

Present: Ken Pedersen, Robert Stout, Mike Hraban, Lyle Lieftring

Also Present: Scott Emch, Deb Fetting, Kitzie Winters, Don Mansky

Call Meeting to Order.

Highway Vice Chairman, Robert Stout, called the meeting to order at 8:00 a.m.

Approval of Minutes – November 18, 2019.

Mike Hraban made the motion to approve the minutes of December 16, 2019. Motion was seconded by Lyle Lieftring. Motion carried.

Public Comment

Don Mansky requested we post the minutes on the web site sooner than we have been.

General Business:

Cell Phone Reimbursement

Two positions at the Highway Department are eligible for reimbursement for business use of their personal phone. After discussion, **Lyle Lieftring made the motion that the Commissioner and the Operations Manager positions shall receive reimbursement for business use of their personal phones. Motion seconded by Mike Hraban. Motion carried.**

Asphalt Plant Update

Scott Emch and Ben Jiskra reported the current status of the plant reconditioning by Adams Asphalt. Scott presented pictures while explaining the equipment process. Ben & Jon Adams need to go to Indiana to look at bins and conveyors. **Lyle Lieftring made the motion to approve out of county travel for Ben Jiskra to go to Indiana for asphalt plant purposes. Motion seconded by Ken Pederson. Motion carried.**

Highway Sign

Scott Emch talked with Dennis Wiemer. At this time, Dennis has not provided anything to present to the committee. We will keep the item on future agendas so it doesn't get forgotten. More information will be provide at next meeting. No action taken.

Seasonal Help as Available During Winter

Scott Emch explained that our summer help person has experience plowing snow and would be willing to work on an occasional basis. **Lyle Lieftring made the motion to approve calling in the summer temporary person to plow snow on occasions when the Highway Department is short staffed. Ken Pedersen seconded the motion. Motion carried.**

HIGHWAY COMMISSIONER REPORT

Scott Emch reported that the most eminent projects are in the general business, for example, the asphalt plant. This is a slow time of the year for the Commissioner, however Scott has been keeping up to date with grants for WI municipalities and has been working on LRIP applications. Scott explained that we don't use salt on county roads in an attempt to keep the winter maintenance costs within budget. Neighboring counties have bigger revenues and bigger budgets and are able to use salt. We do follow the state regulations in salting the state highways.

HIGHWAY SAFETY REPORT

Scott Emch informed that a mandatory flagging training will be completed by all crew members at the end of the month. MSHA training is scheduled in March. Weekly safety trainings with the crew continue.

HIGHWAY FINANCIAL REPORT.

Kitzie Winters reported that there are no current FMLA cases. The cash balance is in the hole until a bond transfer.

This report includes the current status of Highway Cash, Payables, Receivables, Equipment/Blacktop Plant funds and current Year-to-Date Fund Statement.

HIGHWAY OFFICE REPORT

Scott stated that there are no FMLA, workers comp, or liability claims. He informed that we made a new internet connection with Charter. The new system is up and running and is providing higher speed and allowing capabilities that the outdated internet system wasn't able to provide.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

None

Approve payment of bills.

Mike Hraban asked about gloves that were purchased for approximately \$12 a pair. He asked if there wasn't a cheaper option. Scott Emch explained that we are required to provide safety gloves with leather palms. **A motion to approve the Highway Payables as presented was made by Lyle Lieftring and seconded by Ken Pedersen. Motion carried.**

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for February 17, 2020 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.

A motion to adjourn was made by Lyle Lieftring. Motion Carried.

Meeting Adjourned at 9:03 a.m.

Minutes prepared by Deb Fetting, Highway Accountant I and distributed after approval at February 2020 meeting.