

COMMITTEE: HIGHWAY
DATE: January 8, 2024
TIME: 8:30 AM
PLACE: HIGHWAY OFFICE - 5350 COUNTY ROAD W

CALL TO ORDER

Meeting called to order by Chairman Marvin at 8:31 AM

ROLL CALL

Members present: Marvin, Weber, Gretzinger (Call in)

Others present: Keith Chaney, Ed Quade, Taylor Kircher, Ron Skallerud, Nora Matuszewski and Todd Mulvey.

READ AND APPROVE THE AGENDA

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

APPROVE THE MINUTES OF PREVIOUS MEETINGS

Motion by Gretzinger, second by Weber, to approve the minutes from the December 26, 2024 meeting. Motion carried unanimously

PUBLIC COMMENTS

Todd Mulvey on County S safety application and County S paving application. Explained the process of the grant application.

Discussed sending Forest County Potawatomi Council a letter of appreciation

DISCUSS EMPLOYEE TRAINING AND DOCUMENTATION

Discussed patrolman positions and keep files with certificates, so employees can move up.

Keith presented check list he made for new employees. Discussed how to better the new hire system.

DISCUSS/APPROVE VACATION ROLLOVER

Mark presents the hours of vacation left for 2024. Motion by Gretzinger, second by Weber. All present voting, Marvin (AYE), Weber (AYE), Gretzinger (AYE). Motion carried unanimously

DISCUSS/APPROVE OFFICE MANAGER OVERTIME ON 12/22/2024

Discussed time worked on 12/22/2024. Motion by Weber, second by Marvin. All present voting, Weber (AYE), Marvin (AYE), Gretzinger (AYE). Motion carried unanimously

MONTHLY BUDGET REPORT.

Taylor Kircher shared monthly budget reports. Mark shared how RMA money was spent.

DISCUSS EMPLOYEE EVALUATION

Discussed check list to evaluate employees once a year. Discussed County wide evaluations.

DISCUSS NEW EMPLOYEE EVALUATION

Discussed check list for new employee evaluations and training materials.

DISCUSS IMPOUND YARD

Discussed insurance and county liability on the impound yard

CLOSED SESSION

Motion by Weber, second by Gretzinger 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”.

- Job openings

All present voting, Marvin (AYE), Weber (AYE) Gretzinger (not present). Motion carried unanimously.

OPEN SESSION

Motion by Weber, second by Marvin to reconvene to open session. Marvin (AYE) Weber (AYE) Gretzinger (not present). Motion carried unanimously.

VOUCHERS AND PAYROLL

Motion by Weber, second by Marvin to approve and sign vouchers and payroll. Motion carried unanimously

ADJOURN

Motion by Weber second by Marvin, to adjourn. Motion carried unanimously. Meeting adjourned at 10:28 A.M.