

**MARINETTE CITY COUNCIL MEETING AMENDED AGENDA PACKET (adding item 9e) FOR WEDNESDAY April 4th, 2018
MEETING AT CITY HALL COMMON COUNCIL CHAMBERS, 1905 HALL AVENUE – IN CONSIDERATION OF OTHERS, PLEASE
MUTE ALL ELECTRONIC DEVICES**

SPECIAL MEETINGS PRIOR TO THE COMMON COUNCIL MEETING

(A quorum of Common Council members may be present at the special meetings)

5:45 PM – Special Public Works Meeting Agenda

- a. Call meeting to order.
- b. Roll Call.
- c. Consideration and possible recommendation to the Common Council regarding the 2017 MS4 Annual Report. (Handout at meeting).
- d. Consideration and possible recommendation to the Common Council regarding “Free little libraries” (See attached).
- e. Adjourn.

Committee Chairperson Marx

6:00 PM – REGULAR CITY OF MARINETTE COMMON COUNCIL MEETING AGENDA

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CITIZEN COMMENTS *(Limited to five (5) minutes per person per Municipal code on agenda items only)*
4. APPROVAL OF COMMON COUNCIL MEETING MINUTES FROM MARCH 6, 2018.
5. REPORTS FROM DEPARTMENTS, CITIZEN BOARDS AND COMMISSIONS (This item shall include a written monthly financial report from Marinette Water and Wastewater Utilities Commissions.) **(Page #'s 7–26)**
6. ACCEPTANCE OF STANDING COMMITTEE MINUTES **(Page #'s 27–62)** *(Board of Public Works Committee minutes- March 20, 2018, Personnel & License Committee minutes- March 20, 2018 & Specials March 21, 22 & 27, 2018, Finance & Insurance Committee minutes – March 20, 2018, Public Safety & Code Enforcement minutes- March 19, 2018 & Plan Commission minutes – March 7, 2018)*
7. **COMMUNICATIONS**
 - a. *Marinette High School Youth Representatives report.*
 - b. *Communication from Marinette School District/ Marinette Police Department regarding School Safety.*
 - c. *For calendar planning purposes please take note that the annual Common Council Sine Die (Adjourned) meeting, is scheduled for Monday April 16, 2018 at 6 PM and the Annual Common Council Reorganization meeting is Tuesday April 17, 2018 at 5:00 PM. Due to time conflict with the annual Common Council Reorganization meeting, the April date for regular Committee meetings for Finance and Insurance, Board of Public Works and Personnel and License will be 1 day later on Wednesday April 18, 2018.*
8. **MAYOR'S REPORT**
 - a. City Updates.
9. **UNFINISHED BUSINESS**
 - a. *Consideration and possible action regarding pay requests for new REC Center from Scherrer Construction (hand out at meeting).*
 - b. *Consideration and possible action to renew contract for two years with American Legion Baseball of Marinette, Inc. and Marinette Youth Baseball, Inc. (“MYBI”)*
 - c. *Consideration and possible action to waive the procurement policy to hire Options Enterprise to install netting in the new REC center (see attached).*

