



MARATHON COUNTY HIGHWAY DEPARTMENT

OFFICE OF HIGHWAY COMMISSIONER
1430 WEST STREET
WAUSAU, WI 54401

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ANNUAL LETTER

From: James Griesbach, Highway Commissioner

Date: February 19, 2020

Visit our Highway Department Website!

Marathon County Highway Department's Web Site includes information on the following topics:

- Highway Dept. General Information
- Adopt-a-Highway
- Bidding Packages and Bid Results
- Frequently Asked Questions (FAQ)
- General Driving Information
- Job Opportunities
- Local Government Information
- Office Directory
- Permits
- Policies and Procedures
- Road Construction Project

Please visit the site at <http://www.co.marathon.wi.us/Departments/HighwayDepartment.aspx>.

IMPORTANT INFORMATION

The Marathon County Highway Department is available to do small projects for townships. For further information contact the following:

Service	Contact	Phone Number
Ditching/Drainage, Culverts, Guardrail etc.	John Bangart (Wausau Shop)	715-261-1815
Ditching/Drainage, Culverts, Guardrail etc.	Paul Schilling (Stratford Shop)	715-352-2120
Blacktopping	Russ Graveen	715-261-1814
Bridge Repairs or Deck Sealing	Randy Ludovic	715-261-1816
Truck and Equipment Repair and Information	Jeff Koppa	715-261-1806

PERMITS: Marathon County has implemented permit applications and service fees. The Wisconsin Department of Transportation requires the same permits. Driveways, subdivision and town road entrances need prior review before permits are issued. Please contact Kelly Nicolaus 715-421-8051 at the Wisconsin Department of Transportation for permits pertaining to state trunk highways. Contact John Bangart at 715-261-1815 for permits on county roads. For more information please visit our website <http://www.co.marathon.wi.us/Departments/HighwayDepartment/Permits.aspx>

CHANGES TO ROADWAY LENGTH OR RIGHT-OF-WAY WIDTH:

If your municipality makes any changes to a roadway length or right-of-way width, State Statute [s. 82.10 LAYING HIGHWAYS](#) - order; survey; award; recording; presumptions requires that whenever the supervisors lay out, alter or discontinue any highway the town clerk shall transmit a copy of the order therefore to the county highway commissioner. We have enclosed a form for your convenience to report any changes in your road system that have taken place (the form is titled "Town Road System Changes/Additions")

BUILDING PERMITS ON COUNTY TRUNK HIGHWAYS:

Please do not issue building permits for lots that front on county trunk highways, unless an access permit has been obtained. Access permits are required for **all** new, relocated and/or modified access points to the county trunk highway system. Concrete surfacing shall not extend towards the roadway beyond a point ten feet from the edge of the roadway. Construction of any type of vertical retaining walls is prohibited within the highway right-of-way. The maximum permitted slope within highway right-of-way is 3:1 (3' horizontal to 1' vertical).

PURCHASING HELP: The Highway Department has a Procurement Ordinance, proposal and bid forms, past bidding information, specifications for buying typical equipment, fuels, etc. Please contact Jeff Hahn at 715-261-1812 or at jeffrey.hahn@co.marathon.wi.us if you would like copies of this information.

COOPERATIVE PURCHASING: Salt, parts and other materials may be purchased at cost when available, plus handling. **There will be a \$25.00 service charge per trip.** The Highway Department **requires** all municipalities to make their purchase in one visit.

Personnel will not be allowed to purchase or pick up materials without the enclosed authorized employee(s) statement.

SUPPLIES: We usually have equipment and some salvaged materials, such as I-Beams, guardrails, etc., with the first offer to municipalities at approximately half the cost of new or at a negotiated price.

SIGN MAINTENANCE:

The 2009 Manual on Uniform Traffic Control Devices (MUTCD) requires all public agencies to establish and implement a sign assessment or management method that will maintain minimum levels of sign retroreflectivity. The revisions limit the sign assessment program to only include regulatory and warning signs, as well as eliminating the deadline for agency's to have their signs in compliance with the reflective requirements (the original deadline for updating signs was 2015).

<http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/mutcd2009r1r2edition.pdf>.

