

DATE: February 15, 2019
TO: Board of Public Works Members
FROM: John Marx, President

A Board of Public Works meeting will be held on **Tuesday February 19, 2019 @ 4:30 p.m.** in the Council Chambers at Marinette City Hall. A possible quorum of the Common Council members may be present.

The following items will be on the agenda:

1. Call the meeting to order.
2. Roll Call.
3. Approve minutes of the 01/15/19 Regular Meeting and 01/16/19 Special Meeting.
4. Discussion and Possible Action regarding additional driveway ordinance for the number of driveways at a Single Family Dwelling (Keller).
5. Discussion and Possible Action regarding the request from Menominee Homeless Shelter to rent Stephenson Island for their annual car show fund raiser on September 21st, 2019 (Helen Haulotte).
6. Public Works Monthly Activity Report.
7. Topics for Next Meeting.
8. Adjourn.

Sincerely,
John Marx
Alderman John Marx, President
Enclosures

Common Council Members, Department Heads, Utilities Operation Manager, Eagle Herald; Peshtigo Times; Bay Cities Radio, City Hall Bulletin Board, Helen Haulotte

CITY OF MARINETTE BOARD OF PUBLIC WORKS REGULAR MEETING MINUTES FROM JANUARY 15, 2019

1. 3rd Ward Alderperson John Marx, Board President, called the regular Marinette Board of Public Works Meeting to order at 04:30 P.M. in the Common Council Chambers at Marinette City Hall, 1905 Hall Avenue, Marinette, WI.
2. **Upon a call of the roll** it was determined a quorum of the Board were present and attendance was documented as follows:
MEMBERS PRESENT: Alderpersons Marx, Flatt, Keller, Skorik and Hitt; Mayor Genisot, Public Works Director/City Engineer Miller, Finance Director/City Treasurer Miller.
ABSENT & EXCUSED: City Attorney Sbar.
OTHERS PRESENT: Alderperson Noppenberg & Polzin; Public Works Superintendent Carlson; Emma Kuhn; Amber Myszka & Lynette Brosig.
3. **Board of Public Works meeting minutes.**
Alderperson Skorik moved/ Hitt seconded, and all concurred, to approve, as submitted, the Board of Public Works special meeting minutes from 12/4/18.
4. **Consideration and possible recommendation to the Common Council regarding contract amendment from Robert E. Lee regarding additional work related to Menekaunee Harbor and South Channel Restoration Projects.**
Alderperson Skorik moved/ Finance Director & City Treasurer Miller seconded and all concurred to recommend the Common Council approve the contract amendment from Robert E. Lee in the amount of \$6,800 for additional work related to Menekaunee Harbor and South Channel Restoration Projects. The WDNR will provide full funding for the additional work in the amount of \$6,800. The City will receive the funding as a reimbursement through the current Menekaunee Harbor Grant Agreement between the City and the WDNR.
5. **Contract payment request #2 and Final in the amount of \$4,298.76 and Contract Change Order #2 in the amount of -\$931.50 from LaCourt Concrete Construction for the Menekaunee South Harbor Pavilion Project.**
Alderperson Keller moved/ Skorik seconded and all concurred to recommend the Common Council approve Contract payment request #2 and Final in the amount of \$4,298.76 and Contract Change Order #2 in the amount of -\$931.50 from LaCourt Concrete Construction for the Menekaunee South Harbor Pavilion Project.
6. **Public Works Monthly Activity Report**
Public Works Superintendent Carlson included in today's agenda packet a Department of Public Works monthly report. No action was taken on this agenda item.
7. **Topics for next meeting.**
Discussion and possible action regarding the number of driveways at a Single Family Dwelling.
8. **Adjournment.**
Finance Director & City Treasurer Miller moved/Alderperson Skorik seconded & all concurred, to adjourn at 04:39 PM.

Lana R. Bero, City Clerk

(Next regular Board of Public Works meeting is 02/19/19 @ 04:30 PM or immediately following Finance & Insurance Committee, whichever's later, within Common Council Chambers, 1905 Hall Ave., Marinette Wisconsin.)

CITY OF MARINETTE BOARD OF PUBLIC WORKS SPECIAL MEETING MINUTES FROM JANUARY 16, 2019

a. 3rd Ward Alderperson John Marx called the Board of Public Works special meeting **to order** at 04:00 PM at Marinette City Hall Common Council Chambers, 1905 Hall Ave., Marinette WI.

b. **Upon a call of the roll** it was determined a quorum of the Board were present and attendance was documented as follows:

MEMBERS PRESENT: Alderpersons Marx, Flatt, Keller, Hitt & Skorik; Mayor Genisot; Public Works Director/City Engineer Miller, Finance Director/Treasurer Miller & City Attorney Sbar.

