

## HIGHWAY COMMITTEE MEETING

June 23, 2008

The meeting of the Highway Committee was called to order by Chair Orrin Helmer at 9:00 am on Monday, June 23, 2008 at the Highway Shop I, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Orrin Helmer  
Alma Hedberg  
Eugene Henke

Absent: Bob Krause

Also Present: Bob Podgorski, Highway Commissioner

### AGENDA

*Motion/second (Henke/Hedberg)* to approve the amended agenda. Motion carried.

CORRESPONDENCE None.

PUBLIC COMMENTS None.

APPEARANCES None.

### CLOSED SESSION

*Motion/second (Hedberg/Henke)* to move into closed session per State Statute 19.85(1)(c) and (f) for interviews with Administrative Assistant applicants.

### RESUME OPEN SESSION

*Motion/second (Henke/Hedberg)* to resume open session.

### ANNOUNCE FINDINGS OF CLOSED SESSION

*Motion/second (Hedberg/Henke)* to offer the Administrative Assistant position to Becky Pence.

### RESIGNATIONS

*Motion/second (Henke/Hedberg)* to accept letter of resignation by Michelle Burk, Account Clerk II.

### COMMITTEE DISCUSSION

*Motion/second (Hedberg/Henke)* to recommend changing the title of Administrative Cost Account Assistant to Cost Accounting Clerk in order to match the classification in the collective bargaining agreement.

*Motion/second (Hedberg/Henke)* to recommend changing part-time 17.5 hrs/wk for the Cost Accounting Clerk to part-time up to 17.5 hrs/wk.

Future agenda items for action and discussion.

Next regular meeting: July 14, 2008 at 9:00 am.

### ADJOURNMENT

*Motion/second (Henke/Hedberg)* to adjourn at 11:30 pm. Motion carried.

Submitted by,

Becky Pence  
Administrative Assistant