

**LINCOLN COUNTY
HIGHWAY COMMITTEE**

March 7, 2024 at 4:30 p.m.

Meeting Location: Room 255 - Government Services Center 801 N. Sales St., Merrill, WI 54452

Via Teleconference and In-Person Attendance

Electronic Attendance Available: The teleconference cannot start until the host dials in and enters the host password. In the even there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person. Persons wishing to attend the meeting electronically may enter the meeting beginning ten minutes prior to the start time indicated above using the following number or address:

Meeting ID: meet.google.com/snw-pcxy-osa

Phone Numbers: [1-304-769-9204](tel:1-304-769-9204)

PIN: 841 056 847#

Attendance Policy: All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting.

1. Call Meeting to Order
2. Public Comment
3. Approve Minutes from Previous Meeting
4. Set Future Meeting(s)
5. Claims - General Services
6. Financial Report
7. Roof Repair – Merrill Shop over Parts Room and Old Shop
8. Gravel Ideas
9. Snowmobile Route – CTH C from CTH K west to the Railroad Tracks
10. Contingency Money for 2024
11. Approve and Sign Commissioner's Timesheets and Travel Expenses
12. Highway Employees
 - a. Openings and New Hires
 - b. Summer Help
13. Commissioner's Report on Highway Operations and Superintendents Monthly Progress Report
 - a. Upcoming Request for Proposals
14. Items for Next Meeting Agenda
15. Adjourn

DISTRIBUTION:

Committee Members – Gene Simon, Jesse Boyd, Randy Detert, Bill Bialecki, Ken Wickham, Other County Supervisors, Department Heads, and Local Media
Posted on _____ at _____ .m. by _____

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please contact the county clerk, at 715-539-1019 or chris.marlowe@co.lincoln.wi.us, as early as possible so that proper arrangements can be made. Requests are kept confidential. There may be a quorum of other Lincoln County committees present at this meeting.

GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Lincoln County Highway Committee
Minutes from Thursday, February 1, 2024 (4:30 PM – 5:18 PM)
Service Center, 801 N. Sales Street – Room 255

Members Present (in person): Gene Simon, Ken Wickham, Bill Bialecki, Randy Detert and Jesse Boyd

Visitors (in person): Sam Fenske (Finance Director), Todd Bishop and Heather Marheine

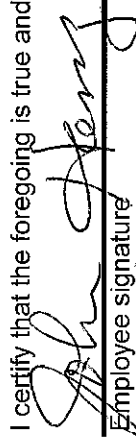
1. **Call Meeting to Order** – Meeting called to order at 4:30 p.m.
2. **Public Comment** – None
3. **Approve Minutes of Previous Meeting(s)** - M/S Wickham/Bialecki to approve the January 4, 2024 minutes as presented. All ayes. Motion carried on a voice vote.
4. **Set Future Meetings**
Thursday, March 7, 2024 at 4:30 p.m. Rm 255/257/260, Service Center, Merrill
Thursday, April 4, 2024 at 4:30 p.m. Rm 255/257/260, Service Center, Merrill
5. **Claims – General Services –**
 - a. **Action as Necessary – Lokemoen Tar Damage** – Simon and the committee discussed the topic and clarified the action from January; the claim will be reimbursed off the paid invoice to Lokemoen even though the Insurance Company declined the claim. This payout is due to an official of Lincoln County informed Lokemoen to have the repair performed and that it would be paid before submitting the claim to the insurance company. Simon will be contacting County Mutual to question why the claim was denied. M/S Bialecki/Wickham to proceed with the payment as directed. All ayes. Motion carried on a voice vote.
6. **Financial Report** – Marheine explained the preliminary year-end financials. Simon placed the report on file.
7. **Approve/Sign 2023 and 2024 Budget Modifications**– M/S Boyd/Detert to approve and sign the modifications as presented. All Ayes. Motion carried on a voice vote.
8. **Contingency Money for 2024** – Hanz informed the committee of the repairs made over the years using contingency funds. The funds left at end of the year (Res. 11/09/52) states the funds are to go to the Highway Department. Fenske explained why the contingency fund might be used in 2023 leaving nothing for the Highway Department's 2024 budget.
9. **Approve and Sign Commissioner's Timesheets and Travel Expenses** – M/S Boyd/Detert to approve and sign the timesheets as presented. All Ayes. Motion carried on a voice vote.
10. **Highway Employees**
 - a. **Openings and New Hires** – Hanz explained two new highway workers have been hire and are reporting to the Tomahawk shop with one quitting from the Merrill shop. We currently are seeking a (1) fabricator/welder with mechanic experience and (4) Highway Workers
11. **Commissioner's Report on Highway Operations and Superintendents Monthly Progress Report** – Bishop explained the crews are patching USH 51 and brushing USH & STH roads throughout the County, Hanz explained different projects and funding sources, he's working on. Due to warm weather the road bands are anticipated to start sometime with the next week. The web page and phone announcement will be updated with the information.
12. **Items for Next Meeting Agenda** – gravel sources
13. **Adjourn** – Simon stated meeting adjourned at 5:18 p.m.

