



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes June 9, 2020

1. **Call to Order.** 9:03 a.m. This meeting was held via conference call.
2. **Roll Call.** Committee members present on the call: Elizabeth Moses, Chairperson; Elizabeth Fernandez, Vice-Chairperson; and James Lowey, member. A quorum was present. Others present on the call: Jeremy C. Weso, Highway Commissioner; Kourtney Erickson, Office Manager; Steve Wilke, Patrol Superintendent; and Julie Callahan, Taxpayers Association.

3. **Approval of Minutes**

Motion by J. Lowey to approve the regular meeting minutes of May 12, 2020. Second by E. Fernandez. No corrections. Motion carried.

4. **Commissioner's Report**

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

- The Commissioner informed the Committee that Radtke Contractors began work on CTH M Bridge in Neopit on May 29th, 2020. Radtke anticipates it will complete all work by July 3, 2020.
- The Commissioner reported that the Annual Training Days took place on June 4th, 2020. Due to the COVID-19 outbreak, the training took place at the Highway department instead of the normal training location in Crandon.
- The Commissioner gave the Committee a COVID-19 update. All personnel resumed their regular schedule effective May 26, 2020.

5. **Staffing Report**

The Commissioner provided the Committee with a memo addressing the COVID-19 staffing and the effect on revenues. To make up for some of the lost revenue, the plan is to shift away from County projects and applying more crew time towards the State, Town and Tribe roadwork. There is an abundance of work to perform in those areas, so the time and effort devoted in those areas will not be frivolous. The Commissioner will have a better idea of how the adjustments have affected revenues after August or September.

6. Proposed Equipment/Vehicle Purchases

The Commissioner provided the Committee with a memo wherein he proposed to purchase two replacement pickup trucks and a thumb or claw bucket for the excavator. The estimated cost of each new truck would be about \$28,500 and \$26,000 for the bucket. The Committee expressed concerns about the long-term fiscal outlook of the department given the COVID-19 outbreak coupled with the shortfall in revenues created by the temporary closure; as such, the Committee asked the Commissioner to make due with the current pickup trucks. The Committee expressed a willingness to revisit the issue after August or September, depending upon the current fiscal year outlook and the Commissioner's workflow adjustments.

Motion by E. Fernandez to approve the purchase of one thumb or claw bucket costing up to \$26,000. Second by J. Lowey. Motion carried.

7. Monthly Expenditures

Motion by J. Lowey to approve the monthly expenditures in the amount of \$49,544.41. Second by E. Fernandez. Motion carried

8. Financial Report

The Commissioner discussed the April 2020 financial statement with the Committee. That report was included in the meeting packet. The report revealed that year-to-date revenues were \$777,262.77 and year-to-date expenditures were \$870,901.33, leaving an operating deficit of \$93,638.56. The Commissioner explained that the deficit was partially due to a late posting of the MITW contract revenues.

9. Committee Travel Authorization

None

10. Agenda Items for Next Meeting

J. Lowey asked that the Commissioner add an update on 47/55 to his monthly report.

11. Adjournment: 9:32 a.m.

Minutes recorded and prepared by K. Erickson.