

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

Also Present: Scott Emch, Deb Fetting, Skye Schuelke

Call Meeting to Order.

Jerry Biller, Chairman called the meeting to order at 8:08 a.m.

Approval of Minutes – May 18, 2020.

**Bob Stout made the motion to approve the minutes of May 18, 2020. Motion was seconded by Lyle Lieffring. Motion carried.**

Public Comment

None

General Business:

Place RCTC Sign in Hwy. Dept. Driveway. Possible Motion.

Mike Hraban asked the Committee to consider placing a Rusk County Transit Commission sign in the Highway Department driveway. Many people have difficulty finding the exact building. **Bob Stout made the motion to approve the Rusk County Transit Commission placing a sign at the edge of the south driveway. Ken Pedersen seconded the motion. Motion carried.**

Approval of Updated Drug and Alcohol Testing Policy. Possible Motion.

Scott Emch presented a Second Chance Drug and Alcohol Testing Policy. He summarized the policy and explained the difference between the options of a zero tolerance policy and second chance policy. After discussion, **Lyle Lieffring made the motion to approve the Second Chance Drug and Alcohol Testing Policy as presented. Bob Stout seconded the motion. Motion carried.**

Approval to Bid CTH "V" Construction Project. Possible Motion.

Scott Emch explained that a stretch of CTH "V" has been split into 2 projects. One is from East Grow Road to the bridge by Cemetery Road and the other is from Cemetery Road east to the Taylor County Line. Both projects will be partially funded by LRIP and requires bids from the private sector for graveling (we will do our own blacktopping). The balance of the project is funded by a share of bonded money approved last year. **Lyle Lieffring made the motion to approve advertising for bids for the graveling for the LRIP project on CTH "V". Mike Hraban seconded the motion. Motion carried.**

HIGHWAY COMMISSIONER REPORT

Scott Emch reported that the concrete work is in process for the new blacktop plant. Jon Adams is coming next week to start getting things put together. Our goal is to be operational by August. So far, we are on task in meeting our fiscal goal and will be very close to the \$1.5 million.

HIGHWAY SAFETY REPORT

Scott Emch reported that the crew will complete training on the updated Drug and Alcohol Testing Policy in the next 3-6 months.

HIGHWAY FINANCIAL REPORT.

Skye Schuelke reported the cash looks much better on the statements now that the bonded money has been transferred. There were no questions from committee members regarding the financial statements.

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

Committee members reviewed the office report. Lyle Lieffring asked about the 1 week of furlough taken and how many future weeks we are looking at. Scott Emch explained that the furlough was in the office and we are not looking at furloughs for the crew because of the current work load. Skye reported a second furlough in the office will be happening in July. She also explained that the FMLA request is for extended leave due to COVID-related daycare issues.

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

HIGHWAY COMMITTEE- ANNOUNCEMENTS

None

Approve payment of bills.

**A motion to approve the Highway Payables as presented was made by Lyle Lieffring and seconded by Mike Hraban. Motion carried.**

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for July 20, 2020 at 8:00 a.m. at the Rusk County Highway Department or by video/phone. .

Motion to adjourn.

**A motion to adjourn was made by Lyle Lieffring. Motion Carried.**

Meeting Adjourned at 8:50 a.m.

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