



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes June 20, 2017

1. **Call to Order.** 9:03 a.m.
2. **Roll Call.** Anthony Waupochick, Elizabeth Arnold, and James Lowey, present. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner, Steve Wilke, Patrol Superintendent, and Jim Skomski, Menominee County Taxpayers Association.
3. **Community Input**
 - a. E. Arnold thanked the Highway Department for its cleanup efforts following the thunderstorm that resulted in significant wind damage throughout the County on June 11, 2017.
 - b. A. Waupochick provided a summary of the WCHA Summer Road School he attended on June 4th through June 7th:
 - (1) He attended a break out session on succession planning, but it wasn't a comprehensive overview where one who wasn't familiar with the discussion could readily pickup on the progress and overall goal.
 - (2) In the general assembly, he said there was discussion on roundabouts and a county's ability to decide whether they want one or not.
 - (3) He said it was reported that the DNR is no longer responsible for removing deer carcasses. This is now a responsibility of highway departments, but no additional information was provided on what highway departments were supposed to do with the carcasses.
 - (4) He said the State Joint Finance Committee does not yet have a budget blueprint for transportation. The committee still cannot come to agreement on funding for the budget. He said the transportation budget is the second most important thing to voters.
 - (5) He attended a session on new bridge construction and new designs for construction of bridges.
 - (6) He said on the last day of the conference he received a resource binder on funding, which was provided to the Commissioner.
 - (7) He also received many different pamphlets on construction materials, equipment, and services, which were provided to the Commissioner.
4. **Approval of Minutes**

No corrections/revisions. Motion by J. Lowey to approve the minutes of May 16, 2017. Second by E. Arnold. Motion carried.
5. **Commissioner's Report.** The Commissioner's written report was discussed by the committee. The following are highlights and/or topics of discussion:

- a. The Commissioner will be working on the bridge applications without the assistance of Ayres Associates. Apparently Ayres cannot help prepare the application and then bid on a project that is funded due to conflict of interest rules that were recently passed and imposed on engineering firms. Despite this, the Commissioner was confident the application could be completed in-house. Applications are due on July 10, 2017.
- b. The Commissioner commended Doreen "Corky" Gauthier and Kourtney Erickson on the work they were doing.
- c. The Commissioner provided an update on the status of the Office Manager, who has been out on medical leave for over three months. The Committee had some discussion on staffing adjustments that had to be made to accommodate the Office Manager's absence.
- d. J. Lowey asked what upgrade to the FuelMaster pedestal and communication network did for the highway department. The Commissioner explained the upgrade and the benefits that accrue to the staff.
- e. With respect to the bridge epoxy overlay the highway department will be performing later in the summer, A. Waupochick mentioned that he saw a sample of the epoxy overlay at the highway conference.

Motion by E. Arnold to approve the Commissioner's report. Second by J. Lowey. Motion carried.

- 6. Paving of Redwing Trail.** The Commissioner included a memo in the packet detailing a request of one or more residents on Redwing Trail who want the road paved. The Commissioner included an estimate on the cost to pave the road versus the cost to improve the gravel surface, which was part of the department's original plans for the road this year. The Committee could not support the additional costs to pave the road, which was not budgeted and was not deemed to be among the priorities this year. No motion necessary.
- 7. Approval of PBM Shouldering Project.** The Commissioner provided the Committee a copy of the agreement in the packet. The agreement was time sensitive and had to be approved before the committee met. The Commissioner signed off on the agreement and sent it back to WisDOT. The Commissioner asked for counter-approval by the Committee. Motion by J. Lowey to approve the agreement. Second by E. Arnold. Motion carried.
- 8. Approval of DMA Agreement: Culvert Project.** The Commissioner provided the Committee a copy of the agreement in the packet. No discussion. Motion by J. Lowey to approve the agreement. Second by E. Arnold. Motion carried.
- 9. 2017 Projects.** The Commissioner stated the schedule is still not set, though we are progressing with work on various items as we can squeeze them in. We're still scheduled to conduct the epoxy bridge overlay in August and the PBM shouldering project in September. The heavy rains and storm damage have compromised our ability to hammer down the schedule. Updates will be provided as developments warrant. No motion necessary.
- 10. Monthly Expenditures**

E. Arnold asked about the credit card report that accompanies the monthly expenditure/payable report. The Commissioner stated that he is required by the credit

card policy to provide a log on all purchases. The Committee does not need to specifically approve that report or any expenses in it. Approval of specific expenses is covered under the payable section of the report.

Motion by J. Lowey to approve the monthly expenditure report as listed. Second by E. Arnold. Motion carried.

11. Financial Report

The financial report for May, 2017, was included in the meeting packet. Year-to-date revenues were \$341,298.644. Year-to-date expenditures were \$309,345.74. The financial statement shows an operating surplus of \$31,952.90. No discussion regarding the report.

Motion by E. Arnold to approve the financial report. Second by J. Lowey. Motion carried.

12. Committee Travel Authorization. No travel planned. No action required.

13. Agenda Items for Next Meeting. Nothing additional. No action required.

14. Adjourn. Motion by E. Arnold to adjourn. Second by J. Lowey. Motion carried. Meeting adjourned at 9:57 a.m.

Minutes recorded and prepared by J. Weso