

RUSK COUNTY HIGHWAY COMMITTEE MINUTES

October 16, 2023

8:00 A.M.

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

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

Others Present: E. Webster.

CALL TO ORDER – Call to order by Vice-Chair Stout at 8:00 p.m.

APPROVAL OF MINUTES

Motion by Kalepp, seconded by Hraban to approve the September 25, 2023 minutes as presented. Motion carried.

PUBLIC COMMENT: None

GENERAL BUSINESS:

Updated Winter Maintenance Manual – Road Classification - ADT Roads should be listed as (50/50 mix design to straight salt), Road Classification - (County P from Highway 27 to County I) and include the S.S. for the mailbox to be fixed if it is hit by a Plow Truck.

Purchase an Equipment Trailer – The Commissioner is requesting a new trailer due to the current trailer at the Highway Shop is rusting out. Committee is requesting more quotes for the November meeting.

Order a Plow Truck – No paperwork has been given to the Commissioner, he is working on the quote.

Motion by Kalepp, seconded by Stout to request ARPA funds for \$660,000.00 for 2 plow trucks for the Highway Department and forward to Property, Finance and County Board. Motion carried.

Purchase a Used or New Loader – The Commissioner is requesting to purchase a new loader for \$260,000.00.

The Committee will look at a new loader in 2024.

Equipment for Auction – Dump Truck 28, Truck 30, Truck 36, Truck 40, Truck 44, 105T if we replace it and 2 routers.

Motion by Kalepp, seconded by Hraban to approve the list as the Commissioner presented. Motion carried.

Build a New Wash Bay – The Commissioner has checked into building at the request of the Highway Chair for a new wash bay for 1.3 million. Discussion held. The Commissioner will check into a two-wash bays and bring it back with quotes at the November meeting.

Old Blacktop Plant – The written Contract was sent to Corporation Council.

Highway Department On-Call Policy – The Commissioner presented the updated for the On-Call Policy.

Discussion held.

Motion by Hraban, seconded by Kalepp to approve the On-Call Policy with the change from adequate to 30 minutes in the last paragraph. Motion carried.

Operations Manager Job Description – The Highway Operation Manager Job description was presented for approval.

Motion by Kalepp, seconded by Hraban to approve the Operations Manager Job Description with changes to Page #2 (#1 Ability to provide resources for counsel) and forward to Personnel Committee. Motion carried.

Shop Foreman Job Description – The Shop Foreman Job Description was discussed.

Motion by Kalepp, seconded by Stout to approve the Shop Foreman Job Description with changes (SUPERVISION EXERCISED AND RECEIVED – should report to the Commissioner) (ABILITY – Ability to work with the Operations Manager assigning duties) (MANDATORY QUALIFICATIONS – a valid Class A, B, C, D and Tanker Endorsement) and forward to Personnel Committee. Motion carried.

Out of County Travel – Commissioner attended and requested approval for out of County Travel

Motion by Stout, seconded by Hraban to approve the Commissioner attendance at the 2023 Fall Training Conference in Eau Claire on October 9th and 10th and 2024 Winter Road School at the Chula Vista January 22nd thru the 24th. Motion carried.

HIGHWAY COMMISSIONER REPORT: Commissioner Jones report included the following; asphalt plant update, gravel pit updates, BIL update, construction projects update and bridge inspections.

HIGHWAY SAFETY REPORT: No Safety Issues.

HIGHWAY FINANCIAL REPORT: Emily gave the Highway Financial Report.

HIGHWAY COMMITTEE ANNOUNCEMENTS – None

APPROVE PAYMENT OF HIGHWAY INVOICES

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

The next meeting will be November 20, 2023 in the LEC at 8:00 a.m.

Motion by Hraban, seconded by Kalepp to adjourn at 9:42 a.m. Motion carried.