



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes March 21, 2017

1. **Call to Order.** 9:02 a.m.
2. **Roll Call.** Anthony Waupochick and Elizabeth Arnold present. James Lowey absent-excused. A quorum was present. Others present: Jeremy C. Weso, Steve Wilke, and Jim Skomski, Menominee Taxpayer's Assoc. representative.
3. **Community Input**
 - a. Elizabeth Arnold thanked the department for patching potholes on STH 55.
 - b. A. Waupochick asked whether the large pine tree was removed across from the War Bonnet. Steve answered in the affirmative.
 - c. J. Skomski asked if the department would be striping any roads this year. J. Weso stated that we more than likely would be, but it was too early to know for sure which ones would be. The number of roads that can be striped is subject to available funding.
4. **Approval of Minutes**

No corrections/revisions. Motion by E. Arnold to approve the minutes of January 10, 2017 and February 14, 2017. Second by A. Waupochick. 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 handed out a revised monthly report. There were two corrections made under Section 11, Major Equipment Repairs/Maintenance.
 - b. E. Arnold said she witnessed one of our operators who had an equipment failure on STH 55. The Patrol Superintendent briefed the committee on what happened to the truck.
 - c. E. Arnold stated that she liked the graph showing salt and sand-salt usage.
 - d. E. Arnold asked if the Tribe had brought up the possibility of redesigning Wolf River Drive and Courthouse Lane. The Commissioner answered in the affirmative. The Commissioner and Patrol Supervisor discussed with the committee two/three year old design plans for the two roads that called for making them into one-way roads, adding various sidewalks, and improving

drainage. The intent of the redesign was to alleviate congestion and improve pedestrian safety, especially near the Clinic. Those plans called for a \$6 million investment, which was too steep a price tag for the Tribe and Town. The Tribe's Community Development Director contacted the Commissioner two weeks ago to ask for a meeting. The Commission agreed to have such a meeting, but the Tribe hasn't yet scheduled it.

- e. E. Arnold asked what CHEMS was, having noticed that the contracted work summary was not included in this monthly report. The Commissioner stated that CHEMS was the acronym for the County Highway Equipment Microcomputer System software. This is a program that tracks our labor, equipment, materials, and associated expenses by job (e.g., if we install a parking lot the department can quickly identify the cost associated with the installation of that parking lot). The Commissioner stated he was able to identify in CHEMS the costs associated with work performed on state, county, and town roads, but he was having difficulty extracting some information related to the tribal roads. As such, he wasn't confident the summary he would provide the committee would be entirely accurate.

Motion by E. Arnold to approve the Commissioner's Report. Second by A. Waupochick. Motion carried.

6. Discussion/Action: Mallard Bay Trail Pavement Project

The Commissioner informed the Committee that the Tribe's Community Development Department had still not yet gotten back to him regarding whether it could participate in the project. The delay was due to scheduling conflicts on the Tribe's part.

Motion by E. Arnold to table item #6. Second by A. Waupochick. Motion carried.

7. Monthly Expenditures

The Commissioner informed the committee that, due to the absence of the Office Manager, the administrative expenses were merged with the shop operation expenses. A memo providing a little more detail on major expenses (e.g., those equal to or greater than \$1,000) was included in the packet.

Motion by E. Arnold to approve the monthly expenditures in the amount of \$69,758.98. Second by A. Waupochick. Motion carried.

8. Financial Report

- a. The financial report that was reviewed was for January, 2017. Year-to-date revenues were \$41,861.75. Year-to-date expenditures were \$54,741.62. The financial statement shows we are operating with a current deficit of \$12,879.87, but revenues for the month of January were not all received yet.
- b. A. Waupochick asked about the generator inspection costs and what the inspection all entails. The Commissioner explained that this is a bi-annual inspection. The inspector checks to make sure all fluid levels are within

acceptable ranges, checks various meter readings, checks the belts and filters, and activates the generator to make sure it is running properly, among other things.

- c. A. Waupochick asked if a radio was purchased for the garage. The Commissioner answered in the affirmative, stating that it had been a multi-year request made by the mechanic and others that we do so. Prior to placing that radio in service, staff in the front office had to walk out to the garage to inform the mechanic that operators were seeking his help. The mechanic then had to proceed to the stockroom or the front offices to radio back to the operators. The radio provides more direct communication and eliminates the "middle man", so to speak.

Motion by E. Arnold to approve the financial report. Second by A. Waupochick. Motion carried.

9. Committee Travel Authorization. No action required.

10. Agenda Items for Next Meeting

- a. Mallard Bay Trail Pavement Project; and
- b. Wolf River Drive/Courthouse Lane, if updates warrant.

11. Adjourn. Motion by E. Arnold to adjourn. Second by A. Waupochick. Motion carried. Meeting adjourned at 9:48 a.m.

Minutes recorded and prepared by J. Weso