
Also Present: N. Mertes, P. Montwill.

Call meeting to order.
Highway Chair Tom Costello called today’s meeting to order at 9:05 a.m.

Approval of the agenda and move any agenda items as needed.
A Svoma/Gierke motion to approve the agenda with changes and move any agenda items as needed. Changes made as follows: where agenda says “County Fair” change to “Community Fair” Motion Carried.

Approval of minutes – October 17, 2011.
A Gierke/Boss motion to approve minutes of October 17, 2011 with the following changes: on page 2 of the minutes under “Review changes to how overtime is earned in 2012” change “8 hours” to “8 hours per day” and on page 3 under “Highway Committee Comments” change “County Fair” to “Community Fair”. Motion Carried.

Public Comment and/or input – 30 minutes.
None.

Jeffery Grip – Senior Field Claim Representative for Aegis Corporation regarding Highway Windshield Claims.
Jeff Grip from Aegis sent correspondence regarding procedures for fulfilling the notice requirements under Wisconsin State Statute 893.80 – written and actual notice. Committee discussion followed.

Department of Workforce Development – Bigalk Hearing Schedule.
The Department of Workforce Development sent notice to the Highway Department that an appeal hearing for the Bigalk Workmen’s Compensation Claim has been scheduled for 12/06/2011 at 4:00 p.m. in Wausau Wisconsin. Committee discussion followed. The Committee requested that the Highway Commissioner contact Corporate Council to discuss this claim.

WCHA Informer – Wisconsin County Highway Association.
P. Montwill reviewed the Wisconsin County Highway Association newsletter and gave the web address to the Committee so they can view on-line.

R. Summerfield informed the Committee via e-mail correspondence that the Department cannot give the right of refusal to the person awarded the bid on the 56 acres located in the Highway Scott Pit unless it was advertised and bids were solicited from all interested parties. Since this was not the case when requesting bids for lease in year 2012 the right of first refusal is denied.

Jim Meng Gravel Pit Contract.
P. Montwill reviewed the current Meng Gravel Pit contract with the Highway Committee. P. Montwill reported that there is still gravel in this pit and he will talk with Jim Meng regarding the renewal of the pit.
Application for funding through Department of Natural Resources State Park and Forest Road Aid.
Rusk County Highway Department and the Wisconsin Department of Natural Resources have agreed to cooperate in the restoration of the control structure under County Highway “E” which results in the flooding and maintenance of the Washington Creek Flowage in the Washington Creek Wildlife Area. The application states “The Rusk County Highway Committee approves application for funding through the Department of Natural Resources State Park and Forest Road Aid Funds in the amount of $32,500.00 to cover eligible portions of the highway project.”
A Boss/Svoma motion to approve the application for funding through the Department of Natural Resources State Park and Forest Road Aid Grant. Motion Carried.

Review “Performance Standards” example requirements.
The Committee reviewed a template for establishing “Performance Standards”. Performance Standards are a “first step” in implementation of merit raises for employees with the Patrol Superintendent being the first candidate.
A Gierke/Freeman motion to implement the “Performance Standards” as it relates to Highway Department operations. Motion Carried.

Update on Patrol Superintendent Position.
Chad Gudis joined the meeting. T. Costello reviewed the process used to select the Patrol Superintendent position. The County Handbook discusses nepotism on page 4 of Chapter 4, Section (A) and states Family members shall not be employed in an immediate supervisor-subordinate relationship except as authorized by the Personnel Committee. The nepotism issue concerning the Patrol Superintendent position had been forwarded to the Personnel Committee. The Personnel Committee met on 11/15/2011 where a motion was made to overrule county nepotism policy and award the candidate the Road Superintendent position at the Highway Department. A second was not established on this motion therefore the motion died. T. Costello suggested a re-posting of the position for Patrol Superintendent. P. Boss suggested that the reporting order be changed in the job description, with all Foreman reporting to the Highway Commissioner and not the Patrol Superintendent, dissolving the issue of nepotism. Discussion followed. T. Costello suggested that the Highway Committee refer to Corporate Council and request an opinion on the Highway Committee bringing the issue of the Patrol Superintendent candidate and nepotism back to the Personnel Committee; scheduling a joint meeting with the Highway Committee and the Personnel Committee. P. Montwill reported he appointed Chad Gudis as the Interim Patrol Superintendent.

