



Menominee County Highway Department

W2703 Chief Carron Road
Keshena, WI 54135
Ph: 715-799-3369
Fax: 715-799-3789

Menominee County Highway Committee Regular Meeting Minutes November 21, 2017

1. **Call to Order.** 9:00 a.m.
2. **Roll Call.** Anthony Waupochick (Absent-Excused), Chairman; Elizabeth Arnold, Vice-Chairperson; and James Lowey, member. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Kourtney Erickson, Assistant Finance Director & Highway Office Manager; Steve Wilke, Patrol Supervisor; and Kevin Garrigan, WisDOT.
3. **Community Input**
There was no community input.
4. **Approval of Minutes**
Motion by J. Lowey to approve the minutes of October 10, 2017. Second by E. Arnold. Motion carried.
5. **Approval of 2018 Routine Maintenance Agreement**
Kevin Garrigan was present from WisDOT to present the 2018 Routine Maintenance Agreement. Mr. Garrigan explained how the budget is setup and allocated out to the counties for different jobs. Motion by J. Lowey to approve the 2018 Routine Maintenance Agreement. 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 provided an updated monthly report containing travel/training summaries provided by the Office Manager and Shop Clerk.
 - b. The Commissioner reported that there were three winter outings at the time the report was issued, with two additional outings since the report was issued.
 - c. The Commissioner presented the board with an e-mail he received from a member of the public concerning the "junk yard" appearance (referring to the vehicles and equipment parked on the hill) of the Highway Department grounds. This member of the public would like the Committee to address the matter. The Commissioner explained that many of the vehicles were in working order and that we are just limited on storage space, though there are about four to five assets on the grounds that need to be sold. The Committee asked the Commissioner to move the working equipment to a more inconspicuous location on the grounds and to sell or dispose of the other assets. The Commissioner and/or Chairman will issue a response to the community member.

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

7. Posting Highway Operator Position

- a. The Commissioner reported that one of the operators is retiring in January. His position will need to be posted.
- b. The tentative plan is to have the position posted on about Wednesday, November 22nd. The position will be posted until Wednesday, November 28th. Interviews will be scheduled for December 6th. The goal is to have the new employee on board before the operator retires so that he can provide on-the-job training to the new employee.

Motion by J. Lowey to post the Highway Operator position and to schedule interviews. Second by E. Arnold. Motion carried.

8. Monthly Expenditures

The Commissioner explained that it was a very active and expensive month, with a good portion of the expense coming from fuel costs and repairs. The Commissioner praised the Patrol Superintendent for all the work her performed identifying sources of where we could acquire paint and beads, and the service needed to stripe various roads this year. The Committee also thanked the Patrol Superintendent for "shopping around" and trying to find the best value for taxpayers. Total payables for the month were \$100,263.25.

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

9. Financial Report

The financial report for September 2017, was included in the meeting packet. Year-to-date revenues were \$1,461,761.26. Year-to-date expenditures were \$1,223,626.31. The financial statement shows an operating surplus of \$238,134.95.

- a. The Commissioner, Office Manager, and the Committee discussed the changes that have been made and are yet being made to make the financial report easier to understand and more up to date each month.
- b. Also discussed were the equipment expenses. These expenses can add up fast and are usually involuntary, such as equipment failures or accidents.

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

10. Committee Travel Authorization. There was no travel to discuss or approve. The Commissioner stated that he is expecting to receive notice of the winter road school soon. The Commissioner will provide that information to the Committee via e-mail as soon as he receives it.

11. Agenda Items for Next Meeting. The Committee only asked for additional information on the winter road school, such to be brought up under Committee Travel Authorization.

12. Adjourn. Motion by J. Lowey to adjourn. Second by E. Arnold. Motion carried. Meeting adjourned at 9:45 a.m.

Minutes recorded and prepared by K. Erickson