BRIDGE INSPECTION: [SS 84.17](#) requires municipalities to have their bridges inspected every other year. Town bridges are inspected by County staff or a consultant selected by the County on even numbered years, as per existing agreements. Bridges will be inspected bi-annually unless it has an NBI rating of 4 or less or if it is load posted less than 40 ton.

COUNTY BRIDGE AID: Wisconsin Statutes [s. 82.08](#) provides for county aid to construct or repair town culverts and bridges. The County Board, by resolution, restricts such County Aid to structures equivalent to 48 inches or larger. **Please see the enclosed information on criteria used to determine what bridge or culvert aid you may be entitled to.**

BRIDGE AID CRITERIA

The following guidelines can be used to determine whether a structure is considered a bridge or a culvert. Many structures have abutments, decks, and railings but are considered culverts. Please note that clear span is measured from abutment face to abutment face. Structures may be eligible for either County or Federal Bridge Aid.

As a “rule of thumb” you can use the following to make your determination:

BRIDGE:

- [SS 84.17](#) requires municipalities to have their bridges inspected every other year. Bridges will be inspected bi-annually unless it has an NBI rating of 4 or less or if it is load posted less than 40 ton.
- The structure has a clear span of 20 feet or more.
- These structures may be eligible for either County Bridge Aid or Federal Bridge Aid.

CULVERT:

- [SS 84.17](#) requires municipalities to have their bridges inspected every other year. If your structure was not inspected it is considered a culvert.
- The structure has a clear span of less than 20 feet.
- These structures are only eligible for County Bridge Aid.

APPLICATIONS FOR COUNTY BRIDGE AID: Municipalities must submit their application by October 1st of the year prior to project construction. The Department will review projects in the fall and spring of the year.

Municipalities must submit a petition form to the Marathon County Highway Department. Applicants should provide a map and mileage to the nearest intersection, name of stream, section numbers, adjacent property owner or any additional information that will be of assistance in locating the structure. Municipalities are encouraged to submit their applications as early as possible to allow the Highway Department adequate time to review the application and complete any engineering work that may be required. Any late applications, which are accepted by the Infrastructure Committee, may be reimbursed in the following cycle.

The Marathon County Highway Department practice is to have the Highway Commissioner or his designee review and size each culvert. The reviewer will meet with applicants beginning in May and notify them on the status of their application.

Municipalities completing projects with their own staff or contractors must submit a reimbursement request for half the repair cost by September 1st. The reimbursement is typically made in March of the following year. Requests should include financial records for all major work/purchases, actual bills (or legible copies) and proof of payment.

Municipalities who request County forces to complete their projects do not need to submit reimbursement request, rather they will be billed for ½ of the cost of the project. The County will retain the reimbursement for ½ the cost of the project.

If the municipality completes the construction with their own staff or a contractor, then the municipality is responsible for permitting through the Wisconsin DNR, Army Corps of Engineers and any other necessary permits. Permitting for projects completed by County forces will be completed by Highway Department staff.

The Highway Department will provide engineering assistance for the design of the project. The Engineering Department can be contacted at 715-261-1809.

- **Project applications are due October 1st of the year prior to construction.**
- **Reimbursement requests are due September 1st.**

COUNTY BRIDGE AID: As per state statute [s. 82.08\(2\)](#), the municipality shall pay \$750.00 of the initial cost. The county shall pay all costs in excess of the initial \$750 up to \$1,500 on culverts equivalent to 48" or larger. The Municipality and County shall 50-50 cost share on costs exceeding \$1,500. The cost of constructing or repairing bridge approaches (not exceeding 100 feet in length) can be included in the cost of construction or repair of any culvert or bridge.

On November 3, 2004, all municipalities were invited to attend a meeting on Bridge & Culvert Aid. A majority of the attendees voted for the following rules:

- Remain with 48" or larger culverts.
- Do not include culvert replacements that are in good condition.
- Establish an appeal process for denials by Infrastructure Committee Members of the L.R.I.P. Committee will make up a five person board to make recommendation to Infrastructure Committee. Appeal Committee must be members of the bridge aid program.

