



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes Tuesday, December 14, 2021

- 1. Call to Order.** 4:00 p.m.
- 2. Roll Call.** Committee members present on the videoconference call: Elizabeth Moses, Chairperson and James Lowey, Member. Committee members absent: Elizabeth Fernandez, Vice-Chairperson (excused). A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner, and Steve Wilke, Patrol Superintendent.

3. Approval of Minutes: Regular Meeting of November 8, 2021

Motion by J. Lowey to approve the regular meeting minutes of November 8, 2021. Second by E. Moses. Motion carried.

4. Commissioner's Report

The Commissioner's written report was as presented. Notable topics discussed included the following:

- Birthdays and Anniversaries – The Commissioner announced the 9th anniversary of John Eggert on December 26th and Craig Grignon's birthday on December 27th.
- Winter Maintenance Update – The Commissioner provided an overview of winter operations to date, along with a comparison to this same time last winter. Three plow trucks were taken of operation from the winter storm on December 10-11. Two sustained minor damage that will be serviced in-house, while one sustained damage to the carrier and had to be sent to a service station. All three trucks will be back in service by the end of the week of December 13th.
- Discretionary Maintenance Agreement Funding – The Commissioner reported last month that he was trying to secure permission from WisDOT to spend out \$36,215.57 in unspent asphaltic repair DMA funding. WisDOT authorized the use of the remaining funding for brushing operations. The Commissioner and Patrol Superintendent will do their best to spend as much of that funding as possible before the end of the year, but that will be hampered by winter operations and the holidays.
- COVID-19 Update – The Commissioner reported 11 personnel are fully vaccinated and 10 of the 11 have received their booster shot. Two personnel have not gotten the vaccination and likely will never get vaccinated.
- Local Road Improvement Program Funding – The Commissioner stated that the North Central Region County Highway Improvement Committee approved the County's two

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applications, one for Discretionary funding for \$217,308.13 and the other for Supplemental (ARPA) funding in the amount of \$216,523.33. Now that the project descriptions were approved by the local committee, they will be formally included in applications and submitted to WisDOT in January. The Commissioner is also working on a Town road project for Discretionary or Supplemental funding. Project summaries will be provided to the Highway Committee in January, 2022.

- Excise Tax Issue – The Commissioner stated that he received a letter from the IRS announcing that it was conducting a correspondence examination of our 2018 claim for a refund of excise taxes. The examination found that we were not entitled to submit a claim in 2018 and therefore owed \$9,625.63, plus interest. The final examination report will come out in January, 2022. We will know by then what the final payoff amount is going to be. The Commissioner has directed that we discontinue filing for that refund. The Committee was dismayed that the annual audit never flagged those filings.

5. Monthly Expenditures

The meeting packet included the payable listing for the month, as well as a copy of the Commissioner's memo describing payables of \$1,000 or more or any expenses that were unusual.

Motion by J. Lowey to approve the monthly expenditures in the amount of \$71,790.50. Second by E. Moses. There were no questions regarding the payables. Motion carried.

6. Financial Report

The Commissioner discussed the October 2021 financial statement with the Committee. That report was included in the meeting packet. The report revealed that year-to-date revenues were \$1,522,489.22 and year-to-date expenditures were \$1,889,896.40, leaving a deficit of \$367,407.18. Included in that expense was depreciation expense of \$276,473.68 and capital expenses of \$120,307.74. Equivalent revenues associated with those expenses will not be posted by Finance until the 2021 books are closed, so the department is actually operating with a surplus of about \$29,374.24 as of the end of October. The Committee had no questions or concerns regarding the memo or financial report.

7. Agenda Items for Next Meeting

The Commissioner will bring up the IRS examination report and the project summaries for LRIP project.

8. Adjournment: 3:29 p.m

Minutes recorded and prepared by J. Weso.