ABSENT & EXCUSED: None.

OTHERS PRESENT: Alderpersons, Noppenberg & Polzin; Utilities Manager Warren Howard; Peter Kolaszewski (via phone); Emma Kuhn: Amber Myszka and Lynnette Brosig.

c. **Consideration and possible recommendation to the Common Council regarding Bid Results for the Menekaunee Harbor Bridge and Water Main Project, (Handout at meeting)**

Peter Kolaszewski via phone gave a description of the two contracts that were bid out and a handout explaining the bids. The two contracts allow flexibility in awarding the project, depending on the bid results. Contract A includes all work for the pedestrian bridge construction, water main crossing, and all associated manufacturing and construction items. Contract B includes only the manufacturing and delivery of the pedestrian bridge, allowing the City to purchase only the bridge if Contract A bids are over budget. Alderperson Keller moved/ Hitt seconded and all concurred to recommend the Common Council accept the low bid totaling \$299,273.00 for contract A from Advance Construction, 2141 Woodale Ave Green Bay WI, for the Menekaunee Harbor Bridge and Water Main Project, and reject all bids for Contract B.

d. **Adjournment.**

Alderperson Skorik moved/ Flatt seconded and all concurred to adjourn at 04:20 PM.

Lana R. Bero, City of Marinette Clerk

(The next regular Board of Public Works meeting is scheduled for Tuesday 02/19/19 @ 04:30 PM, within the Common Council Chambers at Marinette City Hall, 1905 Hall Ave.)

Abundant Life Mission Homeless Shelter

1406 10th Ave. Menominee MI

January 14th, 2019

Dept. of Public Works

I'm writing to request the rental of Stephenson Island for our annual car show fund raiser for the Menominee homeless shelter. The date is September 21st, 2019. We would need to start set up at 6am and be done and cleaned up by 4pm. This will be our first annual car show. Will need electricity and access to the outhouses. Contact person will Helen K. Haulotte (715)735-7034.

Thank you,

Helen K. Haulotte

Event Chairman

Marinette

expanding horizons CITY OF MARINETTE RESIDENT PARK PAVILION & PERFORMANCE STAGE RENTAL AGREEMENT

Please fill in the necessary information below and **return one copy** of this rental agreement with payment. Make check to the City Clerk's Office **within 7 days** of the date you received this form to secure your reservation. **Keep one copy for your records.**

Name/Group: ALM Homeless Shelter Fund Raiser OASHOW-

Address: 1333 Prescott St

Telephone: 715 735 7034 E-Mail Address: _____

Type of Event: Fundraiser Approximate # of people in group 150-200?

Expected Arrival Time: 8am Expected Departure Time: 2pm

Date needed: Sept 21, 2019

Rental Fees
Enclosed Pavilion \$125.00

Reservation Date: 1-14-2019

Open Pavilion \$30.00

Date Paid: 1/14/19

Performance Stage \$100.00

Rental fee **is non-refundable and will be forfeited if cancelled.**

- Pavilion rental for:
- City Park Enclosed Pavilion
 - Red Arrow Enclosed Pavilion
 - Red Arrow Open Shelter
 - Stephenson Island Open Shelter
 - Fred Carney Enclosed
 - Stephenson Island Performance Stage/Gazebo

Helene Havelatte

Signature of individual renting the pavilion. **By my signature above, I accept full responsibility for any costs related to violations of rules listed on the back of this form.**

M. Campbell

City Clerk's Office

* Large groups shall be charged an additional refuse/dumpster fee if their refuse exceeds the capacity of existing refuse containers at each rental site and you fail to remove any excess garbage from the rental site. Large groups are encouraged to rent dumpsters by calling 1-888-960-0008. The City Clerk's Office will provide a map indicating dumpster site placement information, however, each interested renter is responsible for placement and removal of the dumpsters they rented. The dumpster(s) MUST be removed within 48 hours of completion of the rental event. Dumpster must be locked when not in use. Are you renting a dumpster(s) Yes No How Many?

If you encounter any problems when you arrive at the pavilion, call Marinette Dispatch at (715) 732-7600.

