

**IN CONSIDERATION OF OTHERS,
PLEASE MUTE ALL ELECTRONIC DEVICES**



**AGENDA
MARINETTE COUNTY BOARD OF SUPERVISORS**

Tuesday, February 27, 2018
9:00 a.m.
County Board Room
Third Floor, Marinette County Courthouse

1. Call to order by Chair
2. Roll call by Clerk
3. Pledge of Allegiance
4. Moment of silent prayer
5. Approval of agenda/amendments/addendums
6. Public Comment – Procedure indicated at end of agenda
7. Approval of minutes – January 30th, 2018
8. Proclamations
9. Reports of outside agencies and others – discussion
10. Reports of Administrator, Department Heads and Elected Officials – discussion
 - a. Land Information Chuck Druckrey – City of Peshtigo fish viewing platform
 - b. Sheriff Jerry Sauve – 2017 Annual Report
 - c. County Administrator – Update of county matters; Coroner vs. Medical Examiner
11. Announcements/Resignations/Appointments – discussion, action if any
 - a. Elderly Services Board – Colleen L. Risner, Coleman, Pound, Beaver representation, term expiring 12/31/2020
 - b. County Consolidated Library Board and County Library Planning Committee – Mary Holley, at large member, term expiring 12/31/2020
 - c. Land Information Council – Amy Shaffer, realtor employed within Marinette County, term expiring 12/31/2019

- d. Chapter 5 Grievance Committee – Mike Folgert, citizen at-large, unlimited terms
- e. Personnel and Veterans Service Committee – Supervisor Robert Holley
- f. Highway and Transportation – Supervisor Mark Anderson
- g. 2018 DNR Fire Wardens

12. Petitions and accompanying documents – discussion, action if any

13. Ordinances – discussion, action if any

- #397-18 Highway Amending the General Code of Ordinances of Marinette County – County Government Chapter 7 – Traffic Code
- #398-18 Board Amending the General Code of Ordinances of Marinette County – County Government Chapter 2 – County Government

14. Resolutions – discussion, action if any

- #488-18 Finance Continuation of a Self-Insured Worker’s Compensation Program
- #489-18 Personnel Resolution Establishing Annual Compensation for Elected Officials
- #490-18 Forestry Authorizing Application to the State of Wisconsin for Land Acquisition Grant Funding in the Town of Amberg
- #491-18 Land Info Supporting an Aquatic Invasive Species Control Grant Application for Dolan Lake

15. Study Recommendations – discussion, action if any

16. Motions – discussion, action if any

Highway

- a) Approve State of Wisconsin order to convey right-of-way title and quit claim deed for Parcels 6 & 7, NE1/4SE1/4 of Section 9, T38N, R20E, City of Niagara as part of the lands originally acquired in the County’s name and being held in trust for the State of Wisconsin (Northwest corner of USH 141 and Dewey Street)
- b) Approve the bid for (2) 2018 tri-axle cab and chassis from Kriete Truck Center with trade-in for a total cost of \$237,390.00

- c) Approve the bid for (2) 2018 underbody /lift axle/tailgate spreader/single wing/dump box including installation, option #1 stainless steel from Monroe Truck Equipment for \$115,531.00
- d) Approve the bid for a 4 door crew cab pick-up 4WD with trade-in from Ewald's Automotive Group for \$23,018.00
- e) Approve the bid for a walk behind plate compactor from Sunbelt Rentals for \$15,211.00
- f) Approve the bid for (1) 2018 service body and equipment including installation from Monroe Truck Equipment for \$28,501.00
- g) Approve the bid for (1) new 4x4 tractor from Swiderski Equipment for \$91,206.00
- h) Approve the bid for 2018 side & rear mowers, boom equipment including installation from Serwe Implement for \$79,726.00

Forestry

- i) Approve the bid from Christiansen Construction for a garage at Twin Bridge Park in the amount of \$64,500
- j) Approve the amendments to the 2018-2022 Comprehensive Outdoor Recreation Plan adding improvements/projects from the Village of Wausaukee and Village of Crivitz

