

# **RUSK COUNTY HIGHWAY COMMITTEE MINUTES**

**December 27, 2022**

**3:00 P.M.**

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

**Others Present:** C. Meyer, A. Heath, E. Wyberg

## **CALL TO ORDER**

Meeting called to order by Chair Biller at 3:00 p.m.

## **DISCUSSION AND POSSIBLE MOTION**

Highway Commissioner Job Description An update was given by A. Heath on the current Highway Commissioner. The Committee would like the Human Resource Manager to look into other County job descriptions for a Highway Commissioner and bring back to the next committee meeting on January 16<sup>th</sup>.

Operations Manager Job Description – The Committee would like the Human Resource Manager to look into other County’s Operations Manager Job Description as well as structure within the Highway Shop and report back at the next Committee meeting.

Claims Reporting Procedure – A current procedure on claims reporting procedure is in the current Personnel Handbook.

## **APPOINTMENT**

Interim Highway Commissioner

*Motion by Kalepp, seconded by Hraban to appoint T. Meyer as Interim Highway Commissioner until the position is filled for a \$1,500.00 stipend per month. Motion carried.*

## **ADJOURN**

*Motion by Kalepp, seconded by Biller to adjourn at 4:19 p.m. Motion carried.*