

Present: Jerry Biller, Lyle Lieftring, Ken Pedersen, Mike Hraban, Robert Stout.

Also Present: Scott Emch, Nanci Mertes, Don Mansky, Kitzie Nelson, Tom Boguszewski, Beth Nemeck, Andy Albarado.

Call Meeting to Order.

Highway Chair Jerry Biller called the meeting to order at 8:00 a.m.

Approval of Minutes – November 26, 2018.

A Lieftring/Hraban motion to approve the minutes of December 18, 2018. Motion Carried.

Public Comment.

Tom Boguszewski and Beth Nemeck from AECComm Engineering spoke to the Committee about their interest in Rusk County scheduled bridge projects.

Don Mansky asked about the right of way sale. Chair Biller reported that Rich Summerfield is working on this still.

Garbage Collection – Waste Management Contract.

Waste Management submitted a 3 year contract for garbage service. The Committee reviewed the contract language.

A Lieftring/Stout motion to approve the 3 year garbage service contract with Waste Management. Motion Carried.

Highway Financial Administrator – Retirement.

Nanci Mertes, Highway Financial Administrator, gave official notice of her retirement date as March 31, 2019.

Highway Financial Administrator – Replacement.

Someone from the Finance Department will be transferred to the Highway Department on March 1st to begin cross training on the Financial Administrator duties. The job description for the Highway Financial Administrator position is being revised by the Rusk County Finance Director and will be presented to the Personnel Committee in February.

Highway Office Re-organization.

The Highway Finance Accountant II position, currently housed in the Highway Department office will be moved to the Finance Department in March and will work under the direction of the Finance Director. The person being moved from the Finance Department to the Highway Department to take the Highway Financial Administrator position will continue to work under the direction of the Finance Director and will be housed at the Highway Department. The Highway Finance Accountant I position will remain working under the direction of the Highway Commissioner.

HIGHWAY SAFETY REPORT

Continue with 7 minute trainers on a weekly basis. Annual hearing tests are scheduled for March. MSHA training is scheduled for March 12, 13, and 14.

HIGHWAY COMMISSIONER REPORT

This report includes the status of Highway equipment, Highway Blacktop Plant and Highway projects.

HIGHWAY FINANCIAL REPORT.

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.

This report includes the status of workers compensation claims, liability insurance, office personnel activity, crew updates, retirements, unemployment claims and number of Highway FMLA requests.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

No Announcements.

Approve payment of bills.

A Hraban/Lieffring motion to approve the Highway Payables and the Highway Crew and Administration payrolls as presented. Motion Carried.

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for February 18, 2019 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.

A Lieffring/Stout motion to adjourn. Motion Carried.

Meeting Adjourned at 8:54 a.m.

Minutes prepared by Nanci Mertes, Highway Financial Administrator and distributed after approval at the February 2019 meeting.