Rusk County
Highway Committee                                      January 16, 2012


Also Present: N. Mertes, P. Montwill.

Call meeting to order.
Highway Chair Tom Costello called today’s meeting to order at 9:00 a.m.

Approval of the agenda and move any agenda items as needed.
A Boss/Freeman motion to approve the agenda and move any agenda items as needed. Motion Carried.

Approval of minutes – December 19, 2011.
A Gierke/Freeman motion to approve the minutes of December 19, 2011. Motion Carried.

Public Comment and/or input – 30 minutes.
None

Weekend Patrol Coverage.
P. Montwill reported that the State is requesting each Highway Commissioner prepare a protocol for “Weekend Patrol Coverage”. He discussed the policy Douglas County is currently using. He will present his “Weekend Patrol Coverage” report to the Committee in February.

Extra Help for Highway Office.
P. Montwill reported that year end procedures, new policies and time keeping software (Kronos) training has begun. P. Montwill would like to hire extra help from Nicolet Staffing for 24 hours a week.
A Freeman/Gierke motion to hire extra help from Nicolet Staffing for 24 hours per week. Motion Carried. Discussion of overtime followed. The Committee recommends the new overtime rule be brought to Personnel for further discussion.

Safety Report
P. Montwill reported that he is currently conducting weekly safety meetings.
A Freeman/Gierke motion to approve the safety report. Motion Carried.

Request from Town of Grant to open for ATV traffic on CTH “G” from CTH “P” to the city limits.
The Highway Office received correspondence from Town of Grant requesting the County open an ATV route on CTH “G” from CTH “P” to the City limits stating that this would allow a connection with roads currently approved for ATV use in the City. Discussion followed with review of traffic counts on CTH “G” and county maps.
A Gierke/Costello motion to postpone a decision on this until accurate traffic counts are reviewed for this section of CTH “G”. Motion Carried.

HIGHWAY COMMISSIONER REPORT.
P. Montwill reported current projects: ATV Trails, CTH “M”.
Truck #5 – Under repair. Truck #94 – Rebuilding engine.
Patrol Superintendent position – P. Montwill selected Jason Gieves as the new Patrol Superintendent. His start date is January 25, 2012
A Gierke/Freeman motion to approve the Commissioner report. Motion Carried.
HIGHWAY FINANCIAL REPORT.
N. Mertes reviewed the current status of Highway Cash, Payables, Receivables, Equipment and Blacktop Plant funds, and current balance in J/T Fund.
A Freeman/Gierke motion to approve the Financial Report. Motion Carried.

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

HIGHWAY COMMITTEE- ANNOUNCEMENTS
None

Sign and approve highway payable list.
The payable list report totaling $98,326.90 was reviewed and signed by the Committee.
Payroll vouchers totaling $98,073.66 were reviewed and signed by the Committee.
A Gierke/Freeman motion to approve the payroll vouchers totaling $98,073.66 and payable listing report totaling $98,326.90. Motion Carried.

Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for February 20, 2012 at 9:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 10:55 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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