Health and Human Services

- k) Approve Advocates for Healthy Transitional Living agreement in the amount of \$43,719.35
- l) Approve authorizing ADRC Supervisor to apply, accept if awarded, and administer the Expansion of the Dementia Care Specialist Program grant in the amount of \$80,000
- m) Approve the Administrative Telepsychiatry Agreement with Genoa, a QOL Healthcare Company, for psychiatric services to children, subject to Corporation Counsel review

Finance

- n) Approve Marinette Optical Community Area Network (MOCAN) high speed internet 15-year agreement with NWTC-Marinette/City of Marinette, Marinette School District and Marinette County sharing prorated costs projected to be \$12,000 per year for the first 5 years

- o) Approve transfer of \$6,000 from the Canine Fund Balance to increase expenditures for the purpose of purchasing equipment for new Canine and upgrade of current K9 equipment

Extension

- p) Approve Amendment No. 3 to Contract 133 between the Board of Regents of the UW System and Marinette County for the period of July 1, 2017 – December 31, 2017 in the amount of \$2,916 with payment to come from 2017 budget

Personnel

- q) Approve creating a Child Protective Services Ongoing Social Worker position and eliminating a Juvenile Court Social Worker position, effective immediately
- r) Approve the following amendments to Personnel Policies and Procedures Manual:
 - a. #84 - Section 1.29 Benefits
 - b. #85 - Section 1.05 Benefits Organization and Administration
 - c. #86 - Section 1.29 Benefits
 - d. #87 - Section 1.105 Compensation Plan
 - e. #88 - Section 1.02 Probationary Period
 - f. #89 - Section 1.27 Excused Absences
 - g. #90 - Section 1.30 Miscellaneous

- Addendum(s) – if applicable

17. Reports of Standing and Other Committees – discussion

18. Communications – discussion

19. Adjournment

Attachments

- Citizen Appointments – Notice of Vacancies
- 2017/2018 Meeting Calendar
- 2018 Refreshment Schedule
- Public Comment Procedure

Next Meeting Date – **Tuesday, March 27, 2018**

Payroll Deposit Date – **Friday, March 16, 2018**

If Board members have questions regarding any agenda item, please contact the County Administrator, or appropriate Department Head, prior to the meeting.

ELDERLY SERVICES BOARD

LEGAL AUTHORITY

State Statutes 59.53 (11) 46.82 (1) & (4)

CONTACT PERSON

Pam Mueller Johnson 715-854-7453
www.mces.net

FUNCTION

Promote, organize, and develop services for elderly citizens of Marinette County.

CREATED

Committee on Aging - Resolution #24 10/17/72
Aging Unit- Resolution #6 5/15/79

MEETING SCHEDULE

Second Wednesday of each Month

COMPOSITION

Current Commission 7 Members
County Board Members
At Large Members

APPOINTING AUTHORITY

Administrator/w Co Brd Approval
Administrator/w Co Brd Approval

Per Statutes- Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee. Older defined as a person at least 60 years old.

Per By-Laws- The Commission on Aging Board shall solicit, nominate, and present names of new board members to the County Administrator, who shall appoint new members, subject to the approval of the County Board of Supervisors.

LENGTH OF TERM

3-year staggered terms and no member may serve more than two consecutive three-year terms. One third of the Commission members shall be reappointed each year.

COMPENSATION

Ordinance 2.06 (3)(5)-County Board members receive per diem and IRS mileage rate.
Ordinance 2.06 (8)-Citizen Members receive \$35.00 per diem and IRS mileage rate.

PRESENT MEMBERS

Sarah Gospodarek (2)
Ronald Meyers (2)
Don Phillips (1)
Gilbert Engel (2)
Joan Rocque (1)
Colleen Risner (1)
Debbie Baumgart (1)

REPRESENTATION

Pembine, Niagara
Peshtigo, Grover
County Board
County Board
Goodman, Dunbar
Coleman, Pound, Beaver
Crivitz, T of Stephenson

TERM EXPIRATION

December 31, 2018
December 31, 2018
December 31, 2019*
December 31, 2019*
December 31, 2019
December 31, 2020
December 31, 2020

- (1) Members serving First 3 Year Term.
(2) Members serving Second 3 Year Term.

