Rusk County Highway Committee

July 18, 2016

NOT COMMITTEE APPROVED

Present: Karl Fisher, Jerry Biller, Jim Platteter, Gary Swoverland.

Absent: Arian Knops

Also Present: Scott Emch, Nanci Mertes, Michael Newman, Ted East.

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

Approval of Minutes – June 20, 2016.
A Platteter/Swoverland motion to approve the minutes of June 20, 2016. Motion Carried.

Public Comment.
None

Policy – Unauthorized sign in ROW (right-of-ways) maintained by Rusk County Highway Department.
The Committee reviewed a policy introduced by the Highway Commissioner.

Subject – Policy on unauthorized sign(s) in right-of-way maintained by Rusk County Highway Department.

Objective – To set a policy regarding the removal and associated fine for said removal of unauthorized sign(s) in County right of way and right of ways maintained by County work forces.

References: Wisconsin State Statutes 86.19; 86.04. Wisconsin Administrative Code Trans 201.16.

Policy: When the County Highway Department encounters sign(s) that are in violation of State Statutes they will be removed and transported to the County Highway Shop for storage or disposal. Any person or business interested in retrieving their sign(s) for future use shall be imposed a minimum fine of $25.00 per sign(s). Rusk County Highway Department reserves the right to impose fines up to the maximum allowed by state statues of $500.00 per sign(s) for habitual repeat offenders.

A Platteter/Biller motion to change the word “fine” to “fee” and approve the policy with the changes. Motion Carried.

Approve purchase of a Hydraulic Track Excavator including Greasing System.
A Biller/Platteter motion to approve the purchase of a Hydraulic Track Excavator including Greasing System for a total cost of $197,285.91 from Fabick Caterpillar. Motion Carried.

Authorize purchase of two (2) Tri-Axle Dump Trucks.
The Highway Commissioner discussed the need for two (2) Tri-Axle Dump trucks. Highway Truck #68 was recently placed out of commission.
A Platteter/Biller motion to allow the Highway Commissioner to collect price estimates for two Tri-Axle Dump trucks and to return to the Highway Committee with the cost estimates. Motion Carried.

Authorize disposal of Excavator #301.
A Swoverland/Biller motion to approve the disposal of Excavator #301. Motion Carried.
Security Cameras for Highway Shop Material and Culvert Lot.
An estimate for four (4) security cameras for the Highway Shop materials and culvert lot was presented to the Highway Committee for a total cost of $1629.96, including installation, through Digital Security Systems LLC.

A Biller/Platteter motion to approve the purchase of four (4) security cameras for the Highway Shop materials and culvert lot. Motion Carried.

Village of Bruce – Request to open ¼ mile of State Highway 40 on the west side of the Village to ATV (4-wheeler) traffic.
Michael Newman, Village of Bruce President spoke to the Committee regarding the Villages inquiry to WisDOT to open ¼ mile of STH 40 to ATV traffic. The location of the request is from the end of West Railroad Avenue at Hwy 40, north on Hwy. 40 to CTH “O” for ¼ mile. After review of Section 6.2 of the Highway Maintenance Manual it was determined that the portion of STH 40 that the Village is requesting to be opened to ATV travel is all within the Village limits. Per Section 6.2, because this stretch of highway is in the Village limits the Village will need to adopt an ordinance and the Village must send a letter requesting WisDOT approve STH 40 as a designated ATV route from West Railroad Avenue to CTH “O”.

Chair Karl Fisher reviewed the Fair Labor Standards Act (FLSA); the overtime exemption threshold is changing from an annual salary of $23,660.00 to $47,476.00 effective December 1, 2016. The Highway Commissioner discussed the status of the current Highway Department exempt employee’s salaries and reviewed overtime concerns.

Status of ¼ inch Washed Stone at the Blacktop Plant.
Action on this matter was postponed at the June 20, 2016 meeting until today’s meeting.
A Platteter/Swoverland motion to dispose of the ¼ inch washed stone at the best price possible as negotiated by the Highway Commissioner. Motion Carried.

CLOSED SESSION announced by Chair.
Review Personnel Concerns and Disciplinary Actions.
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).
A Platteter/Biller motion to go into closed session. Roll Call Vote: Fisher – yes, Swoverland – yes, Biller – yes, Platteter – yes. Motion Carried.

Closed Session – 10:25 a.m.

OPEN SESSION – Possible Motion on Topic of Closed Session.
A Platteter/Swoverland motion to go into open session. Motion Carried.

Open Session - 10:45 a.m.

CLOSED SESSION announced by Chair.
Review Applications for Laborer Position and Select Candidates for Interviews.
For considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, WI Stats 19.85 (1) (c).
A Platteter/Biller motion to go into closed session. Roll Call Vote: Fisher- yes, Swoverland – yes, Biller – yes, Platteter – yes. Motion Carried.
Closed Session - 10:47 a.m.

OPEN SESSION – Possible Motion on Topic of Closed Session.
A Platteter/Swoverland motion to return to open session. Motion Carried.

Open Session – 11:00 a.m.
HIGHWAY COMMISSIONER REPORT
The Commissioner reviewed status of highway projects.

HIGHWAY SAFETY REPORT
Current Training – Hard Hat requirements.

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 Platteter/Swoverland 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 August 15, 2016 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.
Meeting adjourned by Committee consensus.

Meeting adjourned at 11:30 a.m.

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