- d. *Consideration and possible action to hire Owner's Representative, Huffman Facility Development, Inc. regarding Recreation Center Construction issues (presentation from Mayor Genisot)."*
 - e. *Consideration and possible action regarding proposed contract from Colortech of Wisconsin, Inc.*
10. **FINANCE AND INSURANCE COMMITTEE** (Committee Chairperson Kowalski)
- a. *Recommendation to grant advance authorization to pay April 2018 expenditures pursuant to WI Stat. § 66.0609 contingent upon final review & approval of City of Marinette Finance and Insurance Committee*
 - b. *Consideration and approval of the February 2018 budget reports.*
 - c. *Consideration and possible action to waive the procurement policy to purchase an inflatable firehouse for training for \$6995.*
11. **PERSONNEL AND LICENSE COMMITTEE** (Committee Chairperson Keller)
- a. *Consideration of Temporary Class "B" fermented malt beverage license application for Marinette County Tavern League Foundation 501C3 for the Marinette County Tavern League Foundation Softball Tournament to be held at Higley Field (2001 Carney Ave.) on June 8-9, 2018.*
 - b. *Consideration of recommendation regarding two (2) renewal operator license applications*
 - c. *Consideration of recommendation regarding nine (9) new operator license applications.*
 - d. *Consideration of recommendation to remove 5 employees from the Pay for Performance Wage Scale.*
 - e. *Consideration of recommendation to approve new wage scale for Administrative staff.*
 - f. *Consideration of recommendation to approve moving 2 department head positions to 50% of the current wage scale.*
12. **CIVIC AFFAIRS, TRAFFIC AND LIGHTS & CEMETERY COMMITTEE** (Committee Chairperson Goes)
- a. *Civic Affairs, Traffic and Lights & Cemetery Committee did not meet in March.*
13. **BOARD OF PUBLIC WORKS** (Board President Marx)
- a. *Discussion of recommendation regarding the traffic signal preventive maintenance contract with TAPCO for 2018*
 - b. *Consideration of Bid results for North Raymond Street, Street and Utility Construction, Project #2018-200.*
 - c. *Consideration of Bid results for Chip Seal Coat and Spray Patching, Project #2018-400.*
 - d. *Consideration of Bid results for CY 2018 Construction Season Material Requirements for topsoil.*
 - e. *Consideration of Bid results for CY 2018 Construction Season Material Requirements for gravel.*
 - f. *Consideration of Bid results for CY 2018 Construction Season Material Requirements for asphalt.*
 - g. *Discussion and Approval of the 2017 MS4 Annual Report. (Handout at meeting).*
 - h. *Discussion and approval of free little Libraries. (See attached*
14. **PUBLIC SAFETY AND CODE ENFORCEMENT COMMITTEE** (Committee Chairperson Skorik)
- a. *Committee members recommend approval of Ordinance No. 2397 – Amending MMC 5.0301 pertaining to Emergency Management which will be voted later on tonight's agenda.*
15. **PLAN COMMISSION** (Mayor Genisot)
- a. *Committee members recommend approval of Ordinance No. 2396 -CITY OF MARINETTE COMPREHENSIVE PLAN which will be voted later on tonight's agenda.*
16. **PARKS AND RECREATION COMMITTEE** (Committee Chairperson Kowalski)
- a. *Parks & Recreation Committee did not meet in March.*
17. **TRANSPORTATION COORDINATION COMMITTEE**
- a. *Discussion and possible action regarding Bay Lakes Regional contract for Taxi program.*
18. **FAÇADE IMPROVEMENT COMMITTEE** (Committee Chairperson Mayor Genisot)
- a. *Consideration of Façade Improvement Grant Application from Law Office of Travis A. Cowell in the amount of \$2,043.93*
 - b. *Consideration of Façade Improvement Grant Application from Wolfe Properties, LLC in the amount of \$10,000.*
 - c. *Consideration of Façade Improvement Grant Application from KC Wilson, Riverfront in the amount of \$10,000*

- d. Consideration of Façade Improvement Grant Application from Carol Cubalchini, Joe's Cheese House in the amount of \$1750.00.

19. RESOLUTIONS AND ORDINANCES

- a. *Resolution No. 05-2018- Approving Transportation Coordination Committee Resolution #850*
- b. *Resolution No. 06 -2018- Adopting April 27, 2018 as Arbor Day*
- c. *Ordinance No. 2396 – Creating section MMC 1.0307 pertaining to City of Marinette Comprehensive Plan adoption and Amendments.*
- d. *Ordinance No. 2397 - Amending MMC 5.0301 pertaining to Emergency Management.*

20. ADJOURNMENT

MAYOR STEVE GENISOT

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-715-732-5140 with as much advance notice prior to the meeting as possible.



ADA Signage

Chamfer Letters

Commercial Signs

Decals

Design Services

Digital Printing

Electric Signs

Fabrication

Fleet Markings

Installation

In-Store Signs

Message Centers

Screen Printing

Sign Service

Vehicle Wraps

Vinyl Graphics

Wayfinding

Client: City of Marinette

Project: Community Sports & Event Center (Interior Sign Design)

Date: 3/30/18

Design/Sign Firm: Colortech of WI, Inc

This design agreement made on 3/29/18 by and between the City of Marinette and Colortech of WI, Inc. In consideration of the mutual agreement made herein, both parties agree as follows:

Work: Colortech of WI, Inc agrees to produce project materials (the "Work") at the request of the client for fees agreed upon in advance and delivery of the Work by an agreed-upon deadline. Colortech of WI, Inc agrees that they will be the sole author of the Work, which will be original work and free of plagiarism. Colortech of WI, Inc will cooperate with the City of Marinette in editing and otherwise reviewing the Work prior to completion and launch.

