



Marinette County
PUBLIC WORKS DEPARTMENT

HIGHWAY DIVISION

Mark A. Desotell
Director – Highway Commissioner

Lynn Schingick
Office Manager

MINUTES
Meeting of the Highway Committee
Wednesday, January 4, 2012
9:00 a.m.
Peshtigo Highway Office

Members Present: Chair Bousley, Vice Chair Policello, Supervisors Sharpe, Bauer and Kaufman

Others Present: DPW Director Desotell, Administrator Ellen Sorensen, Scott Construction Pat Schlies and Jeffrey N. Delmore, County Supervisor Vilas Schroeder, Construction Supervisors Carl Meverden & Joe Baranek, Purchasing Supervisor/Shop Foreman Don Duddek, Kellie Hartman and press

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 presented. **Motion** (Bauer/Policello) carried.

3. Approve/correction of minutes

At the December 21, 2011 Committee meeting, the amount of unpaid overtime the Highway Supervisor's work was brought up during the Informational Highway Report . The Committee would like the minutes to reflect the Committee's discussion. No action was taken. **Motion** (Sharpe/Bauer) to approve the December 20, 2011 minutes and the December 21, 2011 minutes as amended. Motion carried.

4. Public Comment

None

5. Presentation by representatives of Scotts Construction, Inc.

Pat Schlies and Jeffrey Delmore presented a power point presentation on wedge and seal, chip seal and cold mix applications. No action taken.

6. Adoption of a sign assessment or management method

Commissioner Desotell explained the new FHWA Retroreflectivity requirements to maintain minimum levels of sign retroreflectivity and that the standards must be met by 2015. He summarized the assessment and management methods. **Motion** (Sharpe/Policello) to adopt the management method. Motion carried.

7. Draft truck chassis specifications for RFP of two replacement units

Motion (Bousley/Policello) to solicit RFP for the purchase of two tri-axle chassis as per 1/4/12 Committee approved specifications with a submittal date of February 1, 2012 at 9:00 a.m. and a bid opening date of February 15, 2012 at 9:00 a.m. Motion carried.

8. Snow plow body equipment package option for 2012 truck chassis

The Committee discussed the equipment package for two 2012 truck chassis and agreed to have the truck include a front plow, single rear right wing, under body scraper, stainless steel dump box with stainless steel tailgate spreader. The Commissioner will use this information to draft a RFP. No action taken.

9. 2012 service agreement with Baycom

Motion (Sharpe/Kaufman) to renew the 2012 service agreement with Baycom in the amount of \$1,898.33. Motion carried.

10. Correspondences

None

11. 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 worked on were snow removal after storm events, illegal sign removal, patching, sign repairs, brush cutting and general maintenance. No action taken.

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

Where are we in the hiring process for replacing the three retired highway employees was discussed. Also discussed was truck #197, which is at Casper's Truck for repairs to the drive motor coupler and the progress on the Crivitz shop roof repairs. No action taken.

13. Schedule of Vouchers

Motion (Policello/Kaufman) to approve the vouchers in the amount of \$148,033.36 as presented. Motion carried.

14. Next Meeting Date

The next meeting date will be on January 19, 2012 at the Peshtigo Highway Shop beginning at 1:00 p.m.

15. Adjournment

Motion (Kaufman/Policello) to adjourn the meeting at 12:07 a.m. Motion carried.

Kellie Hartman/Administrative Assistant
Date approved/correct