*Subject to continuance as a Marinette County Board Supervisor



MARINETTE COUNTY ELDERLY SERVICES

515 North Hwy. 141 - P.O. Box 456
Crivitz, Wisconsin 54114-0456

Telephone 715-854-7453
800-990-4242
Fax 715-854-7472

February 15, 2018

COPY

John Lefebvre – County Administrator
Marinette County
1926 Hall Ave
Marinette, WI 54143

Dear John:

This is to inform you that Marinette County Elderly Services Board endorses the appointment of the following non-county Board member to serve a three year term on the Elderly Services Board representative for the Coleman, Pound, Beaver areas:

- o Colleen Risner – Term, January 2018 – December 2020

Please contact me if you have any questions, Thank you.

Sincerely,

Pam Mueller Johnson
Director

C: Colleen Risner

COUNTY CONSOLIDATED LIBRARY BOARD AND COUNTY LIBRARY PLANNING COMMITTEE

LEGAL AUTHORITY

State Statutes 43.57-Library Board
State Statutes 43.11-Planning Committee

CONTACT PERSON

Cheryl Maxwell
www.marinettecountylibraries.org

FUNCTION

Supervise and administer a consolidated county library system.

CREATED

Library Board -Resolution #20 January 1, 1977
Library Board Membership - January 27, 2015
Library Planning Committee - July 28, 2015

MEETING SCHEDULE

Monthly - As Needed

COMPOSITION

7 Members

APPOINTING AUTHORITY

Administrator with Co Board Approval

Per Statutes- At least one school district administrator of a school district located in whole or in part in the county, or that school district administrator's designee and one or 2 county board supervisors.

Library Board Composition - 1 member from of the City of Marinette, one from the City of Peshtigo, one from the City of Niagara, and 2 at large members.

Library Planning Committee Composition - Members of the County Consolidated Library Board serve as the County Library Planning Committee.

LENGTH OF TERM

3 year staggered - No term limitations

COMPENSATION

Ordinance 2.06(3)(5)-County Board members receive per diem and IRS mileage rate.

Per Library Board- The County Board member receives per diem and mileage per ordinance but other members only receive mileage.

Per Statutes - Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the board and the county board.

PRESENT MEMBERS

Eric Frantz
Patrick Mans
Paul Gustafson*
Mary Holley
Cheryl Maxwell
Lois Shane
Jenny Hipke

REPRESENTATION

City of Niagara
School Superintendent
County Board Member
At Large Member
At Large Member
City of Marinette
City of Peshtigo

TERM EXPIRATION

December 31, 2019
December 31, 2019
December 31, 2020
December 31, 2020
December 31, 2020
December 31, 2018
December 31, 2018

*Subject to County Board continuance

December 12, 2017

My name is Mary Holley and I would like to express my interest in serving on the Marinette County Consolidated Library Board and Planning Committee. I am a resident of the Town of Beaver. I am a retired secondary teacher and have both a Bachelor's and Master's Degree. I am an avid reader with great leadership and organizational skills. I feel my knowledge and experience would bring valuable insight to the Board.

Thank you for your consideration,

Mary M. Holley

LAND INFORMATION COUNCIL

LEGAL AUTHORITY

Wisconsin Statutes 59.72 (3m)

CONTACT PERSON

Greg Cleereman (715) 732-7783

FUNCTION

Review the priorities, needs, policies, and expenditures of a Land Information Department related to land records and shall advise the County Land Information Committee on matters affecting the Land Information Department as it relates to land records.

CREATED

7/27/10 Resolution #344
10/31/17 Amended Resolution 477-17

MEETING SCHEDULE

As needed

COMPOSITION – 9 Members

County Register of Deeds
County Treasurer
County Real Property Lister
County Land Information Director
County Land Information Officer
Land Information Committee Chairperson
Emergency Management Director
Realtor employed within the County
Registered Land Surveyor employed within the County

APPOINTING AUTHORITY

Land Information Committee

Administrator w/Co Brd Approval
Administrator w/Co Brd Approval

Per Resolution-If a Realtor or Surveyor cannot be found to serve on the Council the Board may maintain the Council without these members and the Council consisting of seven or eight members.

LENGTH OF TERM

The initial appointment term expires December 31, 2011. Subsequent terms will be for two years and be approved in December of each odd year for service to begin on January 1 of each even year. No term limitations.

