



# Menominee County Highway Department

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## **Menominee County Highway Committee Regular Meeting Minutes Tuesday, February 13, 2024 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: Regular Meeting Minutes of January 11, 2024**

Motion by G. Malmstrom to approve the regular meeting minutes of January 11, 2024. 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:

- Victoria "Missy" Minch was hired as our new Custodian/General Laborer. Her first day was Monday, February 5, 2024.
- The crew held chainsaw training on February 6<sup>th</sup> and 7<sup>th</sup>. William Mott Jr. and Brian Rohr from Maintenance participated in the training. Missy also participated. The training was provided by FISTA.
- The Highway Committee's motion from January to have the Public Safety Committee reconsider its motion on the ATV/UTV Route ordinance was referred to the Public Safety Committee. The Public Safety Committee will be taking up the motion at its meeting on Wednesday, February 14<sup>th</sup>.
- The Commissioner explained the severely degraded radio reception issues the department is experiencing, which is a problem further exacerbated by rain or heavy wet snow. BayCom inspected the antenna, line, and repeater at the Neopit tower on January 23<sup>rd</sup>. BayCom is recommending the line, antenna, and repeater be replaced for \$22,979.66. The Commissioner stated that the repairs are not included in the budget,

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but he could pull the funding from the equipment repair line item normally used for truck maintenance and repairs. The Committee expressed its support for the replacement of the communication system due to the safety of our operators.

- The Commissioner described some of the repairs needed on the fuel tank system. The repairs could become very costly. The Committee suggested an alternative might be to abandon the fuel system and have the crew utilize the Tribe's Amoco fuel station instead.

Motion by G. Malmstrom to approve the Highway Commissioner's report. Second by E. Caldwell. Motion approved.

### **6. Request to Add Standby Employees to Staffing Plan**

The Commissioner included in the meeting packet a memo wherein the Commissioner proposed to hire up to two on-call employees to help during staffing shortages (e.g., cold or flu) during certain mission critical events, such as during snow and ice removal or storm damage cleanup. The Commissioner budgeted up to 96 hours per year for the two positions. The positions were geared more towards retired highway operators. The Committee supported the hirings given that the amount of overtime funds saved could offset the additional cost of the two positions. The Personnel and Finance Committee would also have to approve the staffing change.

Motion by E. Caldwell to approve the staffing plan adjustment and to authorize the Commissioner to post. Second by G. Malmstrom. Motion approved.

### **7. Monthly Expenditures**

Included in the meeting packet was a memo from the Commissioner summarizing the December 2023 payables totaling \$9,968.54 and the January 2024 payables totaling \$68,815.36. The credit card log was included in the monthly payable report.

Motion by G. Malmstrom to approve the December 2023 monthly expenditures totaling \$9,968.54 the January 2024 monthly expenditures totaling \$68,815.36. Second by E. Caldwell. The motion carried.

### **8. Financial Report**

The meeting packet included the financial report for December 2023. The financial report revealed year-to-date revenues of \$1,672,754.12, YTD expenses of \$1,858,413.34, deficit of \$185,659.22, and YTD depreciation of \$276,404.11. The deficit does not take County reserve fund revenue and highway fund balance revenue, which will not be posted until the end of the fiscal year.

A motion approving the financial report was deemed unnecessary.

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

There were no action items for the next meeting, but the Committee discussed permanently moving the meeting to the second full Thursday of the month to better accommodate the

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Chairman's schedule.

### **10. Adjournment**

The Chairman adjourned the meeting at 9:29 a.m. No motion necessary.

Minutes recorded and prepared by J. Weso.