

RUSK COUNTY HIGHWAY COMMITTEE MINUTES

November 20, 2023

8:00 A.M.

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

Employees Present: C. Meyer, E. VanDoorn, A. Heath and S. Jones.

Others Present: E. Webster.

CALL TO ORDER – Call to order by Chair Biller at 8:02 p.m.

APPROVAL OF MINUTES

Motion by Hraban, seconded by Kalepp to approve the October 16, 2023 minutes as presented. Motion carried.

PUBLIC COMMENT: None

GENERAL BUSINESS:

Purchase an Equipment Trailer – The Highway Commissioner is requesting to purchase an Equipment Trailer. Discussed the 3 quotes (Union \$18,500.00, Goodrich up to \$13,100.00, Pete's Trailer \$9,700.00) given to the Committee.

Motion by Kalepp, seconded by Hraban to purchase an Equipment Trailer from Union Trailer for \$18,500.00 from the Highway Equipment Fund. Motion carried.

Order a Plow Truck – The request to order two Plow Truck. Discussion held

Motion by Biller, seconded by Kalepp to approve putting out bids and returned by December 15th to award bid at the December meeting for two Plow Trucks. Motion carried.

Motion by Kalepp, seconded by Hraban to put out for bids to fit the Plow Truck with operating equipment at the Highway Department. Motion carried.

Update on New Wash Bay – Commissioner is still working on the quote.

Old Blacktop Plant Extension Request – Simmons Public Utility is requesting to extend the removal of the old Asphalt Plant to February 15, 2024.

Motion by Hraban, seconded by Kalepp to have the Administrative Coordinator work with Corporation Council on a reply to Simmons Public Utility Company. Motion carried.

RMA for 2024 – The Commissioner is requesting approval Routine Maintenance Agreement for \$741,600.00 from the Wisconsin Department of Transportation.

Motion by Stout, seconded by Hraban to approve the Routine Maintenance Agreement for \$741,600.00 from the Wisconsin Department of Transportation. Motion carried.

Increase Spending Maximum to \$500,000 – The current spending maximum is \$300,000.00 and the request to increase to \$500,000.00 due to hirer cost of equipment.

Motion by Meyer, seconded by Kalepp to increase the Maximum spending from \$300,000.00 but not to exceed \$500,000.00 per unit for the Highway Department without any other Committees approval. Motion carried.

Approve Advertising for Operation Manager Position – The position has to go to Carlson Dettmann before Advertising.

Approve Posting Opening for Shop Foreman - The position has to go to Carlson Dettmann before Advertising within.

Office Position Replacement – Deb Fetting is retiring on January 4th and the Commissioner is requesting to advertise for the Position.

Motion by Meyer, seconded by Hraban to have HR clean up the job description and advertise the position. Motion carried.

Winter Hours – The Commissioners request is to rotate the Highway workers from 4:00 a.m. to a start time of 3:00 a.m. during winter hours/snow event only.

Motion by Hraban, seconded by Kalepp to approve the work day for Highway workers from 6:30 a.m. to 4:30 p.m. on a regular day/non-Snow as of December 1, 2023 until Spring daylight savings. Motion carried.

Motion by Meyer, seconded by Hraban to approve the Snow Event day from 4:00 a.m. to 3:00 a.m. during a Snow Event day per the Commissioners discretion. Motion carried.

Minutes prepared by Connie Meyer, Clerk

Night Shift – The current night shift is Sunday 4:00 p.m. to 2:00 a.m. Discussion held. The Committee’s consensus to leave the night shift hours from Sunday 4:00 p.m. to 2:00 a.m. per the Commissioner discretion.
Finance Accountant III Position – Discussed Finance Accountant III position at 75% to 100%. The position will be put on the December Agenda.

Adjust Parts Manager Work Schedule – The request to adjust the Parts Manager work schedule to Monday – Friday 8 hours per day, regular Courthouse work schedule and set expectations. The topic will be discussed at the December meeting.

Out of County Travel – None.

HIGHWAY COMMISSIONER REPORT: Commissioner Jones report included the following; asphalt plant update, gravel pit updates, BIL update, construction projects (Highway P from 27 to Parker Rd) update and bridge inspections.

HIGHWAY SAFETY REPORT: No report.

HIGHWAY FINANCIAL REPORT: Emily gave the Highway Financial Report.

HIGHWAY COMMITTEE ANNOUNCEMENTS – None

APPROVE PAYMENT OF HIGHWAY INVOICES

Motion by Hraban, seconded by Stout to approve the November Highway Invoices as presented. Motion carried.

The next meeting will be December 18, 2023 in the LEC at 8:00 a.m.

Motion by Meyer, seconded by Kalepp to adjourn at 9:57 a.m. Motion carried.