



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes February 21, 2018

1. **Call to Order.** 9:06 AM
2. **Roll Call.** Anthony Waupochick, Chairman; Elizabeth Arnold, Vice-Chairperson; and James Lowey, member. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Kourtney Erickson, Asst. Finance Director & Highway Office Manager; Steve Wilke, Patrol Supervisor; and Julie Callahan, Taxpayers Association.
3. **Community Input**
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. **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 informed the committee we welcomed aboard Francis Reiter on February 5th, 2018. Frankie replaced Saswaen Waukechon who resigned on January 18, 2018.
 - b. The Commissioner reported on the plans to repair the Brace Island Bridge. Also that he has to revise the CTH M-Neopit bridge application to meet the new guidelines.
 - c. The Commissioner also notified the committee that there is a small leak in the roof above the garage. When the weather cooperates there will be patch work done on it.Motion by E. Arnold to approve the Commissioner's report. Second by J. Lowey. Motion carried.
6. **Truck Scale Update**
Only one scale was able to be installed and has yet to be calibrated. The Commissioner asked to post pone this item until a later date when more scales are installed.
7. **Monthly Expenditures**
There were two sets of payables, one from 2017 expenses for \$4,575.91 and January 2018 expenses for \$146,562.01.

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

8. Financial Report

The financial report for December 2017, was included in the meeting packet. Year-to-date revenues were \$1,653,508.81. Year-to-date expenditures were \$1,606,716.97 The financial statement shows an operating surplus of \$46,791.84.

The Commissioner explained that starting in 2018 depreciation expense will start to show up on the budget. This will cause more monthly deficits to appear. The cumulative expense is usually tacked on by the auditors at the end of the year but that practice is being discontinued in favor of the monthly posting of that expense. Depreciation expense is a non-cash transaction; depreciation represents an estimate of the loss in value of assets, such as trucks. The objective is to set funding aside for that expense to cover the cost associated with replacement later on once an asset is fully depreciated and taken out of service. The department will have to devise new approaches to work and budgeting for certain improvements (e.g., treating graveling and patching as improvements rather than routine maintenance) to limit operating losses.

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

9. Committee Travel Authorization. There was no travel to discuss or approve.

10. Agenda Items for Next Meeting. It was mentioned that Depretiation Expense will be added to the Financial report.

11. Adournment

Motion by J. Lowey to adjourn at 9:36 AM. Second by E. Arnold.

Minutes recorded and prepared by K. Erickson