**RULES FOR ALL INDIVIDUALS AND/OR ORGANIZATIONS
RENTING CITY OWNED PAVILIONS OR STAGE/GAZEBO**

1. **All reserved park areas used by your group must be left as it was found when they arrived.** (Use the following checklist – task items listed below will vary by location.
 - All trash/refuse must be deposited in existing refuse containers. *
 - Hot charcoal must be left in grills provided don't dump on ground or in garbage cans.
 - All tables and counters in enclosed & open pavilions must be wiped down prior to departure.
 - In both open & enclosed pavilions tables & benches must be returned to the original site & straightened out.
 - Floors are to be swept and mopped prior to departure.
 - In enclosed pavilions all folding chairs & tables inside are to be **left inside at all times.**
 - In enclosed pavilions remove all items from refrigerator prior to departure.
 - In enclosed pavilions sink and stove must be cleaned.
 - In enclosed pavilions turn off stove prior to departure.
 - In enclosed pavilions turn off any ceiling fans prior to departure.
 - In enclosed pavilions turn off all running water prior to departure.
 - In enclosed pavilions turn off all lights and lock doors & windows prior to departing.**
2. No pets are allowed in the pavilions.
3. The group reserving the facility is responsible for all cleanup and damages. All costs incurred by the City will be billed to the individual or organization renting the facility.
 - No staples, nails or tacks that puncture holes into ceiling, walls or floors.
 - Use only City provided hooks for hanging items such as banners.
 - Mounting putty is permissible but must be removed after event.
 - Dance wax or similar compounds are not allowed.
4. Report any damage or problems immediately to the Police Department at 732-7600.
5. Vehicle parking is restricted to roads and designated parking areas.
6. The City of Marinette will open pavilions by 9 AM on the date of your reservation. All activities (including clean up) must cease at each pavilion prior to 10PM. The pavilions cannot be entered prior to 9 AM without prior approval from the Department of Public Works. Public Works can be reached at 715-732-5134.
7. Reservations are made at the City Clerk's office (1-715-732-5140). Payment of pavilion rental must be received within 7 days of the date when the reservation was made to hold the site. Otherwise rentals are offered on a first come first serve basis.
8. Any violations of rules or City ordinances can necessitate the cancellation of future reservations by the group or individual on record.
9. Any plans for additional party tents must be coordinated with the City's Public Works Department by calling 732-5134 at least 10 days prior to your event. Specific instructions will be given on placement of the tent to avoid problems with ground stakes encountering underground utilities. The person(s) installing the tents must contact Diggers Hotline at 811 or 1-800-242-8511 for locates. It should be noted that you must call at least 3 days prior to driving in tent stakes or digging. **THE CITY IS NOT RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE.** Any damage that occurs from failure to secure locates, will be the responsibility of the person(s) installing the tents. The City encourages the use of tents without stakes.

Marinette Municipal Code Chapter 12 pertaining to all park property regulations within the City of Marinette can be reviewed at the following City website link: <http://www.marinette.wi.us/government/ordinances.php>

Rick & Helen HaulotteYour Name

c/o Abundant Life Mission

1406 10th Ave. Menominee, Mi. 49858

ALM: 906-424-4429

Haulotte's: 715-735-7034

Email: hhaulotte@alcmmission.org

Date September 21, 2019

Time 8-3



June 4, 2018

Attention all Tri-City Community Business Leaders and Local Car Lovers!

We are proud to announce our FIRST EVER Car & Bike Show to raise funds for Abundant Life Mission in Menominee, Michigan. We have made great strides in serving those in need however, the needs always remain constant.

Have you ever imagined what is was like to not know where your next meal would come from? Where you would sleep at night? A safe place to shelter your children from harm? How to begin anew? Here, at Abundant Life Mission we serve all those in need and more and continue to need our local community's support.

We are looking for donations for the following for our FIRST EVER Car & Bike Show:

- Monetary
- Food
- Gift Baskets- Raffles, Silent Auction, 50/50.
- Volunteer Opportunities

Sincerely,

Rick & Helen Haulotte



**DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT**

PROJECT	TOTAL MAN HOURS SPENT ON PROJECTS	Comments
MONTH: JANUARY		
PROJECT:		
Parks Department	53 HOURS	
City Hall	17 HOURS	
Equipment Maintenance	207 HOURS	
Sign/Banner Work	56 HOURS	
Snow Plowing/Snow Removal	1182 HOURS	
Salt Streets	216 HOURS	
Street Lights	2 HOURS	
Storm Sewer and Ditch Work	44 HOURS	
Christmas Decorations	4 HOURS	
Street Sweepings to Dump	30 HOURS	
Garage Mtc.	109 HOURS	
Forestry Trimming/Removals/Stumping	175 HOURS	
Chipper (Forestry & Residents)	44 HOURS	
Dumpsite	17 HOURS	
Junk Pick Up	12 HOURS	
Large Item Pick Up (# of Pickups)	3	
Cemetery Work	77 HOURS	
Cemetery Burials	3	
Call Outs	5	SALT/PLOW SNOW