Present: H. Golat, G. DuSell, T. Costello, J. Hofacker.

Absent: R. Svoma.

Also Present: E. Wundrow, N. Mertes, Andy Albarado, Larry Gotham, D. Wetzel.

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 move any agenda items as needed. Motion Carried.


Public comment and/or input. No public comment.

Bid Award – Engineer Selection for CTH “M” Relocation Project in Village of Hawkins. Andy Albarado appeared today to present the Engineer bids received for the CTH “M” Relocation Project. Two bids were received and reviewed – Short Elliott Hendrickson Inc (SEH) of Chippewa Falls, Morgan & Parmley LTD of Ladysmith. A. Albarado explained that because there is no design plan yet for the new CTH “M” project he would ask that award be conducted according to a score process based on Statement of Qualifications. A score sheet was distributed to the Committee and Commissioner. The Committee reviewed the two bids received from SEH and Morgan & Parmley, filled out their score sheets, and returned the score sheets to Albarado. A. Albarado reviewed the score results with the Committee, which, showed that the Committee scored high for Morgan & Parmley LTD. Discussion followed. A Costello/DuSell motion to award the Engineer bid for the CTH “M” Relocation project to the firm with the most votes. SEH Score – 430, Morgan & Parmley Score – 498. Award shall go to Morgan & Parmley LTD. Motion Carried.

Bid Award – Firewood. No bids were received. A Golat/Costello motion to take a partial load of wood from the Scott Pit and move to the front of the Highway Department and place a For Sale sign in front of the wood pile. E. Wundrow may negotiate the contract terms for sale of this wood. Motion Carried.

Committee Update: CTH “M” Relocation Resolution for abandonment of the old CTH “M” and the J/T Transfer for the new CTH “M”. N. Mertes reported that she prepared the J/T Resolution for this project and had it reviewed by the State. The Resolution is ready for signatures at tonight's joint meeting with the Village of Hawkins. Discussion followed.

Letter of Agreement – Highway Commissioner and Highway Patrol Superintendent. D. Wetzel appeared before the Committee to review the “Letter of Agreements” that she prepared for P. Montwill and E. Wundrow regarding how their benefits are calculated. E. Wundrow explained that he was concerned with item #3 of the letter. Item #3 claims that the “parties”, E. Wundrow and P. Montwill agree that all future salary and health insurance adjustments will be tied with the non-represented employees. E. Wundrow feels that the
Highway Commissioner and the Patrol Superintendent have always been tied to the Highway Union Contract and should state this in item #3 of the agreement letter. D. Wetzel explained that these two positions are part of the "non-represented" category and not the union contract. E. Wundrow referred to item #3 of Gary Hahn's letter of agreement. Discussion followed. E. Wundrow and P. Montwill reported to the Committee that he shall place this issue on the Personnel Agenda for further discussion.

Committee Update: Highway Security Camera.
P. Montwill reported Digital Securities will take the laptop, connected to the traffic light security camera, back as it is not working properly and they will replace the laptop with a USB Drive. Digital Securities will also give the County a $3400.00 credit towards 4 new security cameras plus installation in the Highway Department Yard and Shop.
A Golat/Costello motion to go forward with the security camera project. Motion Carried.

Committee Update/Review: Highway Union Rolling 40's Side Letter of Agreement.
N. Mertes reviewed the Letter of Agreement for Rolling 40 Hours with the Committee. Committee is in agreement with this letter.

Request to hire 1 part-time Highway Office Clerical Assistant for the 2010 Construction Season.
N. Mertes explained the need to hire a Clerical Assistant for the 2010 Construction season.
A Costello/Hofacker motion to hire 1 part-time Highway Office Clerical Assistant for the 2010 Construction season. Motion Carried.

Request to hire 4 Temporary Truck Drivers for the 2010 Highway Construction Season and 4 students for the 2010 Construction Season.
E. Wundrow reported that he needs to hire 4 temporary laborer positions and 4 students for the 2010 summer construction season. Discussion followed.
A DuSell/Hofacker motion to approve hiring 4 Laborers for the 2010 summer construction season and 4 students for the 2010 summer construction season and increase the student pay per hour to $8.50. Motion Carried.

