



Menominee County Highway Department

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Menominee County Highway Committee Regular Meeting Minutes Thursday, July 21, 2022 Highway Department Conference Room

- 1. Call to Order.** 9:02 a.m.
- 2. Roll Call.** Committee members present: Elizabeth Moses, Chairperson, Stephan Grochowski, Vice-Chairperson, and James Lowey, member. Committee members absent: None. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner, and Margaret Tomow, Administrative Assistant.

3. Community Input

None

4. Approval of Minutes: Regular Meeting of June 14, 2022

Motion by S. Grochowski to approve the regular meeting minutes of June 14, 2022. Second by J. Lowey. There were no corrections to the minutes or questions on the motion. J. Lowey abstained.

5. Commissioner's Report

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

- The Commissioner informed the Committee that a new Patrol Superintendent was hired. His name is Kenneth Casper. He currently works for Shawano County Highway Department as a heavy equipment operator. He will start on August 1, 2022. The Commissioner stated that he would like to continue the Weekly Foreman program until the new Patrol Superintendent is ready to fully assume his responsibilities, which could take several weeks. The Committee did not see a problem with that.
- The Commissioner provided the Committee with an update on the roof top unit replacement that Knope Heating and Cooling would be performing.
- The Commissioner discussed the problem with the gas pumps. Walt's Petroleum replaced a check valve in the system and are hoping that this will resolve the problems we were having with the vapor locking. There is one more valve that needs to be replaced, but the part is on back order. If this recent repair does not fully resolve the problem, the department may have to look at moving the pump under the dispenser from the island over to the tanks. That would cost around \$28,000 or more. Another

alternative might be to abandon the pumps and begin fueling up at the Amoco station, but that would be inconvenient to Highway personnel and other departments.

- The Committee asked for an update on the possibility of the Tribe submitting an application for replacement of the West Branch and Bear Trap Falls bridges. The Commissioner told the Committee that the final design plans were transferred to the Tribe and that he is awaiting word from the Tribe on the next steps.
- The Commissioner provided an update on the replacement of an exterior camera unit that failed on the north-west side of the building. Camera Corner will be installing a new camera unit in September or October, but the replacement camera is also on back-order.

No motions required.

6. 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.

Motion by J. Lowey to approve the monthly payables in the amount of \$26,346.40. Second by S. Grochowski. When the Chairperson asked if there was any discussion on the motion, the Commissioner expressed his support for the County or, at the very least, the department continuing to use a Business Amazon account due to the inconvenience of having to shop multiple vendors that often cannot beat the Amazon prices. The Committee expressed support for continuing the service given the high inflation and free and fast shipping offered by Amazon. The motion carried.

7. Financial Report

The May financial statement was included in the meeting packet. The report revealed that year-to-date revenues were \$837,121.72 and monthly expenditures were \$897,026.77, leaving a deficit of \$59,905.05. Depreciation expense was \$130,086.40. The report included a comparison of revenues and expenses for this same time period from the previous year.

The Commissioner pointed out that although there was a deficit, \$130,086.40 of the department's year-to-date expenses represented depreciation expense for which corresponding revenues from fund balance have not yet been applied and will not be applied until the end of the year. As such, in reality, the department has a surplus of \$70,181.35. The Committee asked the Commissioner to check with the Finance Director or the auditors to determine whether transfers from the fund balance had to be applied at the end of the year or if they could be made on a monthly basis.

No motion required.

8. Agenda Items for Next Meeting

J. Lowey asked for an update on the bridge deck funding.

9. Adjournment: 9:41 a.m.

Minutes recorded by Margaret Tomow and prepared by J. Weso.