

# RUSK COUNTY HIGHWAY COMMITTEE MINUTES

AUGUST 21, 2023

8:00 A.M.

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**Highway Committee Present:** Kalepp, Hraban, Stout, Biller and Meyer.

**Employees Present:** C. Meyer, S. Schuelke, E. VanDoorn and S. Jones.

**Others Present:** D. Mansky and E. Webster.

**CALL TO ORDER** – Call to order by Chair Biller at 8:00 a.m.

## **APPROVAL OF MINUTES**

*Motion by Hraban, seconded by Kalepp to approve the July 17, 2023 minutes as presented. Motion carried.*

*Motion by Hraban, seconded by Kalepp to approve the July 26, 2023 minutes as presented. Motion carried.*

*Motion by Kalepp, seconded by Hraban to approve the August 1, 2023 minutes as with correction. Motion carried.*

**PUBLIC COMMENT:** Erin Webster commented on mowing sign

## **GENERAL BUSINESS:**

2023 WI Co Hwy Assoc Annual Road School—Send 2 Employees.

Commissioner would like to send 2 employees to the Annual Road School to the Dells for 2 days.

*Motion by Stout, seconded by Hraban to approve 2 employees to attend the 2023 WI Co Hwy Assoc Annual Road School.*

*Motion carried.*

Rusk County Adopt-A-Highway Application.

The Island Chain of Lakes Association is requesting to adopt three miles Plummer Road to Highway 40 in the Town of Big Bend.

*Motion by Kalepp, seconded by Meyer to approve the three miles Plummer Road to Highway 40 in the Town of Big Bend Adopt-A-Highway Application. Motion carried.*

Advertise for Hwy Worker I—Replace Resignation.

Commissioner has requested to advertise for Highway Worker I to replace an employee who resigned.

*Motion by Stout, seconded by Hraban to approve advertising for Highway worker I. Motion carried.*

Highway Department On-Call Policy.

On-Call Policy was presented to the Committee and discussed. The Policy will be added to the September agenda.

Operations Manager Job Description. Commissioner Jones presented the Highway Operation Manager job description and would like to take out plus and put in and/or. Discussion held on the Job Description and other pertinent information that needs to be updated.

**HIGHWAY COMMISSIONER REPORT:** Commissioner report included RFQ to the State, asphalt plant update, gravel pit updates, BIL update, construction projects update, township work, new equipment and bridge inspections.

**HIGHWAY SAFETY REPORT:** Safety training on ditching and new guys are taking safety training.

**HIGHWAY FINANCIAL REPORT:** Emily VanDoorn gave an update on the Financials for the Highway Department.

**HIGHWAY COMMITTEE – ANNOUNCEMENTS – None**

## **APPROVE PAYMENT OF HIGHWAY INVOICES**

*Motion by Kalepp, seconded by Stout to approve the August Highway Invoices as presented. Motion carried.*

The next meeting will be September 25, 2023 in the LEC at 8:00 a.m.

*Motion by Hraban, seconded by Kalepp to adjourn at 10:17a.m. Motion carried.*