Request to purchase a new Shop Welder.
E. Wundrow discussed the need for a new Shop Welder.
A Costello/DuSell motion to approve the purchase of a new welder to be used on the Highway Service Truck. Motion Carried.

Request to purchase a new Air Compressor.
E. Wundrow explained the need for a new Air Compressor.
A Costello/Hofacker motion to approve the purchase of a new Air Compressor, not to exceed $11,000.00, at the discretion of the Highway Commissioner. Motion Carried.

N. Mertes reviewed a letter from the office of Bob Jauch that extends the SB448 Bill for "Utility Terrain Vehicle" (UTVs) in order to continue monitoring the effects of operating UTVs on ATV trails and routes. The original pilot concluded on September 30, 2009. Senator Holperin, as the Chair of the Senate Natural Resources Committee feels that the pilot did not generate sufficient statistical or user information to draw any firm conclusions about allowing UTVs on trails statewide. Under this bill, any county or municipality may join the study by adopting a Resolution indicating a desire to participate. Mertes explained that a group of citizens will be coming to the April Highway Committee meeting to request the Highway Committee and County adopt a resolution to join the pilot program for SB448.
Indianhead Community Action Agency: Purchase of used waste oil from County.
E. Wundrow explained that Indianhead uses waste oil for heat and has requested to purchase used oil from the County. They are not licensed by the EPA to transport oil. A Golat/Costello motion to postpone this item until N. Mertes hears back from the Insurance Company and Corporation Council. Motion Carried.

Update on Prevailing Wage Laws for 2010.
N. Mertes reviewed the prevailing wage laws that went into effect on January 1, 2010. Also discussed was the new “Prevailing Wage Determination” paperwork that needs to be filled out prior to each non-county highway project and county project that would involve subcontracting of materials or equipment.

Update on 2010 fringe rate benefits.
N. Mertes reviewed the new calculated fringe rate for 2010 - 92.08%.

Discussion/Review of Highway Department Blacktop Plant Lab.
E. Wundrow reported that the blacktop testing lab is no longer needed and he would like to try to sell the Lab with contents through Wisconsin Surplus. A DuSell/Costello motion to sell the Blacktop Testing Lab with contents, selling price not to fall under the book value of the lab and contents. Motion Carried.

Request to let for bid asphalt oil for 2010.
A Golat/Costello motion to let for bid asphalt oil for 2010. Motion Carried.

2009 employee federal and state tax withholdings possibly incorrectly calculated for Lavern Vetterkind, Ken Bartels, Mich Fuchs.
Lavern Vetterkind and Ken Bartels presented written letters to the Committee regarding their 2009 W4s. A Hofacker/Costello motion that the Highway Committee recognizes that the W4 withholdings for Lavern Vetterkind, Ken Bartels, and Mich Fuchs were not entered by payroll correctly and regret that this error occurred, the letters written by Lavern Vetterkind and Ken Bartels will be forwarded to the Personnel Committee for review. Motion Carried.

Highway Commissioner Report.
E. Wundrow reported the current status of Highway equipment.


Highway Office Report.
N. Mertes reviewed the Highway Office Report with the Committee.

Action on monthly vouchers.
No monthly vouchers were submitted.

Sign pre-approved vouchers.
Pre-approved vouchers in the amount of $223,924.32 were approved and signed by the Highway Committee. A Hofacker/Costello motion to authorize the pre-approved vouchers in the amount of $223,924.32. Motion Carried.

Set date of next highway committee meeting.
The next Highway Committee meeting is set for March 15, 2010 at the Rusk County Highway Department.
Motion to adjourn.
A DuSell/Costello motion to adjourn. Motion Carried.
Meeting adjourned at 1:45 p.m.

Minutes Prepared by N. Mertes
Distributed on February 16, 2010