COMPENSATION

All members excluding Marinette County employees shall receive per diem and mileage as set forth in Marinette County Ordinance 2.06(8). The County board member shall receive per diem and mileage as set forth in Marinette County Ordinance 2.06(3)(5).

PRESENT MEMBERS

Renee Miller
Bev Noffke
Tina Barnes
Greg Cleereman
Tim Oestreich
Ted Sauve
Eric Burmeister
Amy Shaffer
Vacant

REPRESENTATION

Register of Deeds
Treasurer
Real Property Lister
Land Information Director
Land Information Officer
Land Information Committee Chairperson
Emergency Management Director
Realtor employed within the County
Registered Land Surveyor employed within the County

TERM EXPIRATION

Virtue of Office
April, 2018
Virtue of Office
December 31, 2019
December 31, 2019

Mr. Greg Cleereman
Marinette County Land Information Director
and Conservationist
Courthouse 1926 Hall Avenue
Marinette WI 54143-1717

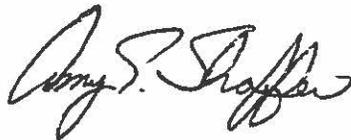
February 13, 2018

Dear Mr. Cleereman,

I am interested in continuing to serve on the Land Information Council as the Real Estate Broker representative.

Thank you,

Amy E. Shaffer
Broker Associate



Berkshire Hathaway HomeServices

Metro Realty – Crivitz Properties LLC

715.927.5523

<http://www.crivitzproperties.com>

CHAPTER 5 GRIEVANCE COMMITTEE

LEGAL AUTHORITY

State Statutes 59.26(8)

CONTACT PERSON

Gale Mattison 732-7435

FUNCTION

Upon complaint seeking suspension, demotion or dismissal of a deputy sheriff, the Chapter 5 Grievance Committee shall determine whether or not the charge is well founded and shall take such action it considers requisite and proper following statutory standards.

CREATED

Ordinance #276 6/29/04
Members Appointed Co Brd Mtg 12/21/04

MEETING SCHEDULE

As Needed

COMPOSITION

Personnel Committee
Law Enforcement Committee Members (2)
Citizens at Large (2)

APPOINTING AUTHORITY

County Board
Law Enforcement Committee
Co Administrator w/Co Brd Approval

LENGTH OF TERM

No limitations on number of service terms.

COMPENSATION

Ordinance 2.06 (3)(5)-County Board members receive per diem and IRS mileage rate.
Ordinance 2.06 (8)-Citizen Members receive \$35.00 per diem and IRS mileage rate.

PRESENT MEMBERS

Mark Anderson
Vacant
Michael Behnke
Ken Keller
Joe Policello
Paul Gustafson
George Kloppenburg
Fred Carl
Michael Folgert

REPRESENTATION

Personnel Committee
Personnel Committee
Personnel Committee
Personnel Committee
Personnel Committee
Law Enforcement Committee
Law Enforcement Committee
Citizen at Large
Citizen at Large

TERM START DATE

April, 2018
Unlimited
Unlimited

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Peshtigo Service Center
101 North Ogden Road, Suite A
Peshtigo WI 54157

Scott Walker, Governor
Daniel L. Meyer, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



February 5, 2018

MS KATHY BRANDT
MARINETTE COUNTY CLERK
1926 HALL AVE
MARINETTE WI 54143-1717

Dear Ms. Brandt:

I have enclosed a list of persons we recommend to act as Emergency Fire Wardens in Marinette County for 2018. In accordance with State Statute 26.12(3), I ask that you review and approve this list at the next county board meeting. Please return an approved copy to me at the above address by March 1, 2018 or at your earliest convenience. If you have any questions, feel free to give me a call at (920) 846-0462.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Severson'.

Ryan Severson
Area Forestry Leader

Enclosure: As described

To the Honorable:

The County Board of **Marinette** County, Wisconsin.

Ladies and Gentlemen:

In accord with section 26.12(3) and section 26.14(3) of the Wisconsin Statutes we recommend the following persons to act as authorized emergency fire wardens for the prevention and suppression of forest fires in this county for the year 2018, and ask your approval of this organization list.

