Rusk County
Highway Committee
October 18, 2010


Absent: None

Also Present:  N. Mertes, E. Wundrow.

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 Svoma/Gierke motion to approve the agenda and move any agenda items as needed.
Motion Carried.

Approval of minutes – September 20, 2010.
A Gierke/Freeman motion to approve the minutes of September 20, 2010. Motion Carried.

Public Comment and/or input – 15 minutes.
No public comment.

Election of Vice-Chair.
Highway Committee Chair Tom Costello opened the floor to nominations for Highway Committee Vice-Chairman.
Costello calls for nominations three times.
R. Svoma nominates Roger Gierke as Vice-Chairman.
No other nominations.
A Boss/Freeman motion to close nominations and cast a unanimous ballot for Roger Gierke as Vice-Chairman
Roger Gierke is Highway Vice-Chairman.

The Highway Department received a petition from the Town of Marshall requesting emergency culvert/bridge aid according to statute 82.08; a culvert was destroyed on Maple Road in the Town of Marshall during the recent rain storms.
A Svoma/Freeman motion to approve the emergency culvert/bridge aid request for Maple Road in the Town of Marshall. Motion Carried.

Emergency Bridge Aid Request – Town of Rusk.
The Highway Department staff discovered structural damage to the bridge that crosses McDemott Creek on Horseshoe Lake Road in the Town of Rusk that required the bridge be closed. The Town of Rusk petitioned the Highway Department for emergency culvert/bridge aid to assist the Town of Rusk in the prompt and proper repair of the damage to this bridge.
Committee discussion. P. Boss questioned what deemed this bridge repair an emergency. N. Mertes reviewed Wisconsin State Statute 82.08. P. Montwill stated the County closing the bridge due to structural damage deems the emergency.
A Boss/Freeman motion to approve the emergency bridge aid request from the Town of Rusk. Motion Carried.

Authorization to post for two Laborer positions.
E. Wundrow reported that two employees will be retiring. One employee will retire by the end of year 2010; the other employee will retire within the next six months. Wundrow reported he will need to replace these two positions as soon as possible in order to begin training.
Discussion followed.
A Gierke/Svoma motion to post for two Laborer positions. Motion Carried.

Committee attendance at the Commissioner/Committeemen meeting October 26, 2010 in Hayward.
N. Mertes passed out the agenda for the meeting being held on October 26, 2010.
A Svoma/Costello motion for the Highway Committee to attend the Commissioner/Committeemen meeting on October 26, 2010. Motion Carried.

Authorize out of county travel for Highway Office Manager and Highway Bookkeeper to attend the Northwest Regional Highway Bookkeeper meeting November 2, 2010.
A Gierke/Boss motion to authorize the Highway Office Manager and Highway Bookkeeper to attend the Northwest Regional Highway Bookkeeper meeting on November 2, 2010. Motion Carried.

Implement policy for employee benefits requests.
N. Mertes shall prepare an Employee Benefit Request form with an employee policy regarding benefits request procedure and will bring back to the Highway Committee in November for their review.
Discussion followed: effective internal control systems, communication, accuracy of information being provided to management, information being reported in a timely manner and organizational hierarchy and control systems.

Highway Budget 2011.
N. Mertes reviewed the changes to the Highway Budget which were a result of the 2011 GTA revenue coming in higher then anticipated. Also reviewed was the costs submitted by the Engineers for CTH “M” for reconstruction that will be done by Highway Department Crews and changes to the Blacktop Plant revenue to lower the Highway levy for 2011.

Pages 310-318 Highway Budget Summary – 43531 (Revenue) State Aid- Transportation changed from $624,738.59 to $679,482.88.

Pages 310-318 Highway Budget Summary – 49200 (Revenue) Transfer from Bituminous changed from $100,000.00 to $45,255.71 per authorization of R. Tatur.

Page 314A Highway Bituminous – Ref #v Increase/Decrease changed from $100,000.00 to $45,255.71.

