



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes Tuesday, June 14, 2022 Highway Department Conference Room

1. Call to Order. 9:05 a.m.

- 2. Roll Call.** Committee members present: Elizabeth Moses, Chairperson and Stephan Grochowski. Committee members absent: James Lowey. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner, and Margaret Tomow, Administrative Assistant.

3. Community Input

None

4. Election of Committee Vice-Chairperson

Stephan Grochowski volunteered to serve as the Committee Vice-Chairperson. S. Grochowski became the Vice-Chairperson through acclamation.

5. Approval of Minutes: Regular Meeting of May 12, 2022

Motion by S. Grochowski to approve the regular meeting minutes of May 12, 2022. Second by E. Moses. There were no corrections to the minutes or questions on the motion. The motion carried with S. Grochowski abstaining.

6. Department Overview

- Included in the meeting packet was a written report providing a concise overview of the department. The Commissioner briefly discussed the overview and asked if there were any questions. There were no questions regarding the overview.
- The meeting packet also contained a flowchart depicting the various sources of revenue and how they are used by the department. S. Grochowski asked a question about the fund balance and whether it would be the source of funding used to purchase a roof top unit for the Highway facility. The Commissioner answered in the affirmative.

No motions required.

7. Commissioner's Report

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

- There were no COVID-19 quarantine or isolations reported by staff in the previous reporting period.
- There were no applicants thus far for the second posting of the Patrol Superintendent position. The second posting closes on Friday, June 17th. The Commissioner suspects this position could be vacant for a while, so additional adjustments of duties and responsibilities among staff within the department may be necessary. The Commissioner will bring forward recommendations at a future meeting.
- The department held Highway Safety Days at the shop on May 26th. The training was all video playback. Next year's training should be in-person.
- The department has pulled in most road shoulders throughout the County but some touchups here and there will need to be performed.
- The department has patched STH 47 from Neopit to Langlade. The crew are currently patching STH 55 and should be completed by the end of the week. The crew will begin patching from Keshena through Neopit the following week. A brief discussion was held regarding the condition of both state highways and the need for the State to repave the roads soon.
- The department hopes to excavate Duquain Road this week to allow the contractor the opportunity to further inspect the catch basin and other storage drains. This activity is weather dependent.
- The Commissioner had to bring Knope in a second time in the past month to inspect the main roof top unit. The first call concerned the air conditioner not working, while the second call concerned the furnace not working.

No motions required.

8. Discussion/Action: Replacement of Main Roof Top Unit

The meeting packet included a recommendation memo from the Commissioner concerning the need to replace the main roof top unit, which is nearly 20 years old. The unit has been plagued by an average of four failures per year over the past three years at a cost of \$7,092.83. The second to last repair that was performed the technician was not sure the repair would last very long; the technician stated that eventually the compressor and compressor coils would need to be replaced.

Knope Heating and Cooling provided a quote for the replacement of the unit per the Commissioner's request. The quote came in at \$22,850, which is under the \$25,000 threshold for public letting. The Commissioner recommended the Committee seek supplemental funding from the County Board using Highway fund balance to perform the improvement. The Commissioner also asked for permission to immediately approve the

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repair given that the quote was only valid for 15 days. The Commissioner further supported the work being performed by Knope given that it is a local vendor and has been responsive to our needs. The Committee Chairperson agreed that Knope should proceed with the work before the department incurs any additional repair expenses.

Motion by S. Grachowski to accept the Highway Commissioner's recommendation and to move this [the appropriation] to the full Board. Second by E. Moses. No discussion. The motion carried.

9. Monthly Expenditures

Included in the meeting packet was a memo from the Commissioner concerning the payables, as well as a listing of all monthly payables. The Commissioner handed out a revised memo describing the addition of an additional payable for Appleton Sign Company in the amount of \$3,226.50, representing a 50% down payment for the creation of seven 4'x8' signs for use on a walking trail.

Motion by S. Grochowski to approve the monthly payables in the amount of \$64,374.68, represented by 50 separate invoices. Second by E. Moses. No discussion. The motion carried.

10. Financial Report

The March and April financial statement was included in the meeting packet. Discussion was limited to the April report. The April report revealed that year-to-date revenues totaled \$718,658.09 and year-to-date monthly expenditures totaled \$760,756.99, leaving a deficit of \$42,098.90. However, general transportation aids for the first quarter in the amount of \$64,434.45 had not yet been posted. Included in the monthly expense was depreciation expense of \$104,056.97. The Commissioner will be processing a budget modification to eliminate cost overruns in the property and liability insurance line-items.

Motion by S. Grochowski to approve the financial report. Second by E. Moses. No discussion. The motion carried.

11. Agenda Items for Next Meeting

None

12. Adjournment: 9:45 a.m.

Minutes recorded and prepared by J. Weso.