COUNTY BRIDGE AID ON FEDERAL AID PROJECTS: County funding is available for half of your matching cost, provided the amounts are obligated by written contract. For example: If you replace or make major renovations to a bridge under Federal/State Aid (80% Federal/State funding). The County would normally pay half of the remaining 20% (on the structure and 100 feet of the approach work). Beam guard installation is not eligible for federal aid, but is cost shared 50-50 between the County and Municipality. To get such County Aid, we must have your petition submitted on the attached form.

CONCURRENT ACTION: This is necessary when a Bridge or Culvert is a joint responsibility with another municipality (on a town boundary), unless there is a written agreement which supersedes [s. 82.23](#) of Statutes.

IMPORTANT: Do not sign any type of agreement if you are contacted by a consultant engineering firm in regard to contracts for designing your bridges. Marathon County has a Procurement Ordinance that must be followed when negotiating and hiring consultant engineering firms.

FLOOD DAMAGE: State funds are available for flood damage assistance. One lane must be totally closed to traffic as a minimum to qualify for assistance. Before making repairs **you must take pictures** of the damage during and after the flood. You **must** call the Wisconsin Department of Transportation, North Central Region located in Wisconsin Rapids at 715-421-8321 or 715-421-8329 on the first business day following the flood to report damage you feel will qualify for flood damage aid.

- You may also call the Marathon County Highway Department at 715-261-1801 if you are unsure as to how to proceed.

Aid is available at 75% State and 25% local to repair damage and 50% state and 50% local on improvements (larger culverts). Town labor and equipment are eligible costs.

- Forms are available at the Highway Office or by calling 715-261-1801.

82.08 Town bridges or culverts; construction and repair; county aid.

(1) PETITIONS. A town that has voted to construct or repair any bridge or culvert that is on, or that after the construction will be connected to, an existing highway maintained by the town may file a petition for county aid with the county highway commissioner. The petition shall describe the location and size of the bridge or culvert and shall contain a statement that the town has provided the funds required by sub. (3).

(2) FUNDING REQUIREMENTS.

(a) Except as provided in par. (b), upon receipt of a petition for a bridge or culvert with a 36-inch or greater span, or a structure of equivalent capacity to carry water, the county board shall appropriate the sum required by sub. (3) and shall levy a tax therefor. The tax, when collected, shall be held in a separate account administered by the County Infrastructure Committee.

(b) If on January 1, 2003, a county has a policy of providing funding only for bridges and culverts larger than the requirement of par. (a), the county may refuse to fund bridges and culverts that do not meet the minimum requirements of that policy. The minimum size bridge or culvert that a county is required to fund under this section may be raised, but not lowered, by the affirmative vote of a majority of the towns in the county. The County Board of any county that has never granted aid under this section may, in its discretion, refuse all petitions under sub. (1).

(3) SHARED COST. The town and county shall each pay one-half of the cost of construction or repair. In determining the cost of construction or repair of any bridge or culvert, the cost of constructing or repairing any approach not exceeding 100 feet in length shall be included.

(4) EMERGENCY PETITION. Whenever the construction or repair of any bridge or culvert must be made without delay, the Town Board may file its petition with the County Clerk and the County Infrastructure Committee, explaining the necessity for immediate construction or repairs. It shall then be the duty of the Town Board and the County Infrastructure Committee to construct or repair the bridge or culvert as soon as practicable. The construction or repair of a bridge or culvert undertaken pursuant to this subsection shall entitle the town to the same county aid that the town would have been entitled to had it filed its petition with the county board as provided in sub. (1).

(5) SUPERVISION OVER DESIGN, CONSTRUCTION AND COST. The County Infrastructure Committee and the Town Board shall have full charge of design, sizing, letting, inspecting, and accepting the construction or repair, but the Town Board may leave the matter entirely in the hands of the County infrastructure Committee. The County Infrastructure Committee and the Town Board must agree on the cost of the project and must consult each other during construction.

(6) CONSTRUCTION REQUIREMENTS. No county order may be drawn under sub. (2) for the construction of a bridge or culvert unless the design and construction comply with requirements under s. 84.01 (23).

(7) NO TAX. Except as provided in ss. 61.48 and 84.14 (3), nothing contained in this section shall authorize the levy of a tax upon the property in any city or village that is required to maintain its own bridges.

