Rusk County
Highway Committee
April 21, 2011


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

Approval of minutes – March 21, 2011.
A Gierke/Boss motion to approve the March 21, 2011 minutes with the following correction: Page 3 – The following sentence “Upon inspection, if straw does not meet quality, bid will go to Randy Tatur.” should read as follows “Upon inspection, if hay does not meet quality, bid will go to Randy Tatur.”

Public Comment and/or input – 30 minutes.
Don Mansky asked the committee why the County is going to sell land in the county gravel pit and why is the County not taking bids for this land. E. Wundrow explained that Haas and Sons needs more room for their wash ponds and the subject 10 acres no longer has any material on it except for the west end of the property which these mineral rights would be retained by the County in the event of a sale. E. Wundrow also explained that he believes the 10 acres, which runs along the property line that Haas and Sons purchased from the Highway Department in 2008, is landlocked. Also, the sale to Haas would mean that Haas would have to reclaim the 10 acres instead of the County having to do the reclamation which would be a cost savings to the County. Cost to reclaim the 10 acres would run anywhere from $4000.00 to $6000.00 per acre. D. Mansky requested if the committee is going to sell this land then he would like to see them put the land out for bid. P. Boss reported that he reviewed the subject 10 acres and found that the land is not actually landlocked since the land abuts Highway 27 and a driveway permit could be requested from the State.

T. Costello, Highway Chair closed public comment at 9:30 a.m.

Resolution – Haas and Sons offer to purchase 10 acres of Highway Department gravel pit land.
A Gierke/Svoma motion to move agenda item “Resolution – Haas and Sons offer to purchase 10 acres of Highway Department gravel pit land” onto the table. Motion Carried.

Discussion followed.
A Gierke/Boss motion to postpone the purchase of the gravel pit land until the Committee has had time to visit the subject ten (10) acres to assure there are no problems that have not been anticipated by the Committee. Motion Carried.

Appearance by Steve Walker from Cedar Corporation regarding bridge construction.
Mr. Walker appeared before the Committee and reviewed the engineering services provided by Cedar Corporation.

Appearance by Larry Gotham from Morgan & Parmley regarding Construction Projects for 2011: CTH VV, CTH A, CTH O.
L. Gotham submitted in writing engineering proposals for the following projects:
CTH V V - $7100.00 to $9100.00
CTH A - $7600.00 to $9900.00
CTH O - $11,000.00 to $13,500.00
Discussion followed.
A Gierke/Boss motion to postpone decision on engineering for these projects until the May 2011 meeting. Motion Carried.

Renew Land Lease for 54 Acres Cultivated Land at Scott Pit for Terry DuSell.
N. Mertes handed out the 2011 contract for lease of the 54 acres located in the Scott Pit for the Committee to review. T. Costello explained that this is the standard contract that has been used each year for rental of this property to T. DuSell. T. DuSell reported to the Committee that ATVs have been using the land for hunting and recreational purposes and cutting through his cultivated rows of crops causing damage. T. DuSell asked if there is something they could do to stop this from happening. E. Wundrow said he would place signs in the proper areas. T. DuSell asked if he could put a gate up. The Committee said he could put a gate up.
A Boss/Costello motion to approve the lease contract to T. DuSell and to change the 54 acres to 56 acres and to remove any reference to the 16 acres. Motion Carried.

Review Resolution #91-22 – Purchase of Highway Equipment Rusk County.
The Committee reviewed the following resolution -
Resolution #91-22 Purchase of Highway Equipment Rusk County
WHEREAS, for the construction and maintenance of highways, including the removal and control of snow, it becomes necessary from time to time to purchase equipment, the nature of and the necessity for which cannot be accurately anticipated.
THEREFORE BE IT RESOLVED that the county highway committee is hereby authorized, pursuant to Section 83.015(2) of the Statutes, to purchase without further authority, and to the extent that revolving funds accumulated for such purpose or, appropriations made for such purpose are available, such highway equipment as they deem necessary to properly carry on the work, and to trade or sell such used equipment as may be considered to be for the best interests of the county:
PROVIDED that no one complete unit of a value exceeding $150,000.00 shall be purchased without further authority of the County Board.
Ray Kramer, Gerald Booth, David Solsrud, Ron Wiltrout.

The Committee reviewed the purchasing policies in Chapter 9 of the Rusk County Financial Manual.
P. Boss asked to make a request to the Finance Committee to add the following language to Page 9-2 G of the Financial Manual, last sentence of paragraph:
Highway items are governed under statute 83.015 (2.)
N. Mertes said she would forward the request to the Finance Director.

Open Bids – purchase of a new Highway Commissioner Truck.
One bid was submitted to the Committee.
Toycen - $27,373.00 2011 Silverado 1500 4x4 extended cab with LT package.
A Freeman/Gierke motion to accept the bid from Toycen for $27,373.00. Motion Carried.

Authorization to hire: four (4) Summer Highway Crew Student Interns, one (1) Summer Highway Office Student Intern, two (2) Temporary Summer Highway Crew Laborers.
A Gierke/Svoma motion to authorize hiring five (5) student interns, 4 for the crew and 1 for the office and two (2) temporary summer highway crew laborers. Motion Carried.

Job Descriptions – Review job descriptions for Highway Commissioner, Highway Office Manager and Highway Patrol Superintendent.
A Freeman/Boss motion to postpone any action on the job descriptions until the employees have reviewed and completed their job description changes. Motion Carried.
HIGHWAY COMMISSIONER REPORT.
The Highway Commissioner reported on the NACE Conference that he attended this week.
Discussion on the CTH “M” Project.
Discussion on the Doughty Road project.
Highway Paver #439 – Has undergone major repair. Approximate cost for major repairs - $65,000.00.
A Freeman/Gierke motion to approve the Highway Commissioner report. Motion Carried.

HIGHWAY FINANCIAL REPORT.
N. Mertes reviewed the current status of Highway Cash, Payables, Receivables, Equipment and Blacktop Plant funds, current balance in J/T Fund and preliminary end of year budget numbers.
Discussion on the gravel pit fund and gravel pit operations.
A Freeman/Gierke motion to approve the Highway 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 Freeman/Gierke motion to approve the Highway Office report. Motion Carried.

HIGHWAY COMMITTEE- COMMENTS
P. Boss discussed FMLA reporting procedures for the Highway Department.

Action on monthly vouchers.
None submitted.

Sign and approve pre-approved vouchers.
Pre-approved vouchers totaling $319,405.76 were reviewed and signed by the Committee.
A Freeman/Gierke motion to approve payment of pre-approved vouchers in the amount of $319,405.76. Motion Carried.

Set date for next highway committee meeting.
The next Highway Committee meeting is set for May 16, 2011 at 9:00 a.m. at the Rusk County Highway Department.

Ron Freeman left the meeting at 1:05 p.m.

1:10 p.m. - The Highway Committee and Highway Commissioner went to the Scott Pit to view the 10 acres of land that Haas Sons Properties requested to purchase.

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

Meeting adjourned at 1:50 p.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes

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