

**NOT COMMITTEE APPROVED**

Present: Karl Fisher, Roger Gierke, Jerry Biller, Jim Platteter, Arien Knops.

Absent:

Also Present: Scott Emch, Nanci Mertes, Don Mansky.

Call Meeting to Order.

Chair Karl Fisher called the meeting to order at 8:00 a.m.

Approval of Minutes – June 19, 2017.

**A Gierke/Biller motion to approve the minutes of June 19, 2017. Motion Carried.**

Public Comment.

Don Mansky asked the Committee what type of sand material is being sold from the Scott Pit.

Authorize attendance at the annual WisDOT Financials and CHEMSPRO training in the Wisconsin Dells on October 18, 19, and 20.

**A Platteter/Gierke motion to authorize Nanci Mertes, Deb Flatter and the employee that fills the vacant Highway Accountant II position attendance at the WisDOT Financials and CHEMSPRO Training on October 18, 19, and 20. Motion Carried.**

Open Bids – Pulverize CTH “D” and CTH “F”.

WK Construction - \$0.41 cents per square yard.

Kramer Co. - \$0.353 cents per square yard.

A-1 Excavating - \$0.37 cents per square yard.

**A Platteter/Gierke motion to award the pulverize bid to Kramer Co. for \$0.353 cents per square yard. Motion Carried.**

Open Bids – Sale of Sand from Scott Pit.

Haas Sons - \$1.00 per yard.

**A Gierke/Knops motion to award the sale of sand from the Scott Pit to Haas and Sons for \$1.00 per yard. Motion Carried.**

Equipment Sharing.

Chair Fisher discussed the possibility of sharing Highway equipment with other County departments.

Authorize Purchase of a Pickup Truck for the Operations Manager.

The newly appointed Operations Manager is in need of a pickup truck.

**A Gierke/Platteter motion to authorize the Highway Commissioner to purchase a new pickup truck for the Operations Manager, after obtaining estimates. Motion Carried.**

Kronos – Timeclock Procedures.

Mertes explained that the new Kronos timeclock software is now fully up and running. All employees are required to clock in and out each day. The only position that is able to edit a time card in the Kronos software is the Ass't to Hwy Commissioner/Financial Administrator position.

Closed Session –

Employee Update:

For considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Wis. Stat. 19.85 (1)(c).

**A Knops/Gierke motion to go into closed session. Roll Call: Voting Yes - Fisher, Biller, Platteter, Gierke, and Knops. Voting No: None. Motion Carries.**

Closed Session at 8:38 a.m.

Open Session –

**A Biller/Platteter motion to go into open session. Motion Carried.**

Open Session at 9:00 a.m.

Authorization to fill the Highway Accountant II position.

**A Knops/Gierke motion to request from the Personnel Committee authorization to fill the Highway Accountant II position. Motion Carried.**

Update on building renovation/possible relocation plans.

The Highway Commissioner reported that Barrientos Engineering will move to the next phase of the building plans.

HIGHWAY COMMISSIONERS REPORT

Equipment Update: John Deere grader – major repairs have been completed. Paver - main hydraulic drive went out, parts are on order. Low-boy - transmission and clutch went out and repairs are now complete.

Township Projects:

Crack sealing for Town of Big Bend. Town of Hubbard – possible paving bid award.

HIGHWAY SAFETY REPORT

Nothing to report.

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 worker compensation claims, liability insurance, office personnel activity, crew updates, retirements, unemployment claims and number of Highway FMLA requests.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

Arien Knops reported that he was impressed with how careful and courteous the Highway Truck Drivers were as they passed by him while he was walking along the highway.

Approve payment of bills.

**A Gierke/Knops 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 August 21, 2017 at 8:00 a.m. at the Rusk County Highway Department.**

Motion to adjourn.

**Adjourned by consensus. Motion Carried.**

Meeting Adjourned at 9:47 a.m.

Minutes prepared by Nanci A. Mertes, Asst to Highway Commissioner/Financial Administrator  
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