EMERGENCY FIRE WARDENS

Tom Oldenburg	N15085 US 141, Amberg, WI 54102 (Driftwood Sport & Fuel)	for Town of Amberg
Bob McCracken	N12780 CTY A/C, Athelstane, WI 54104 (Athelstane County Mart)	for Town of Athelstane
Delilah Gwidt	N4111 CTY S, Pound, WI 54161 (G 3 Up Nort Convenience Store)	for Town of Beaver
Kevin Rocque	W14681 HWY 8, Goodman, WI 54125 (Rocque's 8-Hi Club)	for Town of Goodman
Tim Potterville	N18678 USH 141 & 8, Pembine, WI 54156 (Pembine Food Depot)	for Town of Pembine
Clarence Coble	N1590 Harbor Rd., Peshtigo, WI 54157 (Town Peshtigo Town Hall)	for Town of Peshtigo
Ken Brissette	N6099 HWY 180, Marinette, WI 54143 (Porterfield Pit Stop)	for Town of Porterfield
Donna Kilmer	N4057 CTY CP, Pound, WI 54161 (R Store Gas Station)	for Town of Pound
Robert Sorenson	W13315 CTY C, Athelstane, WI 54104 (Red Pine Gas & Convenience)	for Town of Silver Cliff
Charles DeSmidt II	W10901 Kottke Rd., Crivitz, WI 54114 (High Falls One Stop)	for Town of Stephenson
Charles DeSmidt II	717 N HWY 141, Crivitz, WI 54114 (T&B One Stop)	for Town of Stephenson
Charles DeSmidt II	W11701 CTY W, Crivitz, WI 54114 (Corner Convenience)	for Town of Stephenson
Jitender Behl	530 HWY 180, Wausaukee, WI 54177 (Exxon Quick Stop)	for Town of Wausaukee

Department of Natural Resources

Peshtigo, Wisconsin

February 5, 2018

By 
Area Forestry Leader

By
County Board Chairperson

ORDINANCE No. 397-18

AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY - COUNTY GOVERNMENT CHAPTER 7 – TRAFFIC CODE

The Marinette County Board of Supervisors does ordain as follows:

Section One: Section 7.09 (2) is amended as follows:

- (2) Designation of ATV/UTV Highway Routes
 - (a) County trunk highway segments designated as ATV/UTV routes shall be established by the Highway Committee with approval of the Marinette County Board of Supervisors. Any requested modification to a designated ATV/UTV highway route shall be submitted to the Highway Department and recommended by the Highway Committee for approval or denial by the Marinette County Board of Supervisors. A copy of ATV/UTV routes with a map showing locations shall be kept on file at the Marinette County Highway Department and the Marinette County Office of the Sheriff. The Marinette County Highway Department and/or the Marinette County Sheriff shall have the authority to temporarily close any County highway ATV/UTV route if warranted.
 - (b) The following roads in the County of Marinette, Wisconsin, are hereby designated as daylight ATV/UTV routes during the period commencing May 1 and ending December 1 unless designated otherwise:
 - (1) County Highway R beginning at US HWY 141 and ending at Short Cut Road all in the Town of Pembine.
 - (2) During the period commencing the second Saturday of September and ending December 1 County Highway I beginning at County Highway C north for approximately 1.75 miles and ending at the designated Iron Snowshoe Club ATV cross trail all in the Town of Silver Cliff.
 - (3) County Highway O beginning at US HWY 8 and ending approximately 50 feet north at the Dunbar Veteran's Memorial Park all in the Town of Dunbar.
 - (4) County Highway V beginning at Lanfear Road and ending at Grant Street all in the Town of Amberg. (Ord #358-12 5/29/12)
 - (5) County Highway I beginning at 2,220' south of USH 8 and ending at 3,480' south of USH 8 all in the Town of Goodman.
 - (6) County Highway R beginning at 470' east of Timms Lake Road and ending at 1,280' west of Timms Lake Road all in the Town of Pembine.
 - (7) County Highway R beginning at the most easterly end of CTH R and continuing for 3,325' north and west to the existing southbound designated ATV trail all in the Town of Pembine. (Ord #360-12 8/28/12)

- (8) County Highway C beginning at Tower Road and ending approximately 1,065' west of Tower Road all in the Town of Silver Cliff.
- (9) County Highway C beginning at Fire Lane Road and ending at Deer Lake Road all in the Town of Athelstane.
- (10) County Highway C Beginning at County Highway I and ending at Parkway Road all in the Town of Silver Cliff.
- (11) County Highway CP beginning at County Highway B and ending approximately 8,375' North at the Village of Pound Line all in the Village of Coleman and Town of Pound.
- (12) County Highway S beginning at State Trunk Highway 64 and ending at 6th Road all in the Town of Beaver.

