



# Menominee County Highway Department

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## Menominee County Highway Committee Regular Meeting Minutes Tuesday, January 11, 2022

- 1. Call to Order.** 4:06 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 December 14, 2021**

Motion by J. Lowey to approve the regular meeting minutes of December 14, 2021. Second by E. Moses. Motion carried.

### **4. Commissioner's Report**

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

- Birthdays and Anniversaries – The Commissioner announced the anniversaries and birthdays of department personnel.
- Winter Maintenance Update – The Commissioner provided an overview of winter operations to date, along with a comparison to this same time last winter. One truck is out of service, while two trucks have exhaust systems that will need to be partially replaced.
- Routine Maintenance Activities – The Commissioner briefly discussed maintenance activities that occurred over the past period.
- COVID-19 Update – The Commissioner reported that one operator tested positive for COVID-19 but returned to work on January 11<sup>th</sup>.
- Local Road Improvement Program Funding – The Commissioner briefly discussed three LRIP applications he and the Patrol Superintendent are working on. More details concerning those projects were to be discussed under the next agenda item.
- Excise Tax Issue – The Commissioner stated that he received the final examination report from the IRS concerning the 2018 claim for a refund of excise taxes.
- Other Upcoming Projects – The Commissioner stated that operations over the next two months would primarily be devoted to brushing and winter operations.

**5. Local Road Improvement Program Project Overviews**

- A. CTH M (East) - LRIP Supplement (ARPA). The Commissioner stated that the award is a 50/50 grant and totals \$217,308.13. The County would have to put up \$434,616.26 in order to receive the \$217,308.13. The project goal would be to pulverize and repave a 2.52-mile segment of CTH M-East, from the STH 55 intersection out to CTH AA. The project will be performed in 2023/2024.
- B. CTH VV (West) - LRIP Discretionary. The Commissioner stated that the award is for \$216,523.33 and is a 90/10 grant; however, the Commissioner is hoping that the County could match the grant dollar for dollar. The County would have to put up \$433,046.66 in order to receive the \$216,523.33. The project goal would be to mill and overlay a 3.67-mile segment of CTH VV-West, from the intersection of Kittecon Road and CTH VV-West all the way out to the Menominee-Shawano Line. The project will be performed in 2023/2024.
- C. Town Supplement or Discretionary. The Commissioner stated that the project will be a mill and overlay costing an estimated \$331,000 (or \$535,000 if a pulverize and repave) on Long Lake Road, from CTH VV out to Rushes Lake Road (approx. 2.2 miles). The Town Road Improvement (TRI) Committee will decide whether to fund the project. If the project is funded, the TRI-Committee will decide to fund it using discretionary (biennial appropriations) or supplement (ARPA) funding. If it is discretionary, the award would be a 50/50 grant. If it is supplement funding, the award would be a 90/10 grant. The project would be performed in 2023/2024.
- D. Biennial LRIP grants. The Commissioner stated that he is also working on a routine or biennial application to repave scattered roads/road segments, such as Red Wing Way, Mill Parking Drive, and Hillcrest Lane. The award would be about \$163,000. The project would be performed in 2023/2024.

The Committee stated it would have to identify available funding in future years to determine how much could actually be devoted to the projects. The Commissioner will enter the projects as a "place holder". If sufficient funds cannot be dedicated to the projects, the projects can be scaled back and/or substituted later on. No action on the agenda item was taken.

**6. Monthly Expenditures**

The meeting packet included two payable listings: one was for December 2021 payables and the other was for January 2022 payables. Included was a memo briefly describing both sets of payables.

Motion by J. Lowey to approve the December 2021 monthly expenditures in the amount of \$77,490.32. Second by E. Moses. There were no questions regarding the payables. Motion carried.

Motion by J. Lowey to approved the January 2022 expenditure in the amount of \$10,541.59. Second by E. Moses. There were no questions regarding the payables. Motion carried.

**7. Financial Report**

The Commissioner discussed the November 2021 financial statement with the Committee. That report was included in the meeting packet. The report revealed that year-to-date revenues were \$1,655,688.30 and year-to-date expenditures were \$2,127,517.83, leaving a deficit of \$471,829.53. Included in that expense was depreciation expense of \$303,337.49 and capital expenses of \$186,727.74. 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 \$18,235.70 as of the end of November. The Committee had no questions or concerns regarding the memo or financial report.

**8. Agenda Items for Next Meeting**

None.

**9. Adjournment:** 4:37 p.m

Minutes recorded and prepared by J. Weso.