



**Marinette County  
HIGHWAY DEPARTMENT**

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**Raymond G. Palonen  
Highway Commissioner**

**MINUTES  
Meeting of the Highway Committee  
Wednesday, November 7, 2012  
9:00 a.m.  
Peshtigo Highway Office**

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

**Others Present:** Commissioner Ray Palonen, Administrator Ellen Sorensen, Finance Director Pat Kass, Finance Hollie Viestenz, Supervisor Don Pazynski, ACOM Tom Boguszewski, Construction Supervisor Carl Meverden & Joe Baranek, Purchasing Manager 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 along with the addendum as presented. **Motion** (Sharpe/Policello) carried.

**3. Approve/correction of minutes**

**Motion** (Kaufman/Sharpe) to approve the minutes with the correction of the agenda item to read October 17 minutes. Motion carried.

**4. Public Comment**

Supervisor Don Pazynski discussed his concerns regarding the 2013 drainage design on CTH "BB".

ACOM's Tom Boguszewski addressed the Committee with his request to receive a copy of the RFP for the design of the CTH "BB" bridge (B-38-0006).

**5. Finance's Pat Kass and Hollie Viestenz – purchasing cards**

**Motion** (Policello/Sharpe) to authorize the Highway department to begin using the purchasing cards beginning with limited transactions. Motion carried.

**6. RFP for the design of the CTH “BB” Bridge (B-38-0006)**

**Motion** (Sharpe/Policello) to authorize the Highway Commissioner to request proposals for the design of the CTH “BB” bridge (B-38-0006). Motion Carried.

**7. State Routine Maintenance Agreement**

**Motion** (Sharpe/Bauer) to recommend County Board accept the 2012/2013 State Routine Maintenance Agreement for Marinette County in the amount of \$1,575,100.00. Motion carried.

**8. Hiring status for upcoming retirements**

The Commissioner explained there would be 4 retirements in 2012. The positions will be posted internally in 2012 with the external hire dates in early January of 2013. No action taken.

**9. Correspondences**

None

**10. Selection of a consultant for the CTH BB drainage design**

**Motion** (Policello/Bousley) to select Robert E. Lee with the highest ranking score of 3,740 points to provide a contract for the drainage design of CTH “BB” from University Drive to Pond Drive. Motion carried.

**11. Informational: Commissioner’s report**

The Commissioner reported that CTH “C” is not eligible for the STP Rural fund due to the road being a minor collector. Supervisor Cassidy called the Commissioner requesting that CTH “C” be reconstructed in 2013/2014. The Commissioner submitted the request for reimbursement for CHIP funding for the CTH “L” and CTH “W” projects. The City of Peshtigo took jurisdiction over the old portion of 41 that runs through the city and is responsible for maintaining this section this winter. All the bridge inspections within Marinette County have been completed with 7 bridges requiring underwater diving.

**12. Informational: Reports on activities by Highway Supervisors and Shop Foreman**

Don Duddek said the new truck from Peterbuilt is in with the second one to be delivered in 2 weeks. The touch pad on the fuel pump in Peshtigo had to be replaced. The Highway crews finished the CTH “P” bridge repairs that was a result from a semi accident earlier this year.

**13. Schedule of Vouchers**

**Motion** (Policello/Kaufman) to approve the vouchers in the amount of \$163,551.40 as presented. Motion carried.

**14. Next Meeting Date**

The next meeting date will be on November 21, 2012 at the Peshtigo Highway Shop beginning at 9:00 a.m.

**15. Adjournment**

**Motion** (Kaufman/Sharpe) to adjourn the meeting at 10:37 a.m. Motion carried.

Kellie Hartman/Administrative Assistant  
Date approved/correct