Section Two: This ordinance as amended shall be effective on upon approval of County Board Supervisors.

ADOPTED:

Mark Anderson, Chairperson

Kathy Brandt, County Clerk

Recommended – Highway Committee – 02-21-18

Marinette County Finance Department
Fiscal Impact Statement

Number 397-18

Ordinance

Resolution

**AMENDING THE GENERAL CODE OF ORDINANCES OF
MARINETTE COUNTY- COUNTY GOVERNMENT CHAPTER 7 –
TRAFFIC CODE**

Fiscal Impact Statement:

The Marinette County Highway Department is responsible to determine the number and placement of signs for the designated ATV/UTV highway routes. A requesting ATV Club or local municipality shall provide the required signs. The expected cost of labor and equipment for installation and maintenance of the signage is approximately \$79 per hour. Total actual hours and cost will depend on the number of approved routes.

Patrick Kass

Patrick Kass
Finance Director

February 16, 2018

Date

ORDINANCE No. 398-18

AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY - COUNTY GOVERNMENT CHAPTER 2 – COUNTY GOVERNMENT

The Marinette County Board of Supervisors does ordain as follows:

Section One: Section 2.08 is amended as follows:

2.08 COMMITTEES OF THE COUNTY BOARD

(1) Standing Committees.

(a) The following committees shall be standing committees and shall be named at the biennial organizational meeting:

- (1) ~~Administrative Agriculture and Extension Education~~
- (2) ~~Development Building and Property~~
- (3) ~~Executive Economic Development/Tourism~~
- (4) ~~Human Services Executive~~
- (5) ~~Infrastructure Finance and Insurance~~
- (6) ~~Public Services Forestry, Parks and outdoor Recreation and Land~~

~~(7) Health and Human Services~~

~~(8) Highway and Transportation~~

~~(9) Land Information~~

~~(10) Law Enforcement, Emergency Management, Coroner, Court
Commissioner and Judiciary~~

~~(11) Personnel and Veterans Service~~

(b) Meetings of the County Board, its standing committees or special committees shall be held in a place accessible to members of the public, preferably in the County Courthouse, a County building or other municipal building.

(Ord #364 3/26/13)

~~(1)~~(2) **Committee on Committees.** It shall be the duty of the Committee on Committees to nominate for confirmation by the County Board, the membership of all standing committees of the County except the Health and Human Services Board, which shall be by appointment of the County Administrator upon recommendation of the Committee on Committees and approval of the County Board. The Committee on Committees, during the reorganization process shall consider supervisor requests, qualifications, and seniority to guide Committee on Committees in filling committee assignments.

~~(2)~~(3) **Committee Appointments.**

(a) The Committee on Committees shall, subject to County Board confirmation, make the initial appointment of members of each individual committee.

~~(a)~~(b) Elections or appointments on all standing committees shall be for a period of two (2) years.

~~(b)~~(c) _____ The committee on Committees shall be appointed by the County Board Chairperson and confirmed by the County Board. It shall consist of the following seven (7) members: County Board Chairperson, Vice-Chairperson, two (2) County Board members elected from City Supervisory Districts, and three (3) County Board members elected from districts other than a City Supervisory District.

~~(e) Vacancies on any committee shall be filled by appointment of the County Board Chairperson subject to confirmation of the County Board. Vacancy is defined as permanent or temporary. Temporary is defined as a sixty-day (60) inability to serve as determined by the Executive Committee.~~

(d) Prior to the April reorganization, the County Clerk shall call an orientation meeting for all first term County Board Supervisors.

