

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

Absent: None

Also Present: Scott Emch, Deb Fetting, Skye Schuelke, Andy Albarado, Don Mansky, Dan Sydo (from Ayres)

Present By Phone: None

Call Meeting to Order.

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

Approval of Minutes – November 16, 2020.

Robert Stout made the motion to approve the minutes of November 16, 2020. Motion was seconded by Mike Hraban. Motion carried.

Public Comment

Dan Sydo stated he was here to offer Christmas cheer and thank the Highway Department and the Committee for working in partnership with Ayres on bridge projects.

GENERAL BUSINESS:

Agenda item "Use of Highway Shop" to be moved as first item per request by Andy Albarado.

Use of Highway Shop. Possible Motion.

Scott Emch stated that it has been a long-term benefit for the Highway Department employees to use the shop to work on their personal vehicles because they have little time for home projects when they are called out during the night and on weekends. Andy Albarado informed the Committee that this could be an insurance liability and an issue of use of County/tax payer's assets for personal use as well as safety issues. Recently an anonyms call was made to OSHA reporting alleged safety issues at the blacktop plant, the shop, and with highway equipment. The report was out of the jurisdiction of OSHA and was referred to the WI Department of Transportation Safety Department. This agenda item is follow-up to that complaint in working with the DOT. Scott Emch stated he is making the Committee aware of the situation so they can make the final decision. Jerry Biller asked Andy Albarado to check with Rusk County's insurance company and with Rich Summerfield (Corporation Council) to see if a policy can be written to allow employees to use the shop after hours without any liability to the County. Discussion was held. **Item tabled until next month and should be added to the January 2021 agenda.**

Amend Ordinance Regarding ATV Routes in the County. Possible Motion.

Scott Emch presented a map showing the route requested for ATV access on U.S. Highway 8 to go across South Fork Main Creek. This route would comply with State criteria to enable Rusk County to make a bridge approval. After reviewing the map and some discussion, **Lyle Lieffring made the motion to forward an amended ordinance, including ATV access on Hwy. 8 to cross the South Fork Main Creek Bridge, to the Rusk County Board. The motion was seconded by Robert Stout. Motion carried.**

Rusk County 5-Year Road Improvement Plan. Possible Motion.

Scott Emch presented a 5-year plan for 2021-2025. He explained the details for each county road. **Ken Pedersen made the motion to approve the 5-year Road Improvement Plan. The motion was seconded by Bob Stout. Motion carried.**

Attendance/Tardiness Discussion. Possible Motion.

Scott Emch explained we had a few months this year when we did not have a time clock. During that time, employees became lax in their attendance. They were seen coming in late and leaving early. This prompted putting in a stand-alone time clock. There are a couple of employees who have been given verbal warnings and written warnings and continue to be tardy. Scott Emch is looking for guidance as to what to do next. He asked if the Committee wants a policy with further action beyond a written warning. Jerry Biller stated that discipline is not the Committee's responsibility. After further discussion Scott Emch asked for committee backing for his actions in handling the issue. **No further action taken.**

Local Municipality Bridge Inspections. Possible Motion

Scott Emch reported that this agenda item is on the agenda per directions of the Committee at the last meeting. Discussion was held. **No action taken.**

CTH "V" Guardrail. Possible Motion

Scott Emch stated that the average daily travel was under the threshold for guardrail on the original bridge project on CTH "V." He reported that he consulted with Dan from Ayres as to the needs for a guardrail so he could correctly advertise for bids. The bid will come out in January. **No action taken.**

Employee Training. Possible Motion

Scott Emch reported that drug and alcohol training materials have been ordered. He also informed the Committee that Roku has been installed on the television in the conference room. This will allow access to YouTube and other training videos. Discussion held. **No action taken.**

HIGHWAY COMMISSIONER REPORT

- CTH "V" Construction Update

Scott Emch reported that the project is at budget and will be finished next year.

HIGHWAY SAFETY REPORT

Scott Emch reported that the winter auger training is complete. Drug and alcohol training is coming up.

HIGHWAY FINANCIAL REPORT

Committee members reviewed the financial reports. Skye Schuelke stated that the blacktop plant expenses are slowed and almost done coming in. Jerry Biller requested Scott start getting information for the new truck. He understands it takes several months to get the truck and doesn't want extended delays. He requested Scott Emch bring a list to the next meeting.

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. Skye Schuelke reported that a couple of insurance claims are being resolved. 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 Mike Hraban and seconded by Bob Stout. Motion carried.

Set date for next highway committee meeting.

The next regular Highway Committee meeting cannot be the usual 3rd week in January due to a scheduled employee furlough on the 18th; therefore, it is set for January 25, 2021 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 Lieffring. Motion Carried.

Meeting Adjourned at 9:45 a.m.

Minutes prepared by Deb Fetting, Highway Accountant I and distributed after approval at January 2021 meeting.