

MINUTES

HIGHWAY AND PARKS COMMITTEE MARCH 18, 2015

MEMBERS PRESENT: Richard Giese, John Ainsworth, Steve Gueths, Kevin Conradt

MEMBERS ABSENT: Tom Kautza

OTHERS PRESENT: Highway Commissioner Grant Bystol; Brent Miller, Administrative Coordinator, Priscilla Zahn, Office Manager/Accountant

Location & Time: Shawano County Highway Department, 3035 E Richmond St, Shawano WI 54166

The meeting was called to order by Chairman Giese at 8:00 A.M.

Deviate from the order.

Motion by Gueths, seconded by Conradt to deviate from the order of the agenda, if necessary. Motion carried 4-0-1.

Public Comments.

There were no public comments.

Discuss/Take Action on Refill of Office Manager/Accountant position

The Committee reviewed the job description of the Office Manager/accountant position and the personnel action request (PAR) form requesting to refill the position. Kautza called the office and supported refilling the position. Motion by Conradt, seconded by Gueths to approve refilling the Office Manager/accountant position and the PAR form as presented. Yes 4; 0 no; 1 absent (Kautza)

Committee comments pertaining to new business that is requested for future committee consideration.

The "Site policy" for the Shawano County Historical Society is currently in place as approved by the Highway Parks Committee on 3-16-2010 and will be reviewed at a future meeting.

Letters and Communications

None.

Next committee meetings

April 7th and Wednesday, April 22nd both at 8:00 A.M.

Motion by Conradt, seconded by Gueths to adjourn the meeting. Motion carried 4-0-1.

Priscilla Zahn, Recording Secretary