



## WASHBURN COUNTY HIGHWAY DEPARTMENT

Brian Danielsen, Commissioner

1600 County Highway H  
SPOONER, WISCONSIN 54801  
(715) 635-4480 Fax (715) 388-7945

Tim Kessler, Chairperson Hank Graber, Vice Chair  
Clint Stariha Sandy Johnson Mark Radzak

### BRIDGE PETITION GUIDELINES AND PROCEDURES

The Wis. State Statute 82.08, **Town bridges or culverts; construction and repair; county aid** requires a Town to petition for the county aid with the County Highway Commissioner. **Wis. Statute 61.48, County Aid for Construction and Repair of Bridges and Culverts** allows a Village to be subject to 82.08 pending passage of a resolution. A copy of the state statutes are attached for reference.

- To be eligible for bridge aid, existing culverts must be 36" or greater in diameter.
- The Town and county shall each pay one-half the cost of construction and/or repairs.
- Projects petitioned in **2021** will be completed and reimbursed in **2022**.
- Eligible cost include the length of approach work not to exceed 100 feet.
- Petition and reimbursement request must be submitted on the forms provided by the Highway Department.
- County bridge aid should not be confused with federal aid for bridge replacement. Bridges eligible for federal aid are not eligible for county bridge aid.

#### **Refer to the following procedures for petitioning and requesting reimbursement:**

1. Towns must contact the Highway Department and arrange for a pre-inspection to determine if the culvert/bridge is eligible and if special permitting is required.
2. The Town will receive written confirmation of bridge/culvert eligibility, along with a cost estimate if requested.
3. The Town Board will vote to construct or repair the bridge/culvert.
4. The Town will then file a petition with the Highway Department, requesting bridge aid for the eligible bridge/culvert. The petition must be signed by the Town Chairman and a copy of the Town minutes approving the construction or repair must be attached to the petition.
5. The Town will provide a copy of a Department of Natural Resources permit.
6. Petitions must be received by the Highway Department by **July 15, 2021** for all **2022** installations.
7. The Highway Department will review the petition and notify the Town in writing if the petition has been accepted by the Highway Department and County Board of Supervisors for bridge aid.
8. The Town will require a complete detailed invoice from the entity that performed the repair or replacement work if the work was not done by the Town.
9. The Town will submit an itemized and detailed billing a copy of all signed permits on or before **September 1, 2022** for reimbursement.
10. Reimbursement checks will be issued on or before **December 31, 2022** for all projects completed during the installation year.

#### **EMERGENCY PETITIONS FOR BRIDGE AID**

The emergency provision provided in the statute applies to construction or repair of any bridge/culvert that has failed and must be replaced without delay. The Highway Department will determine eligibility based on a pre-inspection of the failed culvert. **Do not make repairs to the failed bridge or culvert without a pre-inspection or the repairs will not be eligible.** The same guidelines and procedures above apply to emergency installations. Contact the Highway Department immediately if you have a failed culvert that might be eligible under this provision.



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**BRIDGE PETITION**

TO:    The Washburn County Highway Committee, and  
       The Washburn County Board of Supervisors

Your petitioner, the Town, Village, City of \_\_\_\_\_, by its town/village/city board, respectfully represents that at the (annual) (special) town/village/city meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, said town/village/city voted to construct or repair a bridge on a highway maintainable by the said town/village/city, and located as follows:

That said town/village/city has provided for the payment of such cost for the construction or repair of said bridge as is required by Section 82.08 of the Statutes, (town/village, city pays first \$750.00 and county pays next \$750.00, and balance split 50-50) and that the entire cost is estimated to be \$\_\_\_\_\_.

WEREFOR, the town/village/city respectfully petitions the County Board of Supervisors to appropriate the county's share of the cost, to wit: the sum of \$\_\_\_\_\_ To be paid from the county's County Aid Bridge Fund.

Dated \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Town/Village/City Chairperson

We, your Washburn County Highway Committee respectfully recommend that the within petition (Be/not be) \_\_\_\_\_ granted.

\_\_\_\_\_  
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\_\_\_\_\_  
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