



Menominee County Highway Department

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

Menominee County Highway Committee Special Meeting Minutes Tuesday, November 21, 2023 Highway Department Conference Room

- 1. Call to Order.** 9:03 a.m.
- 2. Roll Call.** Committee members present: Keith Tourtillott, Chairman; and Gregg Malmstrom, Member. Members absent: Eugene Caldwell. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Ken Casper, Patrol Superintendent; and Brittany Anderson, Office Manager.

3. Community Input

None

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

Chairman Tourtillott shared his rating scores with the Committee and his justification behind the scores. G. Malmstrom also rated the letters of interest. The Committee decided to base the committee's selection on the average of the score totals, such to also include E. Caldwell's scores if he has them completed.

Motion by G. Malmstrom to use the average of all three scores in determining what the selection outcome will be. Second by K. Tourtillott. The motion carried.

[Note: The matrix score sheet subsequently yielded the following results among the three committee members: Jewell Associated, 61.33 total, 1st ranking; Corre, 59.33 total, 2nd ranking; JT Engineering, 48.67 total, 3rd ranking; and Becher Hoppe, 44.00 total, 4th ranking; with preference being given to Jewell Associated due to it receiving the highest score.]

7. Adjournment: 9:12 a.m.

Motion by G. Malmstrom to adjourn. Second by K. Tourtillott. The motion carried.

Minutes recorded and prepared by J. Weso.