Respectfully written and submitted by: John Hanz and Heather Marheine

Lincoln County Employee Timesheet

Name: John Hanz		Department: Highway Department										Pay Period:				
Employee Number: 640																
Representative Status: Nonrepresented																
FLSA Status: Exempt																
		From: 1/22/2024										To: 2/4/2024				
												FMLA Hrs				
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	
11	11	11	11				11	11	11	13	4			94	Regular: Highway	70000053.511000
														0	Vacation:	70321053.511030
														0	Holiday:	70321053.511060
														0	Paid Sick Allowance:	70321053.511010
														0	Paid Funeral Leave:	70321053.511070
														0	Worker's Compensation:	70321053.521000
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
11	11	11	11	0	0	0	11	11	11	13	4	0	0	94	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.

 Employee signature

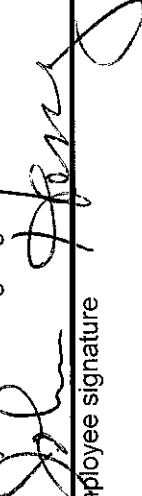
Supervisor signature

Mandatory for all employees

Lincoln County Employee Timesheet

Name: John Hanz		Department: Highway Department										Pay Period:				
Employee Number: 640																
Representative Status: Nonrepresented																
FLSA Status: Exempt																
2/5	2/6	2/7	2/8	2/9	2/10	2/11	2/12	2/13	2/14	2/15	2/16	2/17	2/18	From: 2/5/2024	To: 2/18/2024	
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA Hrs
11	11	11	11	4			11	11	11	11	0			92	Regular: Highway	70000053.511000
														0	Vacation:	70321053.511030
														0	Holiday:	70321053.511060
														0	Paid Sick Allowance:	70321053.511010
														0	Paid Funeral Leave:	70321053.511070
														0	Worker's Compensation:	70321053.521000
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
11	11	11	11	4	0	0	11	11	11	11	0	0	0	92	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


Employee signature

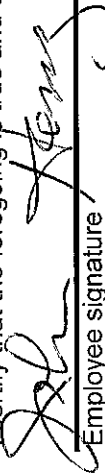
Supervisor signature

Mandatory for all employees

Lincoln County Employee Timesheet

Name: John Hanz		Department: Highway Department										Pay Period:				
Employee Number: 640																
Representative Status: Nonrepresented																
FLSA Status: Exempt																
		From: 2/19/2024										To: 3/3/2024				
												FMLA				
												Hrs				
2/19	2/20	2/21	2/22	2/23	2/24	2/25	2/26	2/27	2/28	2/29	3/1	3/2	3/3	Hours	Pay Category	70000053.511000
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	92	Regular: Highway	70321053.511030
11	11	11	11	4			11	11	11	11	0			0	Vacation:	70321053.511060
														0	Holiday:	70321053.511010
														0	Paid Sick Allowance:	70321053.511070
														0	Paid Funeral Leave:	70321053.521000
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	TOTAL HOURS PAID	
														0		
														0		
11	11	11	11	4	0	0	11	11	11	11	0	0	0	92	TOTAL HOURS REPORTED	

I certify that the foregoing is true and correct.


