

**NOT COMMITTEE APPROVED**

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

Absent:

Also Present: Scott Emch, Nanci Mertes, Ted East.

**Call Meeting to Order.**

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

**Approval of Minutes – October 23, 2017.**

**A Platteter/Gierke motion to approve the minutes of October 23, 2017. Motion Carried.**

**Public Comment.**

None

**2018 Winter Highway Conference in Wisconsin Dells.**

Attending: Roger Gierke.

**Request approval for attendance for Ben Jiskra, Tim Meyer, and Scott Brinker at the WEM Automation 2018 Asphalt Conference January 23 through the 25<sup>th</sup>, 2018 in Brookfield, Wisconsin.**

**A Platteter/Gierke motion to approve attendance for Ben Jiskra, Tim Meyer, and Scott Brinker at the WEM Automation 2018 Asphalt Conference, January 23, through the 25<sup>th</sup>, 2018 in Brookfield, Wisconsin. Motion Carried.**

**2018 State RMA Contract.**

The Committee reviewed the 2018 RMA (Routine Maintenance Agreement) with the State. Total budgeted for 2018 is \$726,700.00.

**A Gierke/Knops motion to approve the 2018 RMA State Agreement. Motion Carried.**

**James Meng – Mining Agreement.**

Currently the Highway Department holds a "Mining Agreement" with James Meng. This agreement will expire on February 16<sup>th</sup> 2018. The Highway Commissioner would like to extend this agreement for another year. Commissioner will contact James Meng to negotiate new contract terms. Commissioner will bring back to Committee for approval after new terms are completed.

**Holiday Pay Hours.**

The Highway Commissioner explained, Highway employees while working 10 hour/4 day weeks, were being paid 10 hour days for their holiday pay. Effective with this Thanksgiving holiday, Highway employees will be paid 8 hour days for holiday pay. Ted East explained how this change came to be. Discussion followed on alternatives to this policy. Personnel will review policy at their December meeting.

**Highway Building Updates.**

Barrientos is currently wrapping up the preliminary design plans for redesigning the Gustafson Road Building for Highway operations. Barrientos will give a presentation to the Committee as soon they have everything completed.

**HIGHWAY SAFETY REPORT**

The Commissioner updated the Committee on current safety issues: Sander/Auger training scheduled within the next month; newly hired employee Nathan Johnson is currently going through new employee training; implementing a 7 minute morning training program that will be conducted weekly; MSHA yearly training is scheduled for March 2018.

HIGHWAY COMMISSIONER REPORT

The Commissioner updated the Committee on projects and equipment: Blacktop Plant has been shut down for the winter; CHIP-D (County Highway Improvement Program – Discretionary) money was awarded to the Highway Department in the amount of approximately \$200,000.00; new Skid steer will be delivered early in January; next equipment purchase will be a Grader.

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

None

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 December 18, 2017 at 8:00 a.m. at the Rusk County Highway Department.**

Motion to adjourn.

**Adjourn by consensus.**

Meeting Adjourned at 9:35 a.m.

Minutes prepared by Nanci Mertes, Highway Financial Administrator and distributed on December 13, 2017