



# Menominee County Highway Department

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## **Menominee County Highway Committee Regular Meeting Minutes Monday, March 20, 2023 Highway Department Conference Room**

### **1. Call to Order.** 4:00 p.m.

### **2. Community Input**

The Chairperson asked the Commissioner to send his annual work plan to the County Board based on discussions the Board had during the Commissioner's reappointment.

### **3. Roll Call.** Committee members present: Elizabeth Moses, Chairperson; and Stephan Grochowski, Vice-Chairperson. Committee members absent: Eva Johnson, substitute member. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Ken Casper, Patrol Superintendent; and Brittany Anderson, Office Manager.

### **4. Approval of Minutes: Regular Meeting of February 14, 2023.**

Motion by S. Grochowski to approve the regular meeting minutes of February 14, 2023. Second by E. Moses. Motion approved.

### **5. Commissioner's Report**

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

- The Commissioner provided an overview of basic winter operation statistics: 67 snow plow outings through March 10<sup>th</sup> (56 this same time last year); an estimated 72.80" of snow (59.00" last year); and seasonal salt supplies are in good shape.
- The Commissioner provided an overview of routine maintenance activities: the department had 15 snowplow outings during the period; six days of brushing; two days of pothole patching; 5 days of winter-related activities; two signs were repaired; and one access permit was issued.
- There were no COVID-19 isolations in the period.
- The Commissioner described major equipment repairs that took place.
- The Commissioner described upcoming projects: winter operations; pothole patching; brushing; and sign repairs.

- The Commissioner discussed some training opportunities that the department would be holding: CPR/First Aid; Class A/B training for underground storage tank systems; and chainsaw training.
- S. Grochowski asked if there were any updates on the Roads Workgroup's discussion on establishing ATV routes in the County. The Patrol Superintendent stated that he raised the topic with the workgroup. Some workgroup members stated that the topic was discussed at a Tribal legislature committee meeting some time ago but that the committee never advanced any recommendations on the topic to the Legislature. The Chairperson advised the Commissioner to hold off on the matter until a formal request from the public concerning the establishment of ATV routes is brought forward.

### **6. County and Town Bridge Inspections**

The Commissioner discussed the findings from the bridge inspections conducted by Ayres Associates. To the extent possible, the Highway Department will attempt to address the maintenance issues included in the findings using in-house personnel later this year. Some of the findings, such as installing a hot mix overlay on Brave Island Bridge or work on the approaches to the bridges, may require contractual assistance and supplemental funding. The Commissioner will determine whether the hot mix overlay can be covered under the local bridge program given its sufficiency rating. This topic was informational, so no motions were required.

### **7. Monthly Expenditures**

Included in the meeting packet was a memo from the Commissioner concerning two sets of payables: one was for residual expenses from 2022 and the second was for February 2023 invoices. The 2022 residual payables consisted of one reimbursement of \$12,477.12, payable to UW-Madison for work under the CDC grant that was inadvertently double-billed by the department. The February 2023 payables consisted of 40 invoices totaling \$141,869.82. A memo summarizing the payables was included in the meeting packet.

Motion by S. Grochowski to approve the residual 2022 expense in the amount of \$12,477.12 and the February 2023 payables in the amount of \$141,869.82. Second by E. Moses. The motion carried.

### **8. Financial Report**

The meeting packet included the financial report for December 2022 and January 2023. The December 2022 financial report revealed year-to-date revenues of \$1,885,306.90, YTD expenses of \$2,002,648.96, YTD depreciation expense of \$313,549.21, a YTD deficit of \$117,342.06, and \$138,850 in applied fund balance revenues yet to be posted. The January 2023 financial report revealed year-to-date revenues of \$282,817.52, YTD expenses of \$140,035.35, YTD depreciation of \$22,884.58, and a YTD surplus of \$142,782.17.

Motion by S. Grochowski to approve the December 2022 and January 2023 financial report. Second by E. Moses. The motion carried.

**9. Agenda Items for Next Meeting**

None

**10. Adjournment:** 4:24 p.m.

Minutes recorded and prepared by J. Weso.