

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

Absent: None

Also Present: Scott Emch, Deb Fetting, Don Mansky, Phil Schneider

Present By Phone: Andy Albarado, Kitzie Winters, Erin

Call Meeting to Order.

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

Approval of Minutes – October 19, 2020.

Mike Hraban made the motion to approve the minutes of October 19, 2020. Motion was seconded by Robert Stout. Motion carried.

Public Comment

Don Mansky asked about the final costs of the fuel island. Those numbers were from approximately a year ago and not readily available. The Finance Department will have to gather them. Don Mansky also asked how many tons of blacktop we used this year. Approximately 10,000 ton and there are more projects to finish.

GENERAL BUSINESS:

Discussion about Agenda Items. Possible Motion.

Scott Emch asked for feedback regarding agenda items for committee meetings. He requested guidance on the topics and suggested committee members contact him prior to each meeting to add to the agenda. **No action taken.**

Snowplow Contingency Plan Update. Possible Motion.

Last month Scott Emch presented a policy on snow plowing operations during the COVID-19 pandemic. After it was released there were concerns regarding employees only being allowed to use their home restroom. He changed the policy to read, "The quarantined employees shall use the portable toilet on site at the Highway Department shop when needed." A portable toilet is being rented and has been placed inside the shop for warmth. Also where the policy stated that the truck/grader will not be used for 24 hours, has been changed to, "The equipment shall be disinfected by highway personnel prior to use by another employee." Mike Hraban asked if we are monitoring if the employee is healthy enough to run equipment. Scott Emch stated if someone says they can't work, we won't make them. Supervisors will not jump to conclusions if someone looks sick and will leave the responsibility to the employee. **Bob Stout made the motion to accept the policy as changed. Mike Hraban seconded the motion. Motion carried.**

Explanation of Bridge Inspection Process. Possible Motion.

Scott Emch explained the administrative structure and the qualifications to be program manager for the bridge programs. It is the County's responsibility to ensure all the bridges are inspected. He explained that Morgan & Parmley totals all the time spent during a season and divides that by the total amount of bridges. Each township is billed the same amount no matter the actual time spent. The last several cycles, Rusk County has been very pro-active in getting the bridges in the programs. Jerry Biller asked if Scott could do inspections for townships and bring revenue to Rusk County. Scott explained that the subject was brought up 4-5 years ago and it did not get past the personnel committee. Jerry stated it is not a personnel committee issue and should be decided by this committee. Scott explained that salary compensation was a consideration as well. Mike Hraban asked if all the requirements (time, mileage, copies, etc.) can be met for \$200-\$250 per bridge as charged by Morgan & Parmley. Scott stated he broke down approximate costs, and yes it can be done. Mike Hraban asked if municipalities can choose who they want to do their inspections. Scott answered that per the WI Department of Transportation, the County determines who will be appointed. **Jerry Biller made the motion that Scott inspect the local municipality bridges. Mike Hraban seconded the motion.** Scott Emch informed that this would add approximately 4 weeks of work to his job duties and he would like some compensation for that. **The motion was withdrawn to discuss compensation and for further research. The item shall be put on next month's agenda.**

SMA Bridge Contracts, Local Bridge Program. Possible Motion.

Scott Emch explained that he submitted 2 bridges, the County "B" bridge and one on Horseshoe Lake Road. A committee is formed (usually staff from the Highway Department) to review proposals from consultants for designing the bridge and to make a selection. He asked if anyone from this committee would be interested in being involved. After discussion, **Mike Hraban made the motion to add Bob Stout and Lyle Lieftring to the consultant selection committee for SMA Bridge Contracts. Jerry Biller seconded the motion. Motion carried.**

RMA Approval and Update. Possible Motion.

The 2021 Routine Maintenance Agreement (RMA) with the State is the exact same amount as this year's. This is the agreement for Rusk County to maintain state roads. **Ken Pedersen made the motion to sign the agreement as written. Lyle Lieffring seconded the motion. Motion carried.**

CTH "V" Guardrail. Possible Motion.

Scott Emch informed that he took a State DOT member to look at the CTH "V" bridge. That person agreed that it should have a guardrail. In the Local Bridge Program, the State makes the determination. The line item in the budget called "bridge projects" has some money in it, but not enough; however, most of the expenditures won't come in until next year where they can be absorbed in next year's budget. The cost is approximately \$30,000. **Mike Hraban made the motion to advertise for bids to install a guardrail at the CTH "V" bridge. Bob Stout seconded the motion. Motion carried.**

Ad Hoc Committee for Asphalt Promotion. Possible Motion.

Scott Emch suggested forming an ad hoc committee to promote the asphalt plant. We would be looking at them to be pro-active, positive influences in educating the community. Scott brought a list of Rusk County Supervisors, Town Chairmen, and Village Presidents. He would like to see a group of people who are leaders in the community promote the use of the plant and educate on why it is advantageous to keep income within Rusk County. Andy Albarado would like to attend those meetings, but not be a member. **Jerry Biller made the motion to form an ad hoc committee of 9 people for asphalt promotion. Lyle Lieffring seconded the motion. Motion carried.**

Employee Training. Possible Motion.

A new training has been formed due to the need for education in ditching. Scott Emch showed information that will be presented to select employees along with some videos with tests at the end. Also according to the drug and alcohol policy, we are to provide training. Scott introduced two training programs related to drugs and alcohol and asked that they be approved for purchase. He mentioned there a several other topics and will make some selections and bring them to a future meeting. **Lyle Lieffring made the motion to approve the purchase of two drug and alcohol trainings as presented. Mike Hraban seconded the motion. Motion carried.**

HIGHWAY COMMISSIONER REPORT

- CTH "V" Construction Update
Scott Emch reported that the 1st layer of blacktop is on the CTH "V" project. Some intersections will still be done this year. Olynicks will be shouldering sometime this week. From a budget standpoint, that project is doing very well. It is just about right on. Recycled pavement was used which is cheaper, but is a very nice product.
- General Projects Update
The bridge projects are all complete. The wording in the agreement for the CTH "D" bridge was misunderstood and we will have to build a small trail from the guardrail to the property on the southwest corner so the owner has access. The first blacktop layer is complete for the Town of Stubbs project. We still have to finish some intersections and we will do the surface layer next year. The projects for the season need to end so trucks can be prepared for winter.
- Update on Asphalt Plant Progress
At this point the costs are \$1.9 million. There are still some bills trailing in and some of our guys are finishing up some general work, but the contractors are gone. Jerry Biller asked if we were happy with the contractor. Scott stated that there are areas for improvement with every contractor, but for the most part the work was as completed as promised.

HIGHWAY SAFETY REPORT

Scott Emch reported that one of our night shift drivers hit a parked vehicle. Due to COVID-19, our front door is locked again and the public is encouraged to do business by phone if able.

HIGHWAY FINANCIAL REPORT

Kitzie Winters reviewed the financial reports as presented. Mike Hraban asked if the blacktop plant overage is going to be borrowed. Kitzie informed him that it will be discussed Thursday at the Finance Committee meeting, but feels that borrowing is better than draining our fund balances.

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. No new claims or requests.

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 Lieftring and seconded by Bob Stout. Motion carried.

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for December 21, 2020 at 8:00 a.m. at the Rusk County Board Room or by video/phone.

Motion to adjourn.

A motion to adjourn was made by Lyle Lieftring. Motion Carried.

Meeting Adjourned at 11:34 a.m.

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