Scope of Work: Preliminary Site Survey (3hrs @ \$80/hr..... \$240.00)

Conceptual Design Services Including: Wayfinding, ADA Regulatory, Branding, Area Identification (15hrs @ \$80/hr.....\$1,200.00)

Final Concept Design Services following client review (4hrs @
\$80/hr.....\$320.00)

Technical Survey Completed by Colortech Installation Crew: confirming
attachment methods, dimensions, building finished areas (12hrs @
\$100/hr.....\$1,200.00)

Final Shop/Production Drawings (6hrs @ \$80/hr.....\$480.00)

Total Investment Required.....\$3,440.00

Provide Bid Documents suitable for contractor bidding including all required specifications.

Confidentiality: Colortech of WI, Inc acknowledges that they may receive or have access to information which relates to the City of Marinette's past, present, or future products, vendor lists, creative works, marketing strategies, pending projects/proposals, and other proprietary information. Colortech of WI, Inc agrees to protect the confidentiality of the City of Marinette's proprietary information and all physical forms thereof, whether disclosed to Colortech of WI, Inc before this Agreement is signed or afterward. Unless strict confidentiality is requested by the City of Marinette in advance of the establishment of this contract, Colortech of WI, Inc can display materials and final work created for the City of Marinette on Colortech of WI, Inc's website (www.colortechwi.com).

Compensation: City of Marinette agrees to pay Colortech of WI, Inc 50% of the total project cost before any services are provided, and the remaining 50% is to be paid before any workable files are delivered. If the parameters of the Work change, or if it involves more time than estimated, Colortech of WI, Inc. will inform the City of Marinette and they can renegotiate the Work's cost. Colortech of WI, Inc. is responsible for the payment of all federal, state, and/or local taxes with respect to the services they perform for the City of Marinette as an independent contractor. The City of Marinette will not treat Colortech of WI, Inc. as an employee for any purpose.

Client Approval: Upon acceptance of the Work, the City of Marinette accepts responsibility for any further processes in which this work is used (e.g. film outpost, printing, etc.) Colortech of WI, Inc is not responsible for errors occurring in this work or projects related to this work after acceptance of the Work by the City of Marinette.

Cancellation: Both parties understand that the City of Marinette or Colortech of WI, Inc. may terminate the service at any time if, for any reason, the relationship is deemed unsatisfactory by either party. Upon written or verbal cancellation, the City of Marinette is responsible for payment for all expenses incurred and any work done towards the completion of the project based on the percentage of the project completed that is determined by Colortech of WI, Inc. Should the City of Marinette cancel the project following its completion, The City of Marinette is responsible for full payment as per the agreed upon

estimate plus all expenses incurred. In the event of cancellation, Colortech of WI, Inc retains ownership of all copyrights and original work created.

Acceptance of Terms: The City of Marinette promises to pay for the services rendered by Colortech of WI, Inc. for the Work as agreed upon. By signing below, the City of Marinette agrees they have read, understood, and are considered legally bonded to these terms.

Client signature & date: _____

CHAPTER 6
EMERGENCY MANAGEMENT

- 6.01 PURPOSE**
- 6.02 DEFINITIONS**
- 6.03 LINES OF SUCCESSION FOR EMERGENCY MANAGEMENT
DECLARATION DECISIONS**
- 6.04 EMERGENCY DECLARATIONS AND EMERGENCY POWERS**
- 6.05 EMERGENCY MANAGEMENT COMMITTEE**
- 6.06 EMERGENCY MANAGEMENT DIRECTOR**
- 6.07 JOINT ACTION**
- 6.08 MARINETTE COUNTY EMERGENCY OPERATIONS PLAN (EOP)**

6.01 PURPOSE

To prepare Marinette County and its subdivisions to cope with emergencies resulting from a disaster, or the imminent threat of a disaster, it is necessary to establish protocol for emergency management, conferring upon the County board and others specified; the powers and duties provided by this chapter.

