

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

Also Present: Scott Emch, Deb Fetting, Kitzie Winters, Andy Albarado, Don Mansky

Call Meeting to Order.

Highway Vice Chairman, Robert Stout, called the meeting to order at 8:00 a.m.

Approval of Minutes – November 18, 2019.

Ken Pedersen made the motion to approve the minutes of November 18, 2019. Motion was seconded by Lyle Lieftring. Motion carried.

Public Comment

Don Mansky asked if financial information, regarding the gas pumps and restoring the driveways and front yard, is available. Kitzie provided a breakdown of the total cost.

HIGHWAY COMMISSIONER REPORT

- Update on Blacktop Plant

Scott Emch provided pictures of the equipment as provided by Jon Adams from Adams Asphalt. Scott also explained the steps in getting the plant up and running. Discussion was held.

HIGHWAY SAFETY REPORT

Scott Emch announced that winter maintenance training was provided for the crew. Mike Hraban brought up the four 10-hour days, wondering if the crew working in the dark in the morning and evenings could be a safety issue. Due to shortage of winter daylight and unpredictable weather, working in the dark is inevitable. Scott assured that safety policies are in place.

HIGHWAY FINANCIAL REPORT.

Kitzie Winters provided a breakdown for the cost of the new fuel pumps and for restoring the yard and driveway. She also provided the year-to-date costs for winter maintenance. The workers compensation claims are currently all cleaned up. We had a couple of windshield claims. A person hit one of our trucks; the citizen was liable. Kitzie pointed out the current status of the equipment fund.

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

Scott Emch announced that Paul Mattison was hired as a Highway Worker I and will start in January. The new payroll program is going forward; we are currently waiting for Charter to get the internet connected.

This report includes the status of workers compensation claims, liability insurance, office personnel activity, crew updates, retirements, unemployment claims and number of Highway FMLA requests.

HIGHWAY COMMITTEE- ANNOUNCEMENTS

The Committee discussed potentially getting a more modern sign in the front yard. They also discussed getting motion activated lights on the fuel tank island so the public would not mistake it for a gas station when the lights are on all night.

Approve payment of bills.

A motion to approve the Highway Payables as presented was made by Lyle Lieftring and seconded by Robert Stout. Motion carried.

Set date for next highway committee meeting.

The next regular Highway Committee meeting is set for January 20, 2020 at 8:00 a.m. at the Rusk County Highway Department.

Motion to adjourn.

A motion to adjourn was made by Lyle Lieffring. Motion Carried.

Meeting Adjourned at 8:45 a.m.

Minutes prepared by Deb Fetting, Highway Accountant I and distributed after approval at January 2020 meeting.