

Present: Jerry Biller, Robert Stout, Lyle Lieffring, Mike Hraban

Absent: Ken Pedersen

Also Present: Scott Emch, Deb Fetting, Andy Albarado, Kitzie Winters, Skye Schuelke, Randy Tatur, Don Mansky, Todd Seeley (Miegs), Erin Webster

Present By Phone: Unknown

Call Meeting to Order.

Jerry Biller, Chairman called the meeting to order at 8:00 a.m.

Approval of Minutes – March 22, 2021.

Bob Stout made the motion to approve the minutes of March 22, 2021. Motion was seconded by Lyle Lieffring. Motion carried.

Public Comment

None.

GENERAL BUSINESS:

Open Bids and Approve Award for Lease of 56 Acres of Cultivated Land

Bids to Lease 56 Acres of Cultivated Land were opened by Scott Emch and Committee Members reviewed the following: \$86.50 per acre—Beissel Farms

Mike Hraban made the motion to accept the bid from Beissel Farms for the lease of 56 Acres of Cultivated Land at \$86.50 per acre. Lyle Lieffring seconded the motion. Motion carried.

Open Bids and Approve Award for Sand Screening/ Rock Crushing

Bids for Sand Screening/ Rock Crushing were opened by Scott Emch and Committee Members reviewed the following bid from Haas Sons, Inc:

3/8 inch minus crushed chips—12,609 CY at \$9.80 per CY for \$123,508.00

Screened sand—25,219 CY at \$4.55 per CY for \$114,746.00

Option to buy washed sand—7,500 CY at \$5.00 per CY for \$37,500.00

Option to buy 3/8 inch chips—5,000 CY at \$9.50 per CY for \$47,500.00

Lyle Lieffring made the motion to accept the bid from Haas Sons, Inc. for Sand Screening/ Rock Crushing. Mike Hraban seconded the motion. Motion carried.

Open Bids and Approve Award for Used Oil

Bids for Used Oil were opened by Scott Emch and Committee Members reviewed the following bids:

\$1.075 per gallon + \$.075 per gallon freight (\$1.15 per gallon)—Rock Oil Refining, Inc

\$.95 per gallon—Como Lube & Supplies, Inc.

Lyle Lieffring made the motion to accept the bid from Como Lube & Supplies, Inc for Used Oil. Bob Stout seconded the motion. Motion carried.

Open Bids and Approve Award for Asphalt Oil

Bids for Asphalt Oil were opened by Scott Emch and Committee Members reviewed the following bids:

\$464 per ton—PG-58-28—Senn Blacktop

\$0 per ton—SC800—Senn Blacktop

\$424 per ton—PG-58-28—Flint Hills Resources

\$0 per ton—SC800—Flint Hills Resources

\$413 per ton—PG-58-28—Meigs Paving Asphalt & Emulsions
 \$3.2917 per gallon—SC-ALL GRADES—Meigs Paving Asphalt & Emulsions

Lyle Lieftring made the motion to accept the bid from Meigs Paving Asphalt & Emulsions for Asphalt Oil, both PG-58-28 and SC800. Mike Hraban seconded the motion. Motion carried.

Open Bids and Approve Award for Culverts

Bids for culverts were opened by Scott Emch and Committee Members reviewed the following bids:

***First Supply Eau Claire**

Metal: None	*Plastic: 12"	\$4.82
	15"	\$6.80
	18"	\$9.47
	24"	\$15.55
	30"	\$22.88
	36"	\$29.07
	42"	\$36.47
	48"	\$48.02
	60"	\$80.97

Metal Culverts

Metal: 12"	\$17.80	Plastic: None
15"	\$22.40	
18"	\$26.60	
21"	\$30.80	
24"	\$35.60	
30"	\$55.00	
36"	\$65.60	
42"	\$76.80	
48"	\$122.80	
54"	\$140.00	
60"	\$154.20	
72"	\$185.80	

***ASDCO Construction Supply**

*Metal: 12"	\$12.50	Plastic: 12"	\$4.90
15"	\$15.45	15"	\$6.90
18"	\$18.40	18"	\$9.60
21"	\$20.80	24"	\$15.80
24"	\$24.00	30"	\$23.30
30"	\$35.55	36"	\$29.60
36"	\$42.40	42"	\$37.20
42"	\$68.80	48"	\$49.00
48"	\$80.30	60"	\$82.60
54"	\$89.45		
60"	\$125.00		
72"	\$151.45		

Supply House

Metal: None	Plastic: 12"	\$4.98
	15"	\$7.03
	18"	\$9.79
	24"	\$16.06
	30"	\$23.63
	36"	\$30.03
	42"	\$37.68
	48"	\$49.61
	60"	\$83.65

Lyle Lieftring made the motion to accept the bid for metal culverts from ASDCO Construction Supply. Mike Hraban seconded the motion. Motion carried.

Lyle Lieftring made the motion to accept the bid for plastic culverts from First Supply Company. Mike Hraban seconded the motion. Motion carried.

Review Highway Foreman Job Description. Possible Motion.

Scott Emch presented the Highway Foreman job description as discussed at the last meeting. **Bob Stout made the motion to approve the job description as written. Lyle Lieftring seconded the motion. Motion carried.**

Wage Adjustments. Possible Motion.

