



# 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, December 12, 2023 Highway Department Conference Room

**1. Call to Order.** 9:00 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:**

A. Regular Meeting Minutes of November 14, 2023

Motion by G. Malmstrom to approve the regular meeting minutes of November 14, 2023.  
Second by E. Caldwell. Motion approved.

B. Special Meeting Minutes of November 21, 2023

Motion by G. Malmstrom to approve the special meeting minutes of November 21, 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 highlighted the winter highway conference. The deadline to register is December 29<sup>th</sup>. Committee members that were interested in signing up for the conference were encouraged to contact Brittany before the registration deadline date.

No motion to approve the report was made.

**6. Monthly Expenditures**

Included in the meeting packet was a memo from the Commissioner summarizing the November payables. The payables consisted of 44 invoices totaling \$102,197.05. The

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credit card log was included in the monthly payable report.

Chairman Tourtillott asked if we go out for bids on fuel fills. The Commissioner stated that the department obtains a minimum of two quotes from fuel vendors each time we need a gas or diesel refill. The Committee held a general discussion on the process of obtaining bids, pricing of fuel, and fuel deliveries.

E. Caldwell asked if the department can perform hydraulic hose repairs in-house. The Commissioner stated that the department does repair hoses in-house, but there are some specialty hoses and metal hydraulic lines that we have to have vendors repair or replace.

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 October 2023. The financial report revealed year-to-date revenues of \$1,505,871.08, YTD expenses of \$1,486,839.90, current surplus of \$19,031.18, and YTD depreciation of \$230,147.45.

Motion by G. Malmstrom to approve the financial report. Second by E. Caldwell. The motion carried.

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

G. Malmstrom asked for an update on the ATV/UTV ordinance be added to the agenda.

### **9. Adjournment:** The Chairman adjourned the meeting at 9:24 a.m.

Minutes recorded and prepared by J. Weso.