Unless otherwise specified by law, the role of any County department or agency, including the Emergency Management Department, in an emergency declared under this chapter, is to assist local units of government and local law enforcement agencies in responding to a disaster or the imminent threat of a disaster.

6.02 DEFINITIONS

The following terms as used in this Chapter shall, unless the context clearly indicates otherwise, have the following meanings:

- (1) **Adjutant General.** The Adjutant General of the Wisconsin Department of Military Affairs.
- (2) **Administrator of Emergency Management.** The administrator of the division of Wisconsin Emergency Management.
- (3) **Board.** The Marinette County Board of Supervisors.
- (4) **Declaration by Governor.** The governor may issue an executive order declaring a State of Emergency for the State or any portion of the State if he or she determines that an emergency resulting from a disaster or emergency or the imminent threat of a disaster exists.
- (5) **Disaster.** A severe or prolonged, natural occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, that exceeds the County's capability to respond to or provide the adequate resources or support and may require the additional assistance from State and federal agencies or traditional mutual aid partners.
- (6) **Emergency.** A severe or prolonged, natural or human caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this County or a portion of this State.
- (7) **Emergency Management.** All measures undertaken by or on behalf of the County and its subdivisions to do any of the following:
 - (a) Prepare for and minimize the effect of a disaster or the imminent threat of a disaster.
 - (b) Make repairs to or restore infrastructure or critical systems that are destroyed or damaged by a disaster.
- (8) **Emergency Management Director.** The head of the Marinette County Emergency Management Department, who shall, in addition to fulfilling departmental responsibilities, provide direction and control of emergency management during times of emergency or disaster.
- (9) **Presidential Declaration of Disaster.** The situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected local governments, and Federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the State,

affected local governments, disaster relief organizations, and compensation by insurance.

6.03 LINES OF SUCCESSION FOR EMERGENCY MANAGEMENT DECLARATION DECISIONS

- (1) **Board Chairperson.** The Chairperson is empowered to declare an emergency, as emergency is defined in this chapter, as set forth in 6.04.3.
- (2) **Alternates.** In the state of absence of the Chairperson alternates in the line of succession are:
 - (a) County Administrator
 - (b) Law Enforcement Committee - Chairperson
 - (c) Board of Supervisors - Vice Chairperson
 - (d) Board Supervisor in ascending order of District number
- (3) **Emergency Management Director Absence.** In the event the County Emergency Management Director is absent, the Wisconsin Emergency Management Regional Director may, upon request of law enforcement or emergency responders responding to an emergency, request a local declaration of emergency.

6.04 EMERGENCY DECLARATIONS AND EMERGENCY POWERS

- (1) **Declaration by County Board.**
 - (a) The Board may declare by resolution, an emergency existing within the County whenever conditions arise or an imminent threat of a disaster, as defined in this chapter exist or are likely to exist.
 - (b) A state of emergency shall not exceed 60 days, unless the state of emergency is extended by resolution of the Board. The existing declaration of emergency may be revoked at the discretion of the Board by resolution.
- (2) **Powers of the Emergency Management Director.** During a state of emergency declared by the governor or the Board, the County Emergency Management Director, may obtain supplies, equipment, and services or contract with any person to provide equipment and services on a cost basis to be used to respond to a disaster, or the imminent threat of a disaster.
- (3) **Emergency Powers of the County Board Chairperson and County Administrator.** In the event of a declaration of local emergency or the proclamation of a state of emergency by the Governor or the Administrator of Wisconsin Emergency Management, the County Board Chairperson and County Administrator are empowered as follows:
 - (a) Whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the County in the emergency; including the power to bar, restrict, or remove all unnecessary traffic from the highways, notwithstanding any provision of Wisconsin Statutes chapters 341 to 349.
 - (b) If, because sudden onset disaster conditions exist or are likely to exist the Board Chairperson or the County Administrator may exercise by

proclamation a local state of emergency. The Board shall ratify the proclamation by resolution when the Board can meet.

