



# Menominee County Highway Department

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## Menominee County Highway Committee Regular Meeting Minutes October 8th, 2019

**1. Call to Order.** 4:07 PM

- 2. Roll Call.** Elizabeth Moses, Chairperson; Elizabeth Arnold, Vice-Chairperson; and James Lowey, member. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Steve Wilke, Patrol Superintendent; and Julie Callahan, Menominee County Taxpayers Association.

**3. Community Input**

None

**4. Approval of Minutes**

Motion by J. Lowey to approve the regular meeting minutes of September 10, 2019. Second by E. Arnold. No corrections. Motion carried.

**5. Commissioner's Report**

The Commissioner's written report was discussed with the Committee.

- The Commissioner congratulated Allen Washinawatok on his 15<sup>th</sup> anniversary with the department and Doreen Gauthier's 22<sup>nd</sup> anniversary with the department. The Commissioner also recognized five employees that were celebrating their birthdays in October.
- The Commissioner discussed the performance based maintenance project involving the reshouldering on STH 55, from CTH M-West to old CTH B. The project went well and was underbudget, which allowed for additional shouldering work to be performed at scattered sites on STH 47 and STH 55. The Commissioner stated that the crew performed very well on the project.
- The Commissioner stated that WisDOT did not have any comments or revisions on the plans, specifications and engineering estimates (PS&Es) provided by Ayres. The Commissioner and Ayres are hoping that means the PS&Es are solid and require no revisions. The project is on schedule to be let by WisDOT in January, 2020.
- The Commissioner provided an update on the webinar WisDOT conducted on September 30, 2020, concerning the Multimodal Local Supplement (MLS) program. Questions asked by participants during the webinar were not completely answered by the

facilitators, but they should all be answered once all of the webinars are completed (there were a total of three webinars scheduled, with the September 30<sup>th</sup> webinar being the first). The Commissioner stated that bridge deck replacement will be an allowable project under MLS, which is what he was hoping to hear. The Commissioner stated that Ayres Associates will be assisting with the application and that WisDOT will provide equipment needed to update AADTs on West Branch, Bear Trap and CTH VV-East.

- The Commissioner mentioned the work performed by himself, Kourtney Erickson and Steve Wilke on the 2020 budget.
- The Commissioner discussed the culvert training that five operators attended, addressed the chainsaw training the entire crew would be attending at the shop and out at various sites in the county, and the flagger training the Commissioner and Patrol Superintendent would be attending in Sheboygan.
- The Commissioner discussed the diesel tank repairs that Walt's Petroleum would be performing, as well as the electrical circuit and outlet installation performed by Radtke Electric (needed for the new pressure washer).

### **6. 2020 Budget Proposal**

- The Commissioner gave the Committee an overview of the budget proposal, including a breakdown of anticipated revenues and expenditures.
- The Commissioner discussed three construction projects he included budget figures for in the 2020 proposal: (1) CTH M bridge replacement, which would cost a total of \$569,669 and require a 20% local share, or \$121,934 in 2020; (2) a LRIP project to repave Highlands Trail and other town roads, which would require a 50% Town share, or \$81,493; and (3) a LRIP project to repave Mip Anaq and Trillium Road, which would require a 50% Town share, or \$89,766. The bridge project is an absolute requirement, but the other two projects are projects that the Town could postpone if funding should become an issue. The Commissioner hopes to perform the latter two projects because they will cost more to perform in subsequent years.
- The Commissioner discussed the possibility of requesting a supplemental in 2020 to use fund balance to purchase a thumb attachment for the excavator (est. \$25,000), a scissor lift to help with maintenance in the facility (est. \$7,500), and to purchase two new pickups to replace Truck numbers 12 and 15 (est. \$46,000). The Commissioner said he will sit down with the crew to further refine his supplemental proposal and figures.
- The Commissioner discussed his plans to allocate partial funding toward depreciation expense, but he was hoping the County might allocate additional levy funding toward the expense since the Highway Department's levy allocation has been flat for six years. Finance and Highway are considering another possible way of addressing the depreciation shortfall, but the option will need to be run past the auditors before it is considered for implementation.
- J. Lowey asked if the \$46,000 for storage from the State was an accurate figure (the prior year estimate was only \$6,000). The Commissioner stated that he had a similar

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concern and obtained clarification from WisDOT. The sum is actually an aggregate total for radio, GPS, and equipment, so the revenue account title is a misnomer; nevertheless, the figure is accurate.

Motion by J. Lowey to recommend the proposed budget to the Personnel and Finance Committee as presented. Second by E. Arnold. Motion carried.

### **7. Monthly Expenditures**

The Commissioner stated that there were additional invoices that came in since the meeting packet went out, and that it is likely some of those invoices are for October expenses. The Commissioner would forward those invoices to the Personnel and Finance Committee if they are time sensitive, but he would provide the Highway Committee with an update on those expenses at the next meeting.

Motion by J. Lowey to approve the monthly expenditures in the amount of \$46,257.74. Second by E. Arnold. Motion carried.

### **8. Financial Report**

The Commissioner discussed the August 2019 financial statement with the Committee. That report was included in the meeting packet. The report revealed that year-to-date revenues were \$1,375,861.15 and year-to-date expenditures were \$1,430,639.66, leaving an operating deficit of \$54,778.51.

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

### **9. Committee Travel Authorization**

None

### **10. Agenda Items for Next Meeting**

The Commissioner stated that he would bring any completed MLS applications to the next meeting.

### **11. Adjournment: 5:10 p.m.**

Minutes recorded and prepared by J. Weso.