



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 Tuesday, November 14, 2023 Highway Department Conference Room

1. Call to Order. 9:01 a.m.

2. Roll Call. Committee members present: Keith Tourtillott, Chairman; Eugene Caldwell, 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 October 19, 2023

Motion by E. Caldwell to approve the regular meeting minutes of October 19, 2023. Second by G. Malmstrom. Motion approved.

5. Commissioner's Report

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

- The Commissioner informed the committee that winter operations have commenced, that all trucks are equipped and ready for the season, and that a sufficient quantity of sand-salt and salt are on-hand.
- The Commissioner informed the Committee that the crew might install a small lean-to on the side of cold storage. The lean to would shelter equipment outside that can weather the outside elements. The recent acquisition of the trailer mounted attenuator has now left the department short of storage space in cold storage.
- The Commissioner asked the Committee to repurpose the remaining funding allocated for the purchase of the used tractor.

Motion by E. Caldwell to repurpose the remaining tractor funding for the purchase of a used pickup truck. Second by G. Malmstrom. Motion approved.

- The Commissioner informed the Committee that the Tribe is proposing to construct new sidewalks in Neopit in 2024/2025. The sidewalks would be located in White City, Dog

Town, adjacent to STH 47, and CTH M. The Tribe is asking the County and Town to shoulder a portion of the costs. The Commissioner does not yet know the total cost of construction, what the County or Town share would be, or when the project would be undertaken. The Commissioner will learn more about the project at a meeting being held on November 16th. G. Malmstrom asked what the specific need is for the sidewalk, aside from safety. The Commissioner believed that pedestrian safety was the primary motivation. The Committee Chair also stated that there were no sidewalks in most of those locations.

G. Malmstrom thanked the department for road grading recently performed out in the Legend Lake area.

No motion to approve the report was made.

6. Monthly Expenditures

Included in the meeting packet was a memo from the Commissioner summarizing the October payables. The payables consisted of 36 invoices totaling \$78,461.56. Two large expenses included a gas fill totaling \$21,749.16 and the trailer mounted attenuator totaling \$33,285.25. The credit card log was included in the monthly payable report.

- The Chairman asked what the attenuator was for. The Commissioner stated that it is a safety apparatus designed to keep operators safe while working at a roadside jobsite; the unit blunts the impact from a vehicle. Further, WisDOT would be reimbursing \$30,000 of the cost.

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

7. Financial Report

The meeting packet included the financial report for September 2023. The financial report revealed year-to-date revenues of \$1,350,199.81, YTD expenses of \$1,296,547.29, current surplus of \$53,652.52, and YTD depreciation of \$207,019.12.

- G. Malmstrom appreciated the fact that WisDOT promptly reimbursed the County for the diesel spill cleanup.

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

8. NOI 2023-03 STH 55/CTH M Intersection – Review Letters of Interest and Select Firms

The Commissioner included in the meeting packet a memo describing the Committee's responsibilities for selecting a preferred firm and two alternates for the design of the STH 55 and CTH-M intersection. Also included in the meeting packet was a copy of the Notice of Interest created by the department and four Letters of Interest submitted by various firms. The Commissioner also provided a comparison table of the Letters of Interest. Once the Committee makes its selection based on objective rating and ranking criteria established

Menominee Co. Highway Meeting Minutes

by WisDOT, the Commissioner would fill out and submit a DT1515 form to WisDOT informing WisDOT of the committee's selection.

The Committee decided it needed more time to review the proposals. Accordingly, the Committee decided to hold a special Highway Committee meeting on November 21, 2023, at 9:00 a.m. to make its selection.

9. Agenda Items for Next Meeting

None

10. Adjournment: 9:32 a.m.

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

Minutes recorded and prepared by J. Weso.