(e) All County Board Supervisors shall receive a form on which preference of committee service for the consideration of the Committee on Committees is to be stated. Completed forms must be returned to the County Clerk at least one (1) week prior to the April reorganization meeting of the County Board. All County Board members shall indicate their preference of committee assignment with no guarantee of appointment to the preferred committee.

~~(d)~~(f) _____ Vacancies on any committee shall be filled by appointment of the County Board Chairperson subject to confirmation of the County Board. Vacancy is defined as permanent or temporary. Temporary is defined as a sixty-day (60) inability to serve as determined by the Executive Committee.

~~(3)~~(4) **Committee Organization/Procedure.**

(a) Each committee shall be composed of six (6) five (5) members unless otherwise indicated.

~~The Committee on Committees shall, subject to County Board confirmation, make the initial appointment of members of each individual committee. Each committee shall, as its first order of business, elect its own Chairperson and Vice-Chairperson.~~

(b) Minutes of all committee sessions shall be promptly recorded by department staff or any other person designated by the committee Chairperson.

(c) A majority of the members of any committee shall constitute a quorum for the transaction of business.

(d) The organizational meeting shall take place immediately after all committee appointments and during a recess called by the County Board Chairperson. Each committee shall, as its first order of business, elect its own Chairperson and Vice-Chairperson. After said recess, the committee shall report back to the County Board Chairperson the duly elected Chairperson and Vice-Chairperson. All regular meetings shall be scheduled by committee action. Special meetings may be called with notice to all members by the committee Chairperson or on the written request of a majority of committee members.

(e) All committee meetings shall be open to the public in compliance with Wisconsin Open Meetings Law and a schedule of regular monthly

meetings shall be filed with the County Clerk. The schedule of regular meetings, special meetings and agendas shall be filed with the County Clerk by the committee Chairperson and/or Department Head. Any changes in the meeting date or locations shall be reported immediately to the County Clerk.

~~(f) Meetings of the County Board, its standing committees or special committees shall be held in a place accessible to members of the public, preferably in the County Courthouse, a County building or other municipal building.~~

~~(4)~~**(5) Duties of All Committees.**

- (a) All committees shall be required to act on all matters prescribed by law or directed by the County Board of Supervisors.
- (b) Each standing committee of the County Board shall have the authority to examine all bills, claims, and accounts after payment has been processed.
- (c) Each committee shall participate, with the County Administrator and Finance Department in the preparation of the annual budget, for all departments under the committee's jurisdiction.
- (d) All agreements to which the County is a party shall be submitted to the appropriate Committee of jurisdiction prior to signing, except those which the Highway Commissioner is by statute authorized to sign. Absent specific Committee authority, as set forth in duties of committees, agreements that bind the County for amounts totaling \$15,000.00 or greater shall be forwarded to the full County Board for approval. Prior to entering into agreements that bind the County in a manner not requiring compensation on behalf of the County and potentially create County liability, such agreements shall be submitted to the appropriate Committee of Jurisdiction ~~and forwarded to the County Board for approval.~~ (Ord #297 1/31/06, Ord #329 7/28/09, Ord #343 7/27/10, Ord #385-16 3/29/16, Ord #387-16 6/28/2016)

(6) ~~Agriculture and Extension Education~~ Administrative Committee. The duties of the committee shall be:

~~(a) establish policies and procedures, in cooperation with the County Administrator and with Elected Officials as appropriate, for the following offices, departments and activities:~~

- ~~(1) County Clerk's Office~~
- ~~(2) Finance Department~~
- ~~(3) Human Resources~~
- ~~(4) Information Services Department~~
- ~~(5) Treasurer's Office~~
- ~~(5)(6) Employee Wellness~~

- (b) audit and prepare the annual budget for the County in cooperation with the County Administrator and Finance Director and arrange for publication and notice of hearing thereon;
- (c) consider all unbudgeted requests, reports or resolutions involving the expenditures of County funds prior to consideration by the County Board, except as otherwise delegated;
- (d) examine the financial condition of the County each ~~month and when necessary advise Department Heads thereof;~~