- (4) **Initial Emergency Measures.** All emergency measures taken by the Emergency Management Director prior to the issuance of an official proclamation of emergency, or prior to any decision of the Board not to issue such proclamation, shall be legal and binding upon the County.
- (5) **Expenditures.** Any expenditure made in connection with such emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the County of Marinette.

6.05 EMERGENCY MANAGEMENT COMMITTEE

The Law Enforcement and Emergency Management Committee is designated as the Emergency Management Committee. The Law Enforcement and Emergency Management Committee shall be an advisory and planning group and shall advise the County Emergency Management Director and the County Board on all matters pertaining to emergency management.

6.06 EMERGENCY MANAGEMENT DIRECTOR

Duties and responsibilities of the Emergency Management Director shall be:

- (1) Develop and promulgate emergency management plans for the County, including planning for joint action with municipalities consistent with the State plan of emergency management.
- (2) Coordinate and assist in the development of municipal emergency management plans within the County and integrate such plans with the County plans.
- (3) Direct the County and joint action municipality emergency management programs.
- (4) Direct countywide emergency management training and exercises.
- (5) Advise the State Administrator of all emergency management planning for the County and render such reports as may be required by the State Administrator.
- (6) In case of a state of emergency proclaimed by the Governor, direct the County and joint action municipalities' emergency management activities and coordinate the municipal emergency management activities within the County, subject to the coordinating authority of the State Administrator.
- (7) Perform such other duties relating to emergency management as may be required by the County Board.
- (8) Act as a Municipal Emergency Management Director as provided for in Chapter 323 of the Wisconsin Statutes and work in consultation with the Northeast Regional Hazardous Materials Team, Marinette County Hazardous Materials Team, and Local Emergency Planning Committee as the Emergency Information Coordinator and Community Emergency Coordinator until such time as that Committee has revoked those responsibilities.

6.07 JOINT ACTION

The Emergency Management Director shall coordinate and assist in developing city, village, and town emergency management plans within the

County, integrate the plans with the County plan, advise the department of military affairs of all emergency management planning in the County and submit to the adjutant general the reports that he or she requires, direct and coordinate emergency management activities throughout the County during a State of emergency, and direct Countywide emergency management training programs and exercises.

- (1) **Joint Action Ordinance.** Municipalities entering into a joint action agreement with the County shall provide for utilization of existing services of municipal government by enactment of an ordinance parallel to this ordinance.
- (2) **Municipal Emergency Management Coordinator.**
 - (a) Each municipality enacting a joint action agreement with the County shall appoint an Emergency Management Coordinator.
 - (b) The municipal Emergency Management Coordinator will operate under the administrative direction of the County Emergency Management Director.
 - (c) Remuneration, if any, for the municipal Emergency Management Coordinator will be determined and paid by the governing body of that municipality.

6.08 MARINETTE COUNTY EMERGENCY OPERATIONS PLAN (EOP)

- (1) **Development:** Under the direction of the Board of Supervisors, the Emergency Management Director shall be responsible for ensuring the development and maintenance of the Marinette County Emergency Operations Plan, which shall provide for the effective mobilization of all of the resources of the County, both public and private, to meet any condition constituting a local emergency, State of emergency, or State of war; and shall provide for the organization, powers and duties, and staff of the emergency organization.
- (2) **Compliance:** The plan shall be comply with applicable local, State and federal planning criteria. The plan shall contain an analysis of the risks faced by the County, assign functional responsibilities to County agencies/departments and personnel, and assign lines of succession for the members of the emergency organization.
- (3) **Functional assignments:** The plan shall include the functions assigned to County agencies or departments and it shall be the responsibility of each agency director/department head to develop and maintain an agency/department plan to fulfill the roles and responsibilities in the County Emergency Operations Plan and appoint coordinators who shall report to the Emergency Operations Center and carry out assigned duties as appropriate.
- (4) **Adoption:** The Emergency Operations Plan shall not be effective until adopted by the Board of Supervisors. Nothing in this section shall be construed so as to limit the Emergency Management Director from immediately commencing organizational and planning programs as required by the County Emergency Response Plan adopted by the County Board.