Rusk County
Highway Committee

June 15, 2009


Absent: J. Hofacker.

Also Present: E. Wundrow, N. Mertes, P. Montwill, M. Naczas.

Highway Chair H. Golat called the meeting to order at 8:30 a.m.

Approval of the agenda and move any agenda items as needed.
A DuSell/Costello motion to approve the agenda and addendum and move items as needed. Motion Carried.

Approval of minutes.
A Svoma/Costello motion to approve the minutes for May 19, 2009 and May 14, 2009. Motion Carried.

Authorization for Highway Patrol Superintendent and Highway Foreman to attend the Annual Patrol Superintendent and Foreman Convention on the 7th, 8th, and 9th of October of 2008.
A Costello/DuSell motion to approve the Patrol Superintendent and two Highway Foremen to attend the Annual Patrol Superintendent and Foreman Convention in October. E. Wundrow and P. Montwill shall select the two foremen who will attend. Motion Carried.

Closed Session announced by Chair.
Highway Gravel pit in Village of Hawkins.
Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved. WI Stats (1) (g)
A Svoma/DuSell motion to go into closed session. Motion Carried.
Roll Call Vote: Voting Yes: - DuSell, Svoma, Costello, Golat. Voting No: None.

Closed Session 9:50 a.m.

Open Session – possible motion regarding topics of closed session.
A Svoma/Costello motion to return to open session. Motion Carried.

Open Session 10:05 a.m.

Update on sale of right-of-way along CTH “J”.
Corporate Counsel is working on the legal procedure for this sale.

Wisconsin Statutes – Chapter 83 / Opinions of the Attorney General OAG 137 – 143.
E. Wundrow reviewed Wisconsin Statutes – Chapter 83. Discussion followed. Opinion of the Attorney General OAG 137 – 143 was distributed for Committee review.

Review correspondence from Donald R. Dorn – chief of Audit State of Wisconsin recommending that counties review the duties of the Highway Commissioner and put controls in place assuring Wisconsin Statutes Chapters 83 and 84 are adhered to.
Discussion only no action taken.
Kwik Trip Credit Card.
E. Wundrow informed the Committee that he opened a Kwik Trip credit card for emergency purchase of gasoline and diesel fuel should the Highway pumps go down as they did a couple of weeks ago. E. Wundrow found that the current gas stations the County has a line of credit with, Jerry’s Amoco and Goffin, would not be able to accommodate the Highway Department equipment for the following reasons: equipment size issues, trying to operate equipment in such small areas increases liability for the County and some of the equipment does not fit at all; Goffin and Amoco are not open 24 hours while Kwik Trip is open 24 hours and is able to accommodate the overtime Highway Crews work, especially when an emergency occurs; neither Goffin or Amoco have diesel fuel available. (Goffin does have diesel fuel sometimes but not available on a regular basis). E. Wundrow also discussed the use of the current Highway credit card not being cost effective for the “Crews” to use for purchase of gas and fuel as coordination of the use of the Highway Credit Card for a crew of 20 men needing to fuel up at all different times of the day would be too difficult and the credit limit on the current Highway credit card would need to be increased to accommodate the amount of fuel and gas used in one week of work along with other items that are typically charged on the card. (Kwik Trip allows a line of credit only through their credit card which they keep on file so each employee purchasing gas or fuel shows their I.D., reports equipment number and signs off on the receipt) E. Wundrow explained that Kwik Trip was the most cost effective answer to this situation.

Review correspondence to Rusk County highway employees – timesheet, work order and pre-trip inspection reporting policy.
No Action.

Review correspondence from Douglas S. Meek, Auditor – Wisconsin Department of Transportation regarding Uniform Cost Accounting required by State Statute 83.015(3) (a).
No Action.

