for the parts room - $2700.00
  Propane hanging unit heater for sign room - $1990.00.
  Replace Titan Air natural gas makeup air unit for patrol shed - $18,300.00.
A Knops/Gierke motion to approve the purchase of the three (3) new furnace units from Bartingale Mechanical, Inc. Motion Carried.

Update on vacant Highway Cost Accountant I position.
The Highway Departments Cost Accountant I employee moved to a position at the County Finance Department leaving the Highway position open.
A Biller/Knops motion to advertise for a Cost Accountant I position. Motion Carried.
Update on Salary Presentation.
The Committee discussed creating a stipend for the Highway Commissioner to compensate him for conducting Bridge Inspections beginning in 2017. The Commissioner is newly certified as a bridge inspector and can conduct bridge inspections for County, Townships, and Villages. Currently Morgan & Parmley does the bridge inspections for an average cost to the Highway Department of $17,000.00. Having the Commissioner do the bridge inspections will create a savings to the County.
The Committee discussed the salary of the Assistant to Highway Commissioner/Financial Administrator position.
A Gierke/Knops motion to request the Personnel Committee create a $10,000.00 yearly stipend for the Highway Commissioner for acting as the County Bridge Inspector and to increase the Assistant to the Highway Commissioner/Financial Administrator position $1.00 an hour, ensuring that the County is compliant with the new Federal Labor Standards Act for this position. Motion Carried.

Update on vacant Highway Night Mechanic position.
The Highway Commissioner reported the Highway Night Mechanic gave a two week notice.
A Knops/Gierke motion to advertise to fill the vacant Night Mechanic position. Motion Carried.

2017 Highway Budget Review.
The Highway Committee reviewed the 2017 Highway Budget.
A Knops/Gierke motion to send the 2017 Highway Budget to the Finance Committee. Motion passes with Jim Platteter voting no.

HIGHWAY COMMISIONER REPORT
The Highway crews are paving CTH "P" from CTH "G" to CTH "P".

HIGHWAY SAFETY REPORT
No report.

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 Knops/Platteter 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 October 17, 2016 at 8:00 a.m. at the Rusk County Highway Department.
Motion to adjourn.
A Biller/Knops motion to adjourn. Motion Carried.

Meeting adjourned at 1:23 p.m.

Minutes prepared by Nanci A. Mertes, Asst to Highway Commissioner/Financial Administrator
Distributed on September 20, 2016.