



# Menominee County Highway Department

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## Menominee County Highway Committee Regular Meeting Minutes Tuesday, August 9, 2022 Highway Department Conference Room

- 1. Call to Order.** 9:09 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; Ken Casper, Patrol Superintendent; and Margaret Tomow, Administrative Assistant.

### 3. Community Input

None

### 4. Approval of Minutes: Regular Meeting of July 21, 2022

Motion by J. Lowey to approve the regular meeting minutes of July 21, 2022, with one correction: J. Lowey was present for the meeting but was not listed as being present. Second by S. Grochowski. Motion approved.

### 5. Commissioner's Report

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

- The Commissioner informed the Committee that the department had one employee who was quarantined for five days after coming into close contact with an individual who was positive for COVID-19. The employee did not get sick and did not subsequently test positive. The employee is back at work.
- The Commissioner announced that Ken Casper, Patrol Superintendent, began working on August 1<sup>st</sup>.
- The Commissioner provided an overview on the Duquaine Road project. The catch basin and 48" lateral pipe was successfully replaced. The storage retention system underlying the road, however, is nearly completely blocked with sediment, and the cost to remove the sediment would be significant. The Commissioner will be talking with the Tribe and the BIA to discuss future options for the site.
- J. Lowey asked whether the rut patching performed in Outagamie County could be performed here on State roads, especially where longitudinal edge cracking is taking place. The Commissioner was not sure that would be supported by the State given that

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STH 47 and STH 55 are on the schedule to be replaced in 2026 but that it, along with wedge patching, was worth exploring as an intermediate measure.

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. The memo and payable listing were updated to include additional payables that came in.

Motion by J. Lowey to approve the monthly payables in the amount of \$59,703.21. Second by S. Grochowski. The motion carried.

### **7. Financial Report**

The June financial statement was included in the meeting packet. The report revealed that year-to-date revenues were \$901,336.24 and monthly expenditures were \$1,026,513.25, leaving a deficit of \$125,177.01. Depreciation expense was \$156,826.80, with corresponding revenues not yet posted against that expense. The report included a comparison of revenues and expenses for this same time period from the previous year.

The Commissioner reached out to the County's lead auditor to find out if it was required that fund balance or transfers from savings to cover depreciation could only be made at the end of the year. The auditor stated that the transfers could be made at any time. Accordingly, the Finance Director will begin posting corresponding revenues to cover the depreciation expense.

S. Grochowski asked for an update on the fuel tanks. The Commissioner stated that it is still working with a vendor to troubleshoot the unit. The diesel pumps are operating fine, but the gas pump is still plagued vapor lock issues.

No motion required.

### **8. Agenda Items for Next Meeting**

There were no new items recommended to be added to the agenda. The Committee discussed moving the regular meeting time to 3:45 p.m. or 4:00 p.m. starting in September and continuing on through the school year.

### **9. Adjournment: 9:26 a.m.**

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