

# RUSK COUNTY HIGHWAY COMMITTEE MINUTES

December 18, 2023

8:00 A.M.

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

**Employees Present:** C. Meyer, E. VanDoorn, A. Heath, J. Wilk, N. Johnson, P. Unterschuetz, A. Mautner, J. Wilk and S. Jones.

**Others Present:** 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 November 20, 2023 minutes as presented. Motion carried.*

**PUBLIC COMMENT:** None

## GENERAL BUSINESS:

### Finance Accountant III Position

The Committee is requesting the reason the budget is 75% Highway and 25% Finance for the Accountant III Position. Jaimie Wilk, Finance Director gave an explanation of the way the budget is expended.

**CLOSED SESSION** – Not needed.

Discussion Regarding Round – About's – P. Unterschuetz handed out information on Roundabouts from the Wisconsin Department of Transportation. Discussed the County's jurisdiction, Commissioner will talk with the State.

56 Acres Agriculture Land for Lease – Scott Pit 56 acres of Agriculture Land Lease 3-year contract is up for bids on May 1<sup>st</sup> 2024. The Commissioner should send the Lease to Corporation Council and present at the next Highway meeting.

Keeping Safety Simple Safety Training – The Commissioner is requesting to hire Keeping Safety Simple Trainer for the Highway Department, Dustin Thompson to train Highway employees. More information will be presented at next month's meeting.

Adjust Part's Manager Work Schedule – The Part's Manager current work schedule is Tuesday thru Friday and the Commissioner is requesting the schedule be changed to Monday thru Thursday.

*Motion by Kalepp, seconded by Stout to approve the Part's Manager work schedule from Tuesday thru Friday to Monday thru Thursday and Friday is at the discretion of the Commissioner. Motion carried.*

Winter Maintenance Policy – The Commissioner is requesting to remove minimum from the General Policy.

*Motion by Biller, seconded by Kalepp to change/correct the working hours to reflect the current Winter Maintenance service hours. Motion carried.*

Purchase Service Truck – The Commissioner is requesting to purchase a service truck.

*Motion by Meyer, seconded by Kalepp to purchase a Service Truck for up to \$60,000.00 from the Equipment Fund Budget. Motion carried.*

Open Bids for New Plow Truck – Plow Truck Bids are as follows:

- ❖ River State Truck and Trailer – Freightliner \$150,340.00
- ❖ I State Truck Center – Western Star \$152,835.00, 2 trucks \$305,670.00
  - Equipment for Truck
    - Monroe Truck Equipment - \$144,256.00 with additions \$167,293.00
    - Universal – 178,207.00.

Recess – 9:54 a.m. - 10:06 a.m.

*Motion by Stout, seconded by Hraban to approve the bid from I-State Truck Center for two trucks for \$305,670.00, \$152,835.00 per truck. Motion carried.*

*Motion by Meyer, seconded by Kalepp to approve purchasing the equipment for the truck from Monroe Truck Equipment for two trucks for \$167,293.00 per truck. Motion carried.*

Update on New Wash Bay – The Commissioner gave an update on the Wash Bay.

Out of County Travel – None

**HIGHWAY COMMISSIONER REPORT:** Commissioner Jones report on GPS, Cameras on Trucks, Utility Trailer and Old Blacktop Plant storage.

**HIGHWAY SAFETY REPORT:** The Safety Committee meeting minutes were presented and read by the Committee.

**HIGHWAY FINANCIAL REPORT:** Emily gave the Highway Financial Report.

**HIGHWAY COMMITTEE ANNOUNCEMENTS** – None

**APPROVE PAYMENT OF HIGHWAY INVOICES**

*Motion by Kalepp, seconded by Meyer to approve the December Highway Invoices as presented. Motion carried.*

The next meeting will be January 15, 2024 in the LEC at 8:00 a.m.

**ADJOURN**

*Motion by Meyer, seconded by Kalepp to adjourn at 10:53 a.m. Motion carried.*