Page 312 Highway Construction – Ref #c (cost) CTH M changed from $130,000.00 to $337,910.00.

Page 312 Highway Construction – Ref #z 49210 (Revenue) Transfer from TEA Grant changed from $130,000.00 to $337,910.00.

Note: Changes to Page 312 still have to be approved by Finance. None of the above changes affects the 2011 charge to the levy for Highway. A Boss/Freeman motion to approve the amended Highway Budget. Motion Carried.

Open Bids – Sale of depleted gravel pit – Town of Willard Lobitz Pit.
Three bids were received.

Lobitz Pit – 37 Acre Parcel – Donald Vickerman $33,900.65
Lobitz Pit – 6 Acre Parcel – Donald Vickerman $8555.00
Lobitz Pit – 37 Acre Parcel – Haas & Son $30,000.00
A Gierke/Freeman motion to award the sale of the Lobitz Pit as follows: the 37 acre parcel to Donald Vickerman for $33,900.65 and the 6 acre parcel to Donald Vickerman for $8555.00. Total Sale - $42,455.65 ($33,900.65 + $8555.00). Motion Carried.

Update on County Bridges and Bridge Inspection results.
E. Wundrow reported that county bridge inspections are complete for 2010. In 2011 the state will be adding additional activities to bridge inspections including a scour critical report on certain types of bridges. E. Wundrow stated that putting rip-rap on the bridges tagged as scour critical in Rusk County will eliminate having to monitor these bridges in the future for a scour rating. He would like to look into having an outside firm perform the bridge inspections in the future.

Request to amend the County Ordinance for ATV Travel in order to include ATV travel on County Highways for: Town of Lawrence, CTH “B” from the County line (Taylor/Rusk) to Town Line Rd.
N. Mertes reported that the Town Of Lawrence made a request to open ATV travel on CTH “B” in the Town of Lawrence. Plat map was passed out to the Committee to review the route.
A Boss/Gierke motion to approve the request from the Town of Lawrence to open CTH “B” in the Town of Lawrence from the County line (Taylor/Rusk) to Town Line Rd and to forward this request to the County Board for final approval. This approval will allow for ATV Travel only and will not address UTV travel on county highways. Motion Carried.

Committee attendance at the 2011 Winter Highway Conference and Road School to be held on January 10, 11 and 12, 2011 at the Kalahari Resort in the Wisconsin Dells. Attending the conference: Roger Gierke and wife, Ed Wundrow, Tom Costello.

HIGHWAY COMMISSIONER REPORT.
E. Wundrow reported on the Commissioners meeting held on October 1, 2010 with Senator Bob Jauch, 25th Assembly District and Representative Nick Milroy, 73rd Assembly District. Topics discussed were prevailing wages, State Trunk Highway Maintenance, Highway Department Budget/Funding, LRIP, Gas Tax Indexing, Bicycle and Pedestrian Requirements on Federal and State Funded Project.

Projects – CTH “O” is complete, CTH “A” is complete and CTH “V” is just about complete.

Highway Equipment – Paver is currently down. Pump is out, will be a major repair.

A Freeman/Svoma motion to approve the Highway Commissioner Report. Motion Carried.

HIGHWAY FINANCIAL REPORT.
N. Mertes reported on current cash and receivable position of the Highway Department. A Gierke/Boss motion to approve the Highway Financial Report. Motion Carried.

HIGHWAY OFFICE REPORT.
N. Mertes reported on current Workers Compensation claims, current Liability claims, retirements and status of lease copy machine costs.
A Gierke/Freeman motion to approve the Highway Office report. Motion Carried.

HIGHWAY COMMITTEE- COMMENTS

Action on monthly vouchers.
None submitted.
Sign and approve pre-approved vouchers.
Pre-approved vouchers totaling $737,253.48 were reviewed and signed by the Committee. A Gierke/Svoma motion to approve the pre-approved vouchers for $737,253.48. Motion Carried.

Set date for next highway committee meeting.
The next regular Highway Committee meeting is set for November 15, 2010 at 9:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 11:26 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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