Update on status of Interim Highway Commissioner Salary.
Per the authority of the Highway Committee the Interim Highway Commissioner shall be paid at the Highway Commissioner salary of $25.94/hr.

Update on status of Shop Foreman position.
P. Montwill reported that he will not be able to move on this position until the Patrol Superintendent position has been resolved.

Update on schedule for appointment of Highway Commissioner.
The Highway Committee recommends Phillip Montwill as the permanent Highway Commissioner and requests the appointment for Highway Commissioner be acted on at the December County Board meeting.

Use of Highway Equipment at the Community Fair and Junior Fair.
In the past the Highway Department, per the order of the Highway Commissioner, has allowed the use of highway equipment, with a volunteer highway employee to operate the equipment, at the Junior and Community fair, free of charge. The Community Fair is no
longer supported by the County; the Highway Commissioner will no longer allow highway equipment to be donated for use at this function. Any highway equipment needed for the Junior Fair will be requested through the Ag/Extension Committee.

Highway Safety Report.
P. Montwill reported that he conducted Crew Tire Chain Safety Inspection Training and Sander Auger Training. All safety prop’s on highway sanders have been installed. Truck box prop’s have been inspected and are in good working order. Discussion on possibility of a Truck Rodeo conducted at the Highway Department.
A Freeman/Gierke motion to approve the Highway Safety Report given by the Interim Highway Commissioner. Motion Carried.

CLOSED SESSION – announced by Highway Chair.
Review and select for Interview applications for the Highway Laborer position.
For considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. WI Stats 19.85 (1)
A Freeman/Costello motion to convene into closed session. Roll Call: Voting Yes – Freeman, Costello, Gierke, Svoma, Boss. Voting No – None. Motion Carried.

Closed Session - 11:20 a.m.

OPEN SESSION – possible motion regarding topics of closed session.
A Gierke/Svoma motion to return to open session. Motion Carried.

Open Session – 12:30 p.m.

A Gierke/Svoma motion to interview the following candidates for the Highway Laborer position: John Borgomoen, Monte Groothousen, Trevor Stewart, Brian Uhren. Motion Carried.

Emergency Culvert Aid Request – Town of Atlanta / Adams Road.
P. Montwill reported that the Town of Atlanta filed a petition request for emergency culvert aid on Adams Road. The culvert was budgeted for culvert aid in 2012 however, P. Montwill reported that the culvert will not last until spring and needs repair immediately.
A Gierke/Costello motion to proceed with the emergency culvert aid for the Town of Atlanta on Adams Road. Motion Carried.

Coffee Fund.
Coffee fund was replenished.

HIGHWAY COMMISSIONER REPORT.
There is no project activity at this time, the crew is preparing for winter maintenance and finishing up on regular maintenance items. All trucks have been equipped with winter attachments and prepared for snow, with the exception of the Graders, they will be equipped next week.
CTH “M” has been delayed until 2012.
Safety signs on CTH “D” at Potato Lake have been installed.
The state informed the department, in regards to the speed limit reduction request at CTH “D” & “F” in vicinity of Fish Lake, that the County is responsible to do the traffic study.
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, and current balance in J/T Fund.
A Boss/Gierke motion to approve the 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 Boss/Freeman motion to approve the Highway Office Report. Motion Carried.

**HIGHWAY COMMITTEE- ANNOUNCEMENTS**
None

**Action on monthly vouchers.**
None submitted.

**Sign and approve pre-approved vouchers.**
Pre-approved vouchers totaling $357,819.21 were reviewed and signed by the Committee.  
A Gierke/Boss motion to approve the pre-approved vouchers totaling $357,819.21. Motion Carried.

**Set date for next highway committee meeting.**
The next regular Highway Committee meeting is set for December 19, 2011 at 9:00 a.m. at the Rusk County Highway Department.

**Motion to adjourn.**
A Costello/Svoma motion to adjourn. Motion Carried.

Meeting adjourned at 12:55 p.m.

Minutes prepared by Highway Office Manager – Nanci A. Mertes
Distributed on November 17, 2011.