(8) ADMINISTRATION CHARGE. The County may charge the towns that apply for aid under this section an administration charge. The administration charge shall be fixed as a percentage of the total costs of administering aid under this section and the percentage shall be no more than the percentage that the county charges the state for records and reports.

Petition for County Bridge Aid

(One project per petition form. Include all information requested.)

To: The Honorable Board of Supervisors of Marathon County, Wisconsin, through its County Infrastructure Committee per Wisconsin Statutes s. 83.015.



You must mark the activities you would like included in the petition

County Bridge Aid (50% County – 50% Town cost share)

- Bridge Project (Bridge Number ____ - 37-_____)
Activity: → Engineering and Plans Construction Repair
Construction by: → County Forces Town Forces Contractor
- Culvert Project
Activity: → Engineering and Plans Construction Repair
Construction by: → County Forces Town Forces Contractor
- Guard Rail Installation

Federal Aid Bridge Projects (80% Federal – 10% County – 10% Town cost share)

- Bridge Project (Bridge Number ____ - 37-_____)

WHEREAS, the Town Village City of _____, Marathon County, Wisconsin (the "Municipality"), has voted to design, construct, or repair a bridge or culvert or install guard rail located in or between Section(s) _____, T _____ N, R _____ E, the estimated total project cost thereof being \$ _____. Therefore, the Municipality hereby petitions the Marathon County Board to appropriate funds to cost share with the project as provided in Wisconsin Statutes s. 82.08.

The project is located on _____ (roadway) and is _____ feet miles due east west north south of the intersection with _____ (nearest intersecting roadway).

- If the project is on a named stream/river, list the name here: _____
- Description of existing facility: _____
- Is there a history of water overtopping the road at this location? yes no unknown
- Description of proposed facility, if known: _____

Signature of Chairman, President, Administrator, or Mayor

Date

Primary Municipal Contact Person

Email Address

Phone

Please include a map to assist in locating the project site.



Marathon County Highway Department County Bridge/Culvert Aid Reimbursement Form

Municipality: _____

Project Location: _____

Project Description: _____

PROJECT COST SUMMARY

		To be completed by Marathon County	
	Municipal Costs	Marathon County Costs	Total Costs
Labor			
Equipment			
Materials			
TOTAL			

I certify that, to the best of my knowledge, the information listed hereinabove is accurate.

Town Chairman/Village President/Administrator/Mayor

Date

Required Attachments

Materials: include copies of tickets and invoices for materials along with a copy of the check or other documentation confirming the materials have been paid for.

Labor: include name or classification of who performed the work, which day they worked, hours worked, and rate of pay.

Equipment: include listing of equipment used, which days equipment was used, what hours equipment was used, and the equipment rate. If equipment is rented include rental documentation and proof of payment.

For project costs incurred by the Municipality – the Municipality will pay 100% of the costs and will be reimbursed 50% of these costs by March of the following year.

For project costs incurred by the County – the Municipality will be billed 50% of the costs when the work is completed. This payment is due within 30 days of billing. The County will be reimbursed the remaining 50% of the cost by March of the following year.

To: Cities, Towns, and Villages
From: Jeff Hahn, Purchasing Agent
Subject: **2020–2021 Blade, Salt, & Asphalt Cold Patch Material Requirement**

The Marathon County Highway Department will be bidding for our annual blade and salt requirements. In an effort to cooperate in Group Purchasing with our local units of government we will include your needs in our bid for blades and salt.

PLEASE BE ADVISED THAT NO SALT OR BLADES WILL BE ISSUED IF WE DO NOT RECEIVE THE ENCLOSED ORDER FORMS. ALL WINTER & ROAD MATERIALS AND PLOW BLADES CAN BE PICKED UP BETWEEN 8:00 A.M. & 2:00 P.M.

