



MONROE COUNTY HIGHWAY DEPARTMENT
803 WASHINGTON STREET
SPARTA, WISCONSIN 54656
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DAVID H. OHNSTAD
HIGHWAY COMMISSIONER

WILLIAM PIEPER
FLEET MANAGER

BROOKE ADAMS
OFFICE MANAGER

NOTICE OF MEETING

COMMITTEE: Highway
TIME: 9:00 A.M.
PLACE: Monroe County Highway Administrative Building
803 Washington Street
Sparta, WI 54656
DATE: Tuesday, November 19, 2024

- 1) **CALL TO ORDER / ROLL CALL**
- 2) **PERIOD OF PUBLIC COMMENT**
- 3) **LAST MEETING MINUTES (DISCUSSION & DECISION)**
- 4) **VOUCHERS & CREDIT CARD CHARGES (DISCUSSION)**
- 5) **BUDGET PERFORMANCE REPORT (DISCUSSION)**
 - A. Review Monthly Budget Report.
- 6) **WINTER HIGHWAY OPERATIONS (DISCUSSION)**
 - A. Review of policy and practice.
- 7) **CHEMS CONFERENCE REPORT (DISCUSSION)**
 - A. Office Manager Brooke Adams and Inventory Specialist Eric Swiatly attended the annual CHEMS Conference in Green Bay last month.
 - B. The "County Highway Expenditure Microcomputer System" was developed by the Wisconsin DOT for use by the state's county highway departments and is our baseline data management program. We continually attempt to identify and implement efficiencies in the reporting, entry and management of time and payroll, cost accounting, financial reporting, and project account systems and practices.
 - C. Brooke and Eric will present updates from the conference including:
 - a. CHEMS interface with Monroe County's MUNIS system.
 - b. Options for electronic time recording and reporting.
 - c. Inventory management and reporting.
 - d. Equipment records and reporting.
 - e. Miscellaneous items and recommendations for further analysis.
- 8) **COMMISSIONER'S REPORT (DISCUSSION)**

Posted November 13, 2024