

COMMITTEE: HIGHWAY  
DATE: July 31, 2024  
TIME: 11:00 AM  
PLACE: HIGHWAY OFFICE - 5350 COUNTY ROAD W

#### CALL TO ORDER

Meeting called to order by Chairman Marvin at 11:00 AM

#### ROLL CALL

Members present: Marvin, Weber, Moravec

Others present: Danielle McLaughlin

#### READ AND APPROVE THE AGENDA

Motion by Weber, second by Moravec to approve the agenda as read. Motion carried unanimously.

#### APPROVE THE MINUTES OF PREVIOUS MEETING(S)

Motion by Moravec, second by Weber, to approve the minutes from the July 19, 2024 meeting. Motion carried unanimously.

#### CLOSED SESSION

Motion by Weber, second by Moravec to convene in closed session pursuant to Wis. Stat. §19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility,” this closed session relates to”.

- Office Manager Job Description

All present voting, Marvin (AYE), Moravec (AYE), Weber (AYE). Motion carried unanimously.

#### OPEN SESSION

Motion by Moravec, second by Weber to reconvene to open session. Marvin (AYE) Weber (AYE) Moravec (AYE) Motion carried unanimously.

Motion by Moravec, second by Weber to send Office Manager Job Description to personnel committee for minor changes. Post job internally for a 1 week, Motion carried unanimously.

#### ADJOURN

Motion by Weber, second by Moravec, to Adjourn. Motion carried unanimously. Meeting adjourned at 1:20 PM