



# Menominee County Highway Department

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## Menominee County Highway Committee Regular Meeting Minutes Tuesday, September 12, 2023 Highway Department Conference Room

**1. Call to Order.** 9:01 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.

Motion by G. Malmstrom to suspend the agenda to take up item #5. Second by K. Tourtillott. Motion approved.

### **5. Commemorative Naming of West Branch Bridge**

Community members Deborah L. Lyons and Gena Kakkak were present to advocate for the Town renaming the West Branch Bridge as the Robert "Bobby" Perez Memorial Bridge. They presented a petition that was signed by 90 residents in support of the action. The Commissioner stated that he would present a resolution to the Town Board if it was approved by the committee.

Motion by G. Malmstrom that the Highway Committee recommends to the Town of Menominee that it commemoratively name West Branch Bridge as the Robert K. Perez Bridge. Second by E. Caldwell. Motion approved.

Motion by G. Malmstrom to return to the regular agenda. Second by E. Caldwell. Motion approved.

### **3. Community Input**

G. Malmstrom asked for an update on the draft ATV-UTV Route Ordinance given that it was tabled by the Public Safety Committee over concerns raised by the Menominee Tribe. The Chairman stated that the concern involves uniformity between the Tribe's ordinance and the County's ordinance, for both the Tribal Police and the County Sheriff's Office would be responsible for enforcement. The Chairman stated that the Tribe's law enforcement committee is in the process of reviewing its ATV/UTV ordinance, focusing on which routes might be designated as ATV/UTV routes and what the requirements would be for ATVs/UTVs operating on those routes. G. Malmstrom questioned the need for consistency between the two ordinances since the Sheriff's Office can only enforce the County/Town ordinance against non-Native Americans and the Tribe can only enforce its ordinance against Native Americans. The Chairman noted G. Malmstrom's comment. G. Malmstrom

asked if the Tribe had given a timeframe for completing its review and whether the Tribe will put any of its concerns regarding consistency between the ordinances in writing. The Chairman stated that since the Highway Committee referred the ordinance to Public Safety and Public Safety tabled the matter, the Highway Committee would not review the matter any further until after the Public Safety Committee completed its work on the ordinance. The Chairman advised that any further comments or concerns be put into writing for the Public Safety Committee's review.

#### **4. Approval of Minutes: Regular Meeting of August 8, 2023.**

Motion by E. Caldwell to approve the regular meeting minutes of August 8, 2023. Second by G. Malmstrom. Motion approved.

[Item #5 previously considered]

#### **6. Commissioner's Report**

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

- The Commissioner announced the hiring of Jaime Guzman Jr. as the newest Highway Maintenance Technician.
- The Commissioner discussed actions taken in response to a County Board member's concern regarding street sweeping, utility poles by the Keshena fire station, and weed control in the roundabout. G. Malmstrom stated that he drove through the roundabout the day after the board member raised his concern and he did not see anything wrong with the condition of the roundabout. The Committee was satisfied with the response. The Chairman also asked the Commissioner to reach out to Community Development to see if it can address weed control in the roundabout since it is responsible for sidewalk maintenance, including snow removal and mowing of adjacent grassy areas, and was responsible for construction of the roundabout.
- The Commissioner gave an update on the September 7<sup>th</sup> meeting with the Tribe and WisDOT concerning STH 47 and STH 55 improvements. The Commissioner stated that it was beginning to sound like WisDOT may not be able to advance the improvement schedule to a date earlier than 2028. The Commissioner also asked if the Committee could support recommending the Board provide a 20% cost share (either on the total project cost or on grant match) for lighting, sidewalks, and burying utility lines in Neopit. The Committee was skeptical as to the need for all of the lighting and sidewalks on the scale seen in Keshena, and also expressed concerns about the light pollution. The Committee thought it was premature to have a discussion with the Board on the concept of a cost share until all of the costs are definitively known.
- The Commissioner informed the Committee that the Tribe was looking for a letter from the Town of Menominee requesting the Tribe to apply for BIA funding for replacement of the two bridge decks in the West Branch area and committing to the 20% cost share required from the BIA for such funding. The Committee supported

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the drafting of a letter and asked the Commissioner to put it on the Town Board agenda.

Motion by E. Caldwell to recommend drafting of the letter of support for the Town Board Chairman's signature. Second by G. Malmstrom. Motion approved.

- The Commissioner stated that he and the staff are in the process of developing the 2024 budget. That budget will be presented to the Committee at its next regular meeting.

A motion to approve the Commissioner's Report was not made or required.

### **7. Monthly Expenditures**

Included in the meeting packet was a memo from the Commissioner summarizing the August payables. The payables consisted of 28 invoices totaling \$22,419.90. The credit card log was included in the monthly payable report. E. Caldwell asked what the purpose of SurveyMonkey was and whether it was used. The Commissioner stated that he uses the program to poll other Highway Departments, HR Directors, and Administrators for data.

Motion by E. Caldwell to approve the August 2023 payables in the amount of \$22,419.90 and to accept the credit card log. Second by G. Malmstrom. The motion carried.

### **8. Financial Report**

The meeting packet included the financial report for July 2023. The financial report revealed year-to-date revenues of \$1,203,080.85, YTD expenses of \$1,050,870.22, YTD surplus of \$152,210.63, and YTD depreciation of \$160,762.46. The Commissioner also provided a courtesy copy of a budget modification that will require approval by the Personnel and Finance Committee as it involves, in part, the modification of salaries and fringe benefit line items. The Chairman questioned whether the modification would leave Insurance on Buildings short, but the Commissioner stated that Finance had inadvertently charged the building insurance to the Vehicles and Equipment lines so the modification increases the Vehicle and Equipment line item to sufficiently cover the building insurance cost.

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

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

FY2024 Budget

### **10. Adjournment: 9:58 a.m.**

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

Minutes recorded and prepared by J. Weso.