



**Marinette County
HIGHWAY DEPARTMENT**

**MINUTES
Meeting of the Highway Committee
Wednesday, August 15, 2012
9:00 a.m.
Courthouse**

Members Present: Chairperson Bousley, Supervisors Sharpe, Bauer and Kaufman

Others Present: Finance Director Pat Kass, H.R. Director Jennifer Holtger, Corporation Council Gale Mattison, Interim Commissioner Bill Prue, Highway Supervisor Joe Baranek, Purchasing Manager Don Duddek, Kellie Hartman and press

Absent/Excused: Supervisor Policello

1. Meeting Called to Order

Meeting called to order by Chair Bousley at 9:00 a.m.

2. Approve/amend Agenda

To approve the agenda as amended. **Motion** (Bauer/Kaufman) carried.

3. Approve/correction of minutes

Motion (Sharpe/Bauer) to approve the July 18, 2012 minutes as presented. Motion carried.

4. Public Comment

None

5. County Administrator Highway Commissioner hire

Motion (Kaufman/Bousley) to recommend the County Board approve County Administrator Highway Commissioner hire, Raymond G. Palonen at an annual salary of \$74,649.00. Motion carried.

6. 2013 user fees

Motion (Sharpe/Bauer) to recommend the County Board approve the 2013 user fees as shown as attachment (a) with changing the overweight permit from \$50.00 to \$75.00. Motion carried.

6. Changes to the process for filling positions

Finance Director Pat Kass distributed a document outlining the changes to the process for filling positions. The objective is to streamline the process to be able fill positions within 60 days. No action taken.

7. Proposals for 2012 Biennial Bridge Inspections

Both Omni Associates and Otie Consultants' proposals were opened. Due to clarification requirements, the Committee will select a proposal at the August 28, 2012 meeting. No action taken.

8. Coleman Engineering's proposal for CTH R

No action taken.

9. RFP for 2013 winter blades

Motion (Bauer/Sharpe) to approve the RFP for 2013 winter blades. Motion carried.

10. Leakage problems with the Crivitz shop roof

Markell Company of Wisconsin discovered a tear in the rubber membrane protecting the west shop wall above the offices. Markell will make repairs at no cost to the Highway Department. No action taken.

11. Disposal of equipment numbers 119 & 120

Corporation Council will be consulted to determine the proper disposal procedure. No action taken.

12. Amending Chapter 7-7.09(1) All Terrain Vehicle Routes

Motion (Bauer/Sharpe) to recommend the County Board approve amending Chapter 7-7.09(1) All Terrain Vehicle Routes shown as attachment (b). Motion carried.

13. Town of Beaver bridge aid

Motion (Sharpe/Bauer) to recommend the County Board approve the bridge aid for the Town of Beaver on 17th Street in the amount of \$9,680.44. Motion carried.

14. Town of Niagara bridge aid

Motion (Bauer/Kaufman) to recommend the County Board approve the bridge aid for the Town of Niagara on Chapman Road in the amount of \$2,750.00. Motion carried.

15. Final payment to Michael Mans

Motion (Bauer/Sharpe) to approve the final payment to Michael Mans for stump disposal on CTH L in the amount of \$1,750.00. Motion carried.

16. Correspondences

None

17. Informational: Highway Department report on activities

A spreadsheet was distributed to explain the projects that the employees were working on along with how many hours spent on each effort. Projects include: spray patching on County roads, mowing operations for State and County and shoulder maintenance for State and County. No action taken.

18. Informational: Reports on equipment/machinery and buildings/grounds by Highway Supervisors and Shop Foreman

Don Duddek brought up the disposal of the oil tank. Don will check with Corporation Council on the proper disposal procedure.

19. Schedule of Vouchers

Motion (Sharpe/Kaufman) to approve the vouchers in the amount of \$242,286.98 as presented. Motion carried.

20. Next Meeting Date

The next meeting date will be on August 28, 2012 at the Courthouse beginning at 8:30 a.m.

21. Adjournment

Motion (Sharpe/Bauer) to adjourn the meeting at 10:45 a.m. Motion carried.

Kellie Hartman/Administrative Assistant
Date approved/correct

Attachment (a)

Marinette County 2013 User Fees

HIGHWAY DEPARTMENT

<i>Fee Description</i>	<i>Fee Amount</i>	<i>Fee Determination</i>	<i>Projected Revenue</i>	<i>Collection Method</i>
Records and Reports	4.84% of all Services and Materials	State Department of Transportation	\$ 285,477.00	Bi-Monthly Invoices
Small Tools	1.3% of Labor or as determined by WisDOT	State Dept. of Transp.	\$ 23,000.00	Bi-Monthly Invoices
Gravel at Pit Breaker run Gravel	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Recycled Material	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Mixed Sand	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Salt	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Patch Material	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Top Dirt	Based on Cost	Actual Cost	Actual Cost	Bi-Monthly Invoices
Fuel	Cost + \$.14/gal handling	Actual Cost	\$ 22,000.00	Bi-Monthly Invoices

Utility Permits Including Service Connections Perpendicular to ROW	\$50 Admin Fee + \$.10 per Lineal Mainline Foot	Fee Cost Fee Cost	\$ 3,000.00	At Time of Request
Open Roadway Cuts	\$1,000.00 per Permit	Fee Cost	\$ 1,000.00	At Time of Request
Road Closure (Non-Emergency)	\$500.00 per Day	Fee Cost	\$ 500.00	At Time of Request
Municipal/Agency ROW Request Utility Permit Within County Construction Projects	Fee Waived Fee Waived			
Driveway/ROW Permits	\$50.00 per Permit	Fee Cost	\$ 800.00	At Time of Request
Commercial Access	\$100.00 per Permit	Fee Cost	\$ 200.00	At Time of Request
Remove Illegal Driveway Access Road	At Cost \$250.00 per Permit	Actual Cost Fee Cost	Actual Cost \$ 250.00	At Time of Request At Time of Request
Towns/Municipalities	Fee Waived			
Transportation Permits				
Overweight	\$75.00 per Load	Fee Cost	\$ 3,000.00	At Time of Request
Oversize	\$50.00 per Load	Fee Cost	\$ 3,000.00	At Time of Request
Spring Breakup Permits (Over Posted Load - Upon approval of Highway Commissioner unless exempt by policy.	No Fee			
Used Guardrail & Components	50% of Market Value	Fee Cost	\$ 500.00	Time of Purchase

ORDINANCE _____

**AMENDING THE MARINETTE COUNTY CODE OF ORDINANCES –
§7.09(1) All Terrain Vehicles**

The County Board of Supervisors of the County of Marinette does ordain as follows:

Section One: §7.09(1) All Terrain Vehicle Routes are to be so Designated to include the following:

- (e) County Highway I beginning at 2,220' south of USH 8 and ending at 3,480' south of USH 8 all in the Town of Goodman
- (f) County Highway R beginning at 470' east of Timms Lake Road and ending at 1280' west of Timms Lake Road all in the Town of Pembine
- (g) County Highway R beginning at the most easterly end of CTH R and continuing for 3325' feet north and west to the existing southbound designated ATV trail all in the Town of Pembine.

Section Two: This ordinance shall be effective immediately upon passage and publication.

Adopted:

XXX, Chairperson

Katherine K. Brandt, Clerk

Recommended – Highway committee 8/15/12