Employee signature

Supervisor signature

Mandatory for all employees

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT


TOTAL AMOUNT \$33,653.64

Numbers _____ through _____

County _____

Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: January 30, 2024

HIGHWAY COMMITTEE

January 30, 2024

	2024 Paid for by Check	
1	Ahlborn Equipment, Inc.	\$ 180.09
2	American Welding & Gas	\$ 372.59
3	Applied MSS	\$ 2,053.78
4	Arrow Terminal.com	\$ 1,189.00
5	Brickner's Park City	\$ 1,318.00
6	Haenco Supply	\$ 170.81
7	Ingman's Service	\$ 89.97
8	JFTCO, Inc.	\$ 7,226.50
9	M & M Service	\$ 98.57
10	McCoy Construction & Forestry, Inc.	\$ 10,000.00
11	Merrill Water Utility	\$ 1,040.32
12	North Woods Superior Chemical Corporation	\$ 212.15
13	Northwoods Tools	\$ 20.25
14	Portable Welding and Repair, LLC	\$ 1,733.75
15	Schaeffer's Manufacturing Co.	\$ 1,943.04
16	SNAP-ON Industrial	\$ 621.12
17	Universal Truck Equipment, Inc.	\$ 326.28
18	USDA, APHIS, General	\$ 4,883.00
19	Victory Janitorial	\$ 59.42
20	Ziebell's Door Company	\$ 115.00
	Total	\$ 33,653.64
	2024 Paid by Credit Card	
	Total	\$ -
	GRAND TOTAL	\$ 33,653.64

COUNTY OF LINCOLN
STATE OF WISCONSIN

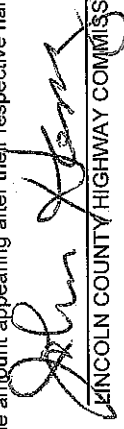
SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$14,438.33

Numbers _____ through _____

County _____
Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: February 6, 2024

HIGHWAY COMMITTEE

February 6, 2024

	Paid for by Check	
1	Carquest of Merrill	\$ 988.38
2	Hubing's Pressure Washers & Steam Cleaners	\$ 150.00
3	Ingman's Service	\$ 119.17
4	JX Truck Center	\$ 62.16
5	Londerville Steel Enterprises, Inc.	\$ 634.28
6	Medford Cooperative	\$ 90.05
7	Merrill ACE Hardware	\$ 232.94
8	Mississippi Welders Supply Co., Inc.	\$ 64.00
9	Northwoods Enterprises, LLC	\$ 150.00
10	Pomp's Tire Service, Inc.	\$ 3,646.54
11	Price County Treasurer	\$ 1,086.92
12	Qualheim's True Value	\$ 9.99
13	RCM Equipment Company LLC	\$ 330.04
14	Riesterer & Schnell, Inc.	\$ 112.14
15	Serve Implement	\$ 1,182.49
16	VIP Office Products	\$ 270.32
17	Weston Schierl Tire & Service	\$ 657.28
18	Wisconsin Public Service Corp.	\$ 1,949.39
19	Zientara Fleet Equipment, Inc.	\$ 377.90
	Total	\$ 12,113.99
	Paid by Credit Card	
20	Cintas Corporation	\$ 1,716.34
21	Multi Media Channels	\$ 608.00
	Total	\$ 2,324.34
	GRAND TOTAL	\$ 14,438.33

