Rusk County
Highway Committee
January 17, 2011


Absent: R. Svoma.

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

Approval of minutes – December 20, 2010.
A Gierke/Boss motion to approve the minutes of the December 20, 2010 meeting. Motion Carried.

Public Comment and/or input – 30 minutes.
No public comment. Will be set aside should public appear during the meeting.

Continue development, reviewing and updating, of new Highway Department emergency protocol procedures.
Aegis Corporation sent over several important items that should be included in the Emergency Protocol.
E. Wundrow reviewed these items with the Committee. Discussion followed.
E. Wundrow, P. Montwill, N. Mertes, along with Aegis Corporation, shall continue with the development of the Highway Emergency Protocol which will be included the Highway Safety Manual.

Update on Scott Pit – 10 acres.
E. Wundrow reported that D. Kaiser will have the survey complete for the February meeting.

Update on personal use of cell phones.
E. Wundrow reviewed the new cell phone policy with the Committee. Discussion followed.
E. Wundrow reported that he will be meeting with Air Communication this week regarding the upcoming radio upgrade.

Update on 2011 Winter Highway Conference.
E. Wundrow reported the following:
The States Surface Transportation Program (STP) funding could be delayed a year should the Governor cut the state budget which would result in Rusk County’s STP projects being delayed in 2012, 2013, and 2014.

Complete Streets – Any road with an ADT of 750 or above being considered for reconstruction will now need a pedestrian and bicycle path incorporated into the new road design.

Authorization to sell the unused office equipment: Canon Fax and the HP Printer Laser Jet.
A Gierke/Freeman motion to authorize the sale of the Highway Canon Fax machine and the HP Printer Laser Jet. Motion Carried.
HIGHWAY COMMISSIONER REPORT.
E. Wundrow discussed the Highway Departments current level of services for winter maintenance and its impact on the 2011 budget; cut backs will be necessary in 2011.

A new material will be produced in 2011; a 5/16 minus chip rock will be used on the County Chip Seal projects in order to reduce road maintenance costs in 2011.

County ATV Trail – The Highway Department completed the construction of five bridges in 2010, designed by Morgan & Parmley, for the Forestry Department’s new ATV trail located off of CTH “F” north. The bridges were constructed by Scott Gudis, Highway Department Construction Foreman along with Highway Crew Members David Butterfield, Richard Rouleau, and Andy Mautner.

A Freeman/Costello motion to approve the Highway Commissioner report. Motion Carries.

HIGHWAY FINANCIAL REPORT.
N. Mertes reviewed the current status of Highway Cash, Payables, Receivables, Equipment and Blacktop Plant funds and current balance in the J/T Transfer Fund.

A Gierke/Freeman motion to approve the Finance Report. Motion Carried.

HIGHWAY OFFICE REPORT.
N. Mertes reviewed status of workers compensation claims, liability insurance, office personnel activity, crew update, retirements, FMLA requests being forwarded to the Personnel Committee for approval.

A Freeman/Boss motion to approve the Highway Office report. Motion Carried.

HIGHWAY COMMITTEE- COMMENTS
None.

Action on monthly vouchers.
None submitted.

Sign and approve pre-approved vouchers.
Pre-approved vouchers totaling $260,036.61 were reviewed and signed by the Committee.

A Boss/Costello motion to approve the pre-approved vouchers for $260,036.61. Motion Carried.

Set date for next highway committee meeting.
The next Highway Committee meeting is set for February 21, 2011 at 9:00 a.m. at the Rusk County Highway Department.

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

Meeting adjourned at 11:25 a.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes
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