The following conditions must be met:

1. **Complete the following forms**: Winter materials and plow blade purchases and authorized employees form must be returned to our office no later than **May 1, 2020**.
2. Salt cooperative purchasing will be provided to municipalities. The requested amount must be picked up as early as possible in the fall. Your municipality will be charged a 4.38% per ton handling fee.
3. With the fluctuating price of oil we would like to determine how much patch material we need to stockpile. We currently stockpile asphalt cold patch material. Please indicate the amount of patch material you wish to obtain during the **2020–2021** season. This will assist us in determining the amount of material we need to have on hand.
4. **Please call Jeff Hahn at 715–261–1812 in advance to ensure the blades are in stock and there are sufficient personnel and equipment available.** Please bring sufficient help to assist in loading. Your municipality will be charged a \$25.00 handling fee per blade pickup occurrence. We require you to pick up your entire blade order at one time. Your cooperation will represent a considerable savings to your municipality. Thank you in advance.

All ordered blades must be picked up by November 1, 2020.

Your return of this completed blade order form is your authorization of purchase. All blade orders not picked up by November 1, 2020 will be invoiced to the appropriate township or municipality unless prior approval has been authorized by Marathon County. Marathon County reserves the right to make available at their discretion, changes or additions to any blade purchase.

Date _____ Municipality _____

TO: Marathon County Highway Department
1430 West Street
Wausau, WI 54401

To be returned no later than May 1, 2020.

Actual salt purchases must be within \pm 20% of actual order. There will be no direct deliveries.

Our estimated needs for the **2020-2021** season are:

- **SALT:** _____ tons
- **SAND/SALT:** _____ tons
- **GRANITE/SALT:** _____ tons
- **ASPHALT COLD PATCH MATERIAL:** _____ tons

2020-2021 STEEL PLOW & WING BLADE 5/8"

Part No. P8544-400 Qty. _____ Length ___ 4'

2020-2021 STEEL PLOW & WING BLADE 3/4"

Part No. P8644-901 Qty. _____ Length ___ 9'

2020-2021 CARBIDE PLOW BLADE

Part No. P6648-301 Qty. _____ Length ___ 3'

Part No. P6648-401 Qty. _____ Length ___ 4'

2020-2021 STEEL GRADER BLADE 3/4"

Part No. P745-701 Qty. _____ Length ___ 7'

2020-2021 CARBIDE GRADER BLADE

Part No. P1545-30102 Qty. _____ Length ___ 3'

Part No. P1545-40102 Qty. _____ Length ___ 4'

All blades are ordered with 5/8" drilled hole for mounting.

We fully understand that by implementing this cooperative purchasing, Marathon County shall not be held liable for contract failures or necessary restrictions because of limited storage space and priority for County needs. We will pick up our stated needs as agreed, and pay actual costs as for loading, etc.

AUTHORIZED EMPLOYEE(S) STATEMENT

I hereby authorize the following individuals to purchase supplies and materials for our municipality.

NAME

PHONE NUMBER

Town, Village, or City of _____

Signed By _____

Title _____

Dated this _____ day of _____, 20_____

OVERLOADING OF VEHICLES ACKNOWLEDGMENT FORM

De-icing, Asphalt Cold Patch, and other Loose Materials purchased from Marathon County Highway Department will be scaled and sold by the ton. Anyone picking up these materials must know the **Gross Vehicle Weight Rating** and **Legal Licensed Weight Carrying Capacity** of the vehicle they are operating. The driver of your Municipal Vehicle is responsible for the amount of material that is loaded on their vehicle when it leaves a Marathon County Highway Department Shop. If they choose to leave a Marathon County Highway Department Shop with a loaded vehicle exceeding the **Gross Vehicle Weight Rating** or **Legal Licensed Weight Carrying Capacity** of the vehicle they are operating they are in violation of State and Federal laws. Marathon County Highway Department **assumes no responsibility or liability exposure** for their actions.

Marathon County Highway Department will provide a Scale Slip or Ticket showing the **Gross Loaded Weight** of your Municipal Vehicle and **assumes no responsibility or liability exposure for said overweight loading**.

Before leaving a Marathon County Highway Department Shop with a Municipal Vehicle exceeding the Gross Vehicle Weight Rating or Legal Licensed Weight Carrying Capacity, your operator must contact a Marathon County Highway Department employee and they will be instructed on how to rescale and dump off the quantity of material needed to bring them into compliance with State and Federal Laws.

Your communication of this Notice to the operators of your Municipal Vehicles is imperative to the protection of your Municipality from liability exposure.