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$36,005.15

Numbers _____ through _____

County _____

Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: February 13, 2024

HIGHWAY COMMITTEE

February 13, 2024

	Paid for by Check	
1	Applied MSS	\$ 850.75
2	American Welding & Gas	\$ 451.41
3	Culligan	\$ 84.55
4	Dultmeier Sales, LLC	\$ 273.02
5	Fehr Graham	\$ 1,600.00
6	Gold Metal Trailer Sales	\$ 2,000.00
7	Grainger	\$ 6.99
8	Highway Construction Products, LLC	\$ 365.00
9	Istate Truck Center	\$ 1,854.81
10	Kriete Truck Center	\$ 17.60
11	Marshfield Labs	\$ 166.00
12	Mid-State Truck Service, Inc.	\$ 551.02
13	Michigan/Wisconsin Spring & Brake	\$ 733.88
14	McCoy Construction & Forestry, Inc.	\$ 1,430.83
15	Menards - Wausau	\$ 75.14
16	Napa Auto	\$ 4,012.34
17	Napa Auto	\$ 2,623.61
18	Portable Welding and Repair, LLC	\$ 465.00
19	Qualheim's True Value	\$ 79.45
20	Roland Machinery Exchange	\$ 5,573.93
21	Sunbelt Rentals, Inc.	\$ 1,192.89
22	Weston Schierl Tire & Service	\$ 7,562.00
23	Sherwin Industries, Inc.	\$ 692.80
24	Tomahawk Battery & Rebuilding, LLC	\$ 639.98
25	Tweetgarrot	\$ 135.38
26	Victory Janitorial	\$ 44.14
27	Wausau Hydraulics & Machine, Inc.	\$ 1,173.15
28	WPS	\$ 1,349.48
	Total	\$ 36,005.15
	Paid by Credit Card	
	Total	\$ -
	GRAND TOTAL	\$ 36,005.15

COUNTY OF LINCOLN
STATE OF WISCONSIN

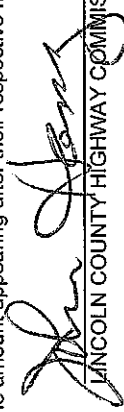
SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

TOTAL AMOUNT \$35,582.44

Numbers _____ through _____

County _____
Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: February 20, 2024

HIGHWAY COMMITTEE

February 20, 2024

	Paid for by Check	
1	Ahorn Equipment, Inc.	\$ 338.76
2	Applied MSS	\$ 1,342.99
3	Baumgart Waste Removal	\$ 653.72
4	Bellin Health	\$ 20.00
5	Bob's West 64	\$ 84.75
6	CNH Industrial Capital	\$ 419.91
7	Energy Solution Partners	\$ 19,842.34
8	Fastenal Company	\$ 31.10
9	Grainger	\$ 2,481.60
10	Halron Lubricants, Inc.	\$ 625.45
11	Ingman's Service	\$ 1,000.32
12	Janssen Heating & Cooling	\$ 19.00
13	Lacal Equipment, Inc.	\$ 1,477.68
14	Mississippi Welders Supply Co., Inc.	\$ 113.82
15	Pomp's Tire Service, Inc.	\$ 2,014.72
16	Portable Welding and Repair, LLC	\$ 2,187.54
17	Power House Lawn & Leisure	\$ 25.98
18	PowerPlan OIB	\$ 478.71
19	Serve Implement	\$ 1,432.71
20	Truck Equipment, Inc.	\$ 261.28
21	Wisconsin Public Service Corp.	\$ 730.06
	Total	\$ 35,582.44
	Paid by Credit Card	
	Total	\$ -
	GRAND TOTAL	\$ 35,582.44

COUNTY OF LINCOLN
STATE OF WISCONSIN

SCHEDULE OF VOUCHERS
LINCOLN COUNTY HIGHWAY DEPARTMENT

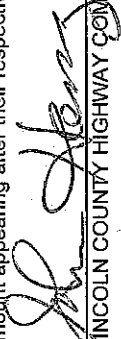
TOTAL AMOUNT \$17,622.40

Numbers _____ through _____

County _____

Account No. _____ 0070

TO THE LINCOLN COUNTY FINANCE DIRECTOR: I hereby certify that the items listed have been approved for payment. You are hereby instructed to issue a check to each of the parties listed herein for the amount appearing after their respective name.


LINCOLN COUNTY HIGHWAY COMMISSIONER

Date: February 27, 2024

HIGHWAY COMMITTEE

February 27, 2024

	Paid for by Check	
1	Diamond Mowers	\$ 2,205.09
2	Funktion Design Studio	\$ 1,644.90
3	Janssen Heating & Cooling	\$ 38.00
4	Merrill Water Utility	\$ 213.25
5	Mid-States Equipment, Inc. - Hydraulics	\$ 1,649.16
6	PROMAC Equipment	\$ 6,838.87
7	Sunbelt Rentals, Inc.	\$ 2,385.78
8	Truck Country of Wisc	\$ 1,474.20
9	Wisconsin Hydraulics, Inc.	\$ 1,173.15
	Total	\$ 17,622.40
	Paid by Credit Card	
	Total	\$ -
	GRAND TOTAL	\$ 17,622.40