

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

Also Present: Scott Emch, Deb Fetting, Kitzie Winters, Andy Albarado, Erin Webster

Call Meeting to Order.

Deb Fetting presided the meeting until a Chairman was elected. She called the meeting to order at 8:00 a.m.

Elect Chairman & Vice Chairman. Possible Motions.

Deb Fetting made a request for nominations for Chairman. Mike Hraban nominated Jerry Biller for Chairman. Deb Fetting made two further requests for nominations for Chairman. Bob Stout made the motion to close the nominations for Chairman. Lyle Lieftring seconded the motion. Motion carried. Jerry Biller was elected Chairman.

Jerry Biller made a request for nominations for Vice Chairman. Mike Hraban nominated Bob Stout for Vice Chairman. Jerry Biller made two further requests for nominations for Vice Chairman. Jerry Biller made the motion to close the nominations for Vice Chairman. Mike Hraban seconded the motion. Motion carried. Bob Stout was elected Vice Chairman.

Approval of Minutes – April 20, 2020.

**Mike Hraban made the motion to approve the minutes of April 20, 2020. Motion was seconded by Bob Stout. Motion carried.**

Public Comment

Erin Webster stated she did not realize her only opportunity to take part with the committee meeting was during “Public Comment” and felt unprepared to make a statement without having conversation first. She indicated concerns for the safety of the crew due to COVID-19 and wanted to clarify her intent with statements she made on the Highway Department Face Book page.

General Business:

Review and Approve Quote for Asphalt Plant Scale. Possible Motion.

Committee Members discussed the need for a scale at the asphalt plant and the proposal from WIScale in Chippewa Falls. Mike Hraban made the motion to approve spending up to \$40,000 for a scale to be used at the asphalt plant. Bob Stout seconded the motion. Motion carried.

Reinstate Temporary Truck Driver Position. Possible Motion.

Scott Emch explained that John Vojtasek was approved as a temporary truck driver through the winter months. A driver may be needed sporadically during the summer months as well. Bob Stout made the motion that John Vojtasek be approved to drive truck on a temporary basis, as needed during the summer. Ken Pedersen seconded the motion. Motion carried.

Summer Road School—Approve Out of County Travel. Possible Motion.

Bob Stout made the motion to approve out of county travel for Scott Emch and Lyle Lieftring to attend the Summer Road School only if at that time it complies with the County COVID-19 travel policy. Mike Hraban seconded the motion. Motion carried.

HIGHWAY COMMISSIONER REPORT

Scott Emch reported that the Department did get new bins for the asphalt plant from Burlington, WI. Ben Jiskra is currently setting up the delivery of the plant items that were set up in southern WI. Parts of the old plant will be re-used. The old plant will be able to operate while the new plant is being installed. In the next couple of weeks, excavating and concrete will begin. Ben Jiskra is also getting quotes for concrete. We still need a conveyer, screen and a couple of other components, but out of county travel is causing delays. Scott Emch presented a picture of the new sign installed in the front yard.

HIGHWAY SAFETY REPORT

Scott Emch reported that the crew will probably complete the MSHA training on line. He feels rather than having the workers go through the grandfathering process with the State, it would be better for them to get the safety reminders. He also reported that all COVID-19 precautions are being followed as required by Rusk County policy.

HIGHWAY FINANCIAL REPORT.

Kitzie Winters reported that \$1.2 million has been transferred. \$1 million of that went to the blacktop plant. She stated there is one open claim where one of the plow trucks backed into a vehicle.

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 Winters was happy to report that RTVisions (the time sheet computer program) is up and running and we have received positive input from the crew. Scott Emch did inform that RTVisions does not have a feature that documents the exact clock in/out time; therefore, a basic time-clock was needed and ordered.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

None

Approve payment of bills.

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

Closed Session Announced by Chair

- Review Employee Disciplinary Actions

For considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility, WI Stats 19.85(1) (c). **Mike Hraban made the motion to go into closed session. Bob Stout seconded the motion. Roll Call Vote: Hraban – yes, Stout – yes, Pedersen – yes, Biller – yes. Lieftring – yes. Motion Carried.**

- Closed Session – 8:50 a.m.

OPEN SESSION – Possible Motion on Topic of Closed Session.

**Lyle Lieftring made the motion to go into open session. Mike Hraban seconded the motion. Motion Carried.**

- Open Session – 9:10 a.m.
- No action taken.

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for June 15, 2020 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.

**A motion to adjourn was made by Mike Hraban. Motion Carried.**

Meeting Adjourned at 9:15 a.m.

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