Trade or sale of Highway Plow #608 to Rusk County Maintenance Department in 2008.
E. Wundrow explained to the Committee that in 2008 a motion was made between the Airport Department and Highway Department to sell Highway Plow #608 to the Airport for a price of $2000.00 plus costs for installation. M. Naczas explained that in 2008 he left three pieces of Airport equipment with the Highway Department, which sold last month in Highway’s used equipment sale, and the revenue from the sale of the Airport equipment needs to be transferred back to the Maintenance Department. M. Naczas explained that he will do a line item transfer to pay for Highway Plow #608; however, he questioned the amount he had already paid to the Highway Department in 2008 of $1721.51. E. Wundrow explained that the $1721.51 paid by Airport in 2008 was for actual costs for the Highway Department to remove the old plow from the Airport Truck and install plow #608. $1721.51 covered the cost of installation. The $2000.00 remains an outstanding balance due Highway per the agreement bringing the total cost for Highway plow #608 to $3721.51. E. Wundrow also reported that the three pieces of Airport equipment sold in the April Highway used equipment sale created $2630.00 in revenue which will be returned to the Airport Department through a transfer at the end of this month. (Airport Sander - $125.00, Airport One-Way Plow - $2000.00, Airport Underbody Blade - $505.00)
A Costello/Svoma motion to line item transfer the $2630.00 in revenue from the Airport equipment sold in April’s Highway used equipment sale to the Airport Department. Motion Carried.
A Svoma/Costello motion requesting Airport to do a line item transfer for the balance due to Highway of $2000.00. ($1721.51 paid in 2008 for plow installation plus $2000.00 balance due = $3721.51) Motion Carried.
Review Burn Permit.
Rusk County residents can apply for a burning permit and each time they want to burn they need to call the 800 number on the burn permit before they proceed with each burn. E. Wundrow explained that the Highway Department is not informed of these burns and a week ago someone burned in the county highway right of way, with authorization from the DNR, and the result of the burn was the plastic culvert in the right-of-way was melted from the fire and destroyed. E. Wundrow would like to be made a part of the burn permit process requesting if someone is going to burn in the county right-of-way (ditch) the Highway Department should be contacted. The Committee directed E. Wundrow to contact the Wisconsin D.N.R.

Review correspondence from City of Ladysmith regarding CTH “P” re-route over Doughty Road.
Committee decision to not act on this matter at this time.

Update on CTH “M” & USH 8 Relocation and T.E.A. Grant Application.
Current minutes from the CTH “M” & USH 8 Relocation and T.E.A. Grant Application meetings were distributed for Committee review.
Discussion followed. No Action Taken.

Railroad Crossing at STH 27 (9th Street South) and Fifth Street West in the City of Ladysmith.
Final Decision Before the Office of the Commissioner of Railroads for the State of Wisconsin was distributed to the Committee for review.
E. Wundrow reviewed meaning of railroad terms “Exempt Status” and “Out of Service” status. No Action Taken.

Open Bids – CHIP Sealing.
A Svoma/DuSell motion to close the bids and open bids submitted. Motion Carried.
Two bids received:
* Fahrner Asphalt -.845 per square yard. Total cost $112,436.64 based on 12 miles of chip sealing and contingent on actual square yards.
* Scott Construction Inc. - .72 per square yard. Total cost $112,436.64. Based on 12.1 miles of chip sealing or 156,162.0 square yards.
A Costello/DuSell motion to award the bid to Scott Construction for a total cost of $112,436.64. Motion Carried.

2010 Highway Budget.
Discussion on 2010 budget.

Highway Commissioner Report.
Bob Soworski of Short, Elliott, and Hendrickson Inc. reviewed the status of the Feasibility Study with the Committee. Handouts were passed out for review including aerial maps and design maps.
E. Wundrow reviewed the current status of County Highway projects.
A Costello/Svoma motion to approve the Commissioner Report. Motion Carried.

Highway Financial Report
N. Mertes reviewed status of the Highway Department’s current cash position, accounts receivable position, Highway Equipment fund, Highway Blacktop fund, and Jurisdictional Transfer fund.
A DuSell/Svoma motion to approve Highway Financial Report. Motion Carried.

Highway Office Report.
N. Mertes reviewed current open Workers Compensation claims, liability claims, and requests approved by Personnel for FMLA Leave.
A Costello/DuSell motion to approve the Highway Office report. Motion Carried.

**Security Camera Demo.**
Gene Johnson of Digital Security Systems reviewed their wireless solar security camera system with the Committee. Discussion followed.

**Authorization to purchase Security Camera.**
Digital Security Systems – Total Cost $4826.00 – Cost includes Panasonic Laptop – $3299.00, Misc. Pelican protective case - $249.00, Setup system in case and config for outdoor use and to be mounted - $500.00, Day/Night Infra Red Camera - $129.00, Vivotec software installed and configured - $250.00, Misc solar battery pac - $399.00.
A Svoma/DuSell motion to purchase Security Camera system from Digital Security Systems with total cost not to exceed $6000.00. Motion Carried.

**Highway Committee – Comments.**
None

**Sign pre-approved vouchers.**
Pre-approved vouchers in the amount of $143,659.01 were signed by the Highway Committee.
A DuSell/Costello motion to approve the pre-approved vouchers for $143,659.01. Motion Carried.

**Set date for next highway committee meeting.**
The next Highway Committee meeting is scheduled for July 20, 2009 at 8:30 a.m.

**Motion to Adjourn.**
A Costello/DuSell motion to adjourn. Motion Carried.
Meeting adjourned at 12:30 p.m.

Minutes Prepared by N. Mertes
Distributed on June 16, 2009