



# Menominee County Highway Department

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## Menominee County Highway Committee Regular Meeting Minutes May 16, 2017

1. **Call to Order.** 9:01 a.m.
2. **Roll Call.** James Lowey, Anthony Waupochick, and Elizabeth Arnold present. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner and Steve Wilke, Patrol Superintendent.
3. **Election of Officers**
  - a. Election of Chairperson. J. Lowey nominated A. Waupochick; second by E. Arnold. E. Arnold moved to close nominations; second by J. Lowey. A. Waupochick elected Chairperson by acclamation. All those in favor: None opposed.
  - b. Election of Vice-Chairperson. J. Lowey nominated E. Arnold; second by A. Waupochick. E. Arnold elected Vice-Chairperson by acclamation.
4. **Community Input**

The Commissioner stated that a resident on Setting Sun stopped in to ask that her road be paved. She stated she would be circulating a petition for other residents on that road to sign. The resident was told the County and Town had limited funding to pave roads. She was also informed about the prospect of the Town working with the Tribe on a special assessment, but the Tribe has not yet indicated whether and to what extent it could support that option through a cost share.
5. **Approval of Minutes**

No corrections/revisions. Motion by J. Lowey to approve the minutes of April 11, 2017. Second by E. Arnold. Motion carried.
6. **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 announced that winter operations were suspended and all trucks have had their wings, plows, and spreaders removed.
  - b. The Commissioner informed the committee that shoulders were being pulled in on STH 47.

- c. The Commissioner announced that the Office Manager will be out on medical leave until the end of June. He stated that Doreen Gauthier and Kourtney Erickson are doing a good job trying to catch up on unfinished reports.
- d. J. Lowey asked what the purpose of the reversible augers was. The Commissioner informed him that it provides an additional capability that they haven't used in the past but would in the future. It will allow us to deposit materials onto the road or shoulder from either side.

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

- 7. **2017 Projects.** The Commissioner discussed the projects the department will be undertaking in 2017. A memo further describing the projects was included in the meeting packet. Motion by E. Arnold to approve the report as presented. Second by J. Lowey. Motion carried.
- 8. **Approval of Functional Classification Map.** The Commissioner discussed a memo he included in the meeting packet describing a change to the functional classification map developed by the State. Also included in the packet was a copy of the current functional classification map and the proposed functional classification map. The map change would designate South Branch Road (and the gravel cut-across) and Long Lake Road as minor collectors and Rushes Lake Road as a minor collector (using small community criteria). The changes will not result in any increase in current funding from the State, but will be useful for general transportation planning, when referencing highway and street construction standards, and for determining eligibility for rural or urban surface transportation program funding. The Commissioner supports the changes. Motion by J. Lowey to approve the changes to the functional classification map. Second by E. Arnold. Motion carried.
- 9. **Discussion/Action: Mallard Bay Trail Pavement Project.** The Commissioner had no updates for the committee on this matter and asked that it be removed from the agenda until more information is provided by the Tribe. Motion by E. Arnold to remove the item from the agenda. Second by J. Lowey. Motion carried.

#### **10. Monthly Expenditures**

- a. E. Arnold asked about if grader blades are replaced every year. They are replaced several times each year. The department spends about \$15,000 to \$20,000 each year on grader and plow blades.
- b. E. Arnold asked about replacement tires for the grader and how long they last. The Commissioner stated that they last two to three years. The Patrol Superintendent stated that wear and tear depends on the usage; some graders are use more than others. The Commissioner told the committee that we purchase recapped tires for the graders; new ones cost about \$1,600 each.

Motion by E. Arnold to approved the monthly expenditures in the amount of \$57,924.79. Second by J. Lowey. Motion carried.

**11. Financial Report**

- a. The financial report that was reviewed was for March, 2017. Year-to-date revenues were \$292,770.24. Year-to-date expenditures were \$241,315.23. The financial statement shows we were operating with a surplus of \$51,455.01.
- b. The Commissioner stated that we are up-to-date with County and Town internal billings, but we still need to bill the State, Town (road), and Tribe. That is an area the Commissioner and Doreen will be focusing on.
- c. The Commissioner stated that about \$300,000 in revenues have been received since Carolyn went on leave. The bulk of those deposits are being placed in a general revenue account. Upon Carolyn's return, those deposits will be placed in their correct location through journal entries.
- d. The Commissioner described an accounts receivable module that Finance and Information Technology will be looking at that should keep better track of our billings to other entities and departments than the system we have in place now, which relies upon Excel spreadsheets. It's possible the module is something the Highway Department would have to pay for in whole or in part. If we use this module, it could help free up some of Carolyn's time. A demo and additional details on the AR module will be sought by the Commissioner.

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

**12. Committee Travel Authorization.** No action required.

**13. Agenda Items for Next Meeting**

- a. Revised Project Schedule for 2017 – Showing dates

**14. Adjourn.** Motion by E. Arnold to adjourn. Second by J. Lowey. Motion carried. Meeting adjourned at 9:56 a.m.

Minutes recorded and prepared by J. Weso