



Menominee County Highway Department

W2703 Chief Carron Road
Keshena, WI 54135
Ph: 715-799-3369
Fax: 715-799-3789

Menominee County Highway Committee Regular Meeting Minutes Thursday, October 19, 2023 Highway Department Conference Room

1. Call to Order. 9:03 a.m.

2. Roll Call. Committee members present: Keith Tourtillott, Chairman; Eugene Caldwell (arrived at 9:03 a.m.), Vice-Chairman; and Gregg Malmstrom, Member. Members absent: None. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Ken Casper, Patrol Superintendent; and Brittany Anderson, Office Manager.

3. Community Input

None

4. Approval of Minutes: Regular Meeting of September 12, 2023

Motion by G. Malmstrom to approve the regular meeting minutes of September 12, 2023. Second by E. Caldwell. Motion approved.

5. Commissioner's Report

The Commissioner's presented his written report. The Commissioner highlighted the following from his report:

- The Commissioner told the Committee he recently met with the Menominee Tribe and WisDOT to discuss the STH 47 and STH 55 improvements. During that meeting, the Commissioner told WisDOT and the Tribe that the Highway Committee was skeptical of the need for some of the improvements (e.g., lighting, sidewalks, burying underground utilities) in Neopit and the Town's ability to pay for some of those costs. The Commissioner told the parties that more definitive cost estimates and scheduling of the improvements needed to be provided.
- The Commissioner provided the Committee with an update on the diesel spill at the intersection of STH 47 and STH 55. The cleanup cost \$42,294.88, of which \$33,969.01 was associated with REI's services and \$8,325.87 was incurred by Highway. The cleanup costs will be reimbursed by WisDOT. The Commissioner will have to process a budget modification to add the \$42,294.88 back into the budget since the diesel spill was not an anticipated expense.

Motion by G. Malmstrom to approve the Commissioner's monthly report. Second by E. Caldwell. Motion approved.

6. Monthly Expenditures

Included in the meeting packet was a memo from the Commissioner summarizing the September payables. The payables consisted of 40 invoices totaling \$62,004.53. The credit card log was included in the monthly payable report. G. Malmstrom sought clarification on the tracking of monthly expenditures compared to budgeted costs; that detail is contained in the monthly financial report. The Commissioner and Committee discussed the fuel costs and time of fuel purchases. The Chairman asked when the pumps were replaced, but the pumps are the original dispensers—only the fuel pedestal and networking hardware has been replaced over the years.

Motion by E. Caldwell to approve the monthly expenditures. Second by G. Malmstrom. The motion carried.

7. Financial Report

The meeting packet included the financial report for August 2023. The financial report revealed year-to-date revenues of \$1,256,214.30, YTD expenses of \$1,187,925.56, current surplus of \$68,288.74, and YTD depreciation of \$183,890.79.

A motion to approve the Finance Report was not made or required.

8. FY2024 Highway Budget Proposal. The meeting packet included a memo from the Commissioner summarizing the budget proposal and a copy of the budget proposal that was submitted to the Personnel and Finance Committee.

- The budget request, in addition to normal operating costs, included three construction projects: CTH VV-West, from STH 47 to Kittecon Road (est. \$167,869); CTH VV-West, from Kittecon Road to Juniper Road (est. \$478,078); and CTH M-East, from STH 55 to CTH AA (est. \$476,352).
- G. Malmstrom asked if the West Branch and Bear Trap bridge deck replacements was included in the budget proposal. The Commissioner stated that those two projects are included in the 5-Year Plan, but those projects were not included in the 2024 budget proposal. Those two projects are candidates for BIA funding and won't be considered for funding by the Town unless BIA funding is not an option.
- The Commissioner pointed out in the 5-Year Plan that the Long Lake Road Repaving Project is not included in the budget proposal, but Town ARPA funding may make it a strong candidate for next year. Should additional funding be available in the 2024 budget, it is possible that the Long Lake Road Project might be included.
- The budget proposal included a F/T housekeeper/facilities technician. The position was eliminated with the FY2023 budget. With the loss of that position, this left operators, the Patrol Superintendent, and Commissioner to run errands, pickup supplies, help out in the garage with oil changes and other basic vehicle maintenance, mow the lawn, take out the garbage, and perform basic housekeeping, thereby further limiting maintenance responsibilities out on the roads. The Committee supported reinstating the position and thought it was a mistake to eliminate the position to begin with.

Menominee Co. Highway Meeting Minutes

- The Commissioner's budget proposal includes a request to replace two single axle plow trucks for an estimated cost of \$230,000 each. If approved, once the order is placed, the cost would not be incurred for up to two years given manufacturing lags. As such, the 2024 budget would not include any expense associated with the purchase of the trucks. The trucks would replace two Sterling plow trucks that were purchased in 2007; these trucks are fully depreciated out and replacement parts for them are no longer being manufactured, leaving the mechanic to search for parts in various salvage yards. The Committee supported the request.
- The topic of depreciation expense came up. The department began budgeting for depreciation expense in 2020 after the auditors insisted the cost of future replacement be covered. The County helped out with depreciation the last few years, but Highway fund balance was also relied upon to budget for the depreciation expense. The proposed budget will utilize shared revenue for the expense rather than rely upon Highway fund balance or County fund balance to cover the cost.

Motion by E. Caldwell to approve the proposed 2024 budget proposal. Second by G. Malmstrom. The motion carried.

9. Agenda Items for Next Meeting

NOI 2023-03 Redesign of CTH M/STH 55 Intersection – Review Letters of Interest and Select a Design Firm

10. Adjournment: 9:54 a.m.

Motion by G. Malmstrom to adjourn. Second by E. Caldwell. The motion carried.

Minutes recorded and prepared by J. Weso.