Scott Emch informed the committee that David Butterfield recently announced his retirement. Scott reviewed his plan to reallocate Ben Jiskra's job duties amongst the Foremen and Operations Manager then hire a Highway Worker I. He presented a plan to promote a Highway Worker II to a Foreman to take on Ben's duties at the Asphalt Plant. He also introduced the idea of not replacing Dave Butterfield to help offset the cost of increasing the pay of the Foremen and Operations Manager to fairly pay them for their added duties and responsibilities. After discussion, **Lyle Lieftring made the motion to approve the wage adjustments**

(effective June 1, 2021) for the foremen and operations manager and forward the motion to the Personnel Committee for approval. Mike Hraban seconded the motion. Motion carried.

Hiring Seasonal Employee. Possible Motion.

John Vojtasek has been a seasonal employee with the Highway Department for several years. He is retired, but remains interested in continued seasonal employment with Rusk County. Scott Emch requested that his seasonal status continue for 2021. **Bob Stout made the motion to approve seasonal employment for John Vojtasek for 2021. The motion was seconded by Lyle Lieftring. Motion carried.**

Safety Equipment Allowance. Possible Motion.

Scott Emch explained that for several years the Highway crewmen are given a \$100 per year allowance for safety boots. He indicated that a decent pair of safety boots costs between \$150-\$200. Some guys pay as much as \$300. He also explained that in the past, the Department ordered and gave each of them a safety jacket through the safety budget. There have been some problems with the guys not liking the style or fit of the jackets that were picked out for them. He suggested increasing the allowance to \$300 per year to be used for personal safety gear; therefore, they are able to purchase their own safety jackets if they wish. The Department is still required to supply safety equipment per OSHA Standards, for example, safety glasses, safety vests, hard hats, chaps, etc. After discussion, **Mike Hraban made the motion to approve increasing the \$100 per year allowance to \$300 per year for personal safety equipment as approved by the Rusk County Highway Safety Committee, effective June 1, 2021. Lyle Lieftring seconded the motion. Motion carried.**

4% Admin. Fee. Possible Motion.

Scott Emch explained that the 4% admin. fee that is currently being charged to municipalities is many times misunderstood. The fee is often times seen as an add-on charge in spite of being told it is included in the estimate during the bidding process. He also explained that in some cases, the fee could make the difference between our estimate and the lowest bid. Scott proposed we eliminate the fee to municipalities in an attempt to gain more asphalt jobs and revenue for the county. **Mike Hraban made the motion to eliminate charging the 4% admin. fee to municipalities effective 5/1/2021. Bob Stout seconded the motion. Motion carried.**

Capital Improvement Plan. Possible Motion.

Scott Emch presented the Highway Department Capital Improvement Plan. After reviewing and discussion, **Mike Hraban made the motion to approve the Highway Department Capital Improvement Plan as written. Bob Stout seconded the motion. Motion carried.**

Sell Old Equipment. Possible Motion.

Scott Emch presented a list of old equipment that is no longer in use at the Highway Department. He proposed it be submitted to the auction line. **Lyle Lieftring made the motion to approve equipment as listed to be submitted to the auction line. Mike Hraban seconded the motion. Motion carried.**

Waterway Resolution. Possible Motion.

Scott Emch presented a copy of an application and permit to place a waterway marker. This is to install buoys and a flashing light to prohibit boat traffic during construction of the CTH "G" bridge. To complete the process we need a resolution from the County. **Lyle Lieftring made the motion to approve the resolution and forward it to the Rusk County Board for approval. Bob Stout seconded the motion. Motion carried.**

2021 Summer Road School. Possible Motion.

Bob Stout made the motion to approve Scott Emch and Lyle Lieftring to attend the Summer Road School in Wisconsin Dells as presented by the Wisconsin County Highway Association. The motion was seconded by Jerry Biller. Motion carried.

Universal Truck Equipment Expo. Possible Motion.

Bob Stout made the motion to approve 4 employees to attend the Universal Truck Equipment Expo in Galesville, WI. The motion was seconded by Lyle Lieftring. Motion carried.

HIGHWAY COMMISSIONER REPORT

- Safety Committee Update—Scott Emch reported the Safety Committee has not recently met and is planning to meet next week. Committee members are currently working on updating some equipment to meet identified safety hazards.
- Ad Hoc Committee Update—The Asphalt Ad Hoc Committee attended their first meeting. Betsy Patterson was elected the chairperson and Kurt Gorseigner the vice chair. Their primary concern was the 4% admin. fee preventing municipalities from hiring the County. They also discussed marketing, brochures, and other promotional actions.

HIGHWAY SAFETY REPORT

Please see the Safety Committee Update above. No other safety issues to report.

HIGHWAY FINANCIAL REPORT

Kitzie Winters summarized the financial reports and explained some new reports provided to the Committee. There were no questions.

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

Kitzie reported that there is one new worker's comp claim. Andy Albarado explained that the accident was due to lack of space at the Highway Department facility and this is not the first claim due to that reason.

This report includes Insurance Liability Claims, Workers Compensation Claims and number of FMLA requests.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

None.

APPROVE PAYMENT OF HIGHWAY INVOICES.

A motion to approve the Highway Payables as presented was made by Bob Stout and seconded by Lyle Lieftring. Motion carried.

SET DATE FOR NEXT HIGHWAY COMMITTEE MEETING.

The next regular Highway Committee is set for May 17, 2021 at 8:00 a.m. at the Rusk County Board Room or by video/phone.

Asphalt Plant Tour

The meeting was dismissed and reconvened at the outside location of the Asphalt Plant. A tour was given by Scott Emch and Scott Brinker.

Motion to adjourn.

A motion to adjourn was made by Jerry Biller and seconded by Lyle Lieftring. Motion Carried.
Meeting Adjourned at 10:55 a.m.

Minutes prepared by Deb Fetting, Highway Accountant I and distributed after approval at the May 2021 meeting.