- (e) recommend to the County Board the depositories for all County funds;
- (f) approve transfer of funds as follows:
 - (1) transfer funds between budgeted items within an individual County office or department, if such budgeted items have been separately appropriated, and supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount established in the contingency fund as adopted in the annual budget.
 - (2) In the case of an individual activity aggregate annual transfers shall not exceed ten percent (10%) of the funds originally provided for such activity. The publication provisions of §65.90(5)(a), Wis. Stats., shall apply to all committee transfers from the contingency fund;
- (g) review proposed amendments to annual Capital Improvement Program budgets and to transfer funds between listed projects as necessary.
- ~~(h) examine, investigate and report on all claims of a general nature for which the County may have any liability and all claims, demands on causes of action against the County, except highway matters, and issue County orders thereon;~~
- (h) direct the auditing of the books of all departments not otherwise delegated;
- (i) Committee Chairperson makes final determination on County Board Supervisors mileage and expense claim disputes;
- (j) oversee all insurance programs, including but not limited to workers compensation, ~~hospital,~~ health, dental, life and loss control;
- (k) approve insurance agreement amendments;
- (l) recommend a ~~Finance~~ Committee member to serve on the Wisconsin Counties Utilities Tax Association Board.
- (m) review all legislative matters in which Marinette County has an interest, advise the County Board ~~and Committee thereof,~~ and otherwise promote the passage of legislation which is in the best interest of Marinette County.
- (n) consider and review all adjustments of wages and salaries of the County officers, County Board members, and County employees under its jurisdiction and recommend the same to the County Board for approval. In even numbered years, recommend to the County Board at the regularly scheduled February County Board meeting, the salaries of elected county constitutional officers pursuant to §59.22, Wis. Stats.;
- (o) establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;
- (p) provide direction and guidance on personnel policies and procedures to all county offices and departments;
- (q) approve negotiations with all employee bargaining units and recommend contracts to the County Board. The Corporation Counsel ~~County Administrator~~ and Human Resource Director shall represent the county in negotiations with bargaining units. The Corporation Counsel may be consulted for personnel matters, including but not limited to, litigation

and arbitration upon request of the County Administrator or the Human Resource Director;

(r) present to the County Board recommended changes in County office hours, employee fringe benefits including administration of the Wisconsin Retirement Fund and policies relating thereto, subject to provisions of bargaining unit agreements;

~~(s)~~ Administer the complaint procedure for confidential, anonymous submission, receipt, retention and treatment of complaints received by the County regarding questionable financial matters pertaining to County assets.

(Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04, Ord #278 6/29/04, Ord #343 7/27/10, Ord 366 3/26/13, Ord 383 1/26/16)

~~(g) serve as the Committee of Agriculture and Extension Education as required by §59.56(3), Wis. Stats.;~~

~~(h) consult with the District Extension Director regarding Extension personnel and programs;~~

~~(i) in cooperation with the University of Wisconsin Extension, select professionally qualified persons as University of Wisconsin Extension agents;~~

~~(j) with County Board approval, enter into memoranda of understanding with State and Federal Agencies interested in agriculture, education or zoning programs and in the interest of Marinette County, assign County Extension staff to work with these and other organizations in and out of the county;~~

~~(k) cooperate with other County Board committees and departments, local organizations and groups interested in the improvement of agriculture, family living, zoning and resource conservation and development;~~

~~(l) provide staff assistance to the Economic Development and Tourism Committee of Marinette County regarding development of the economic, cultural, natural, and tourist resources of the area;~~

(7) Building and Property Development Committee. The committee shall be composed of seven (7) members with six (6) County Board members, and the Chairperson of the Farm Services Agency (FSA) or the FSA Chairperson's designee. The duties and powers of the committee shall be:

(a) establish policies and procedures, in cooperation with the County Administrator and Elected Official as appropriate, for the following offices, departments and activities:

(1) Economic Development and Tourism

(2) Land Information

(3) Register of Deeds

(4) University of Wisconsin Extension

(b) develop data and budgets relating to the economic needs of the county and carry out a program of action designed to enhance the economic climate of the County in conjunction with ~~the Marinette County Association for Business and Industry (MCABI) and other economic entities;~~

(c) remain abreast of all State and Federal aid/grant programs affecting the county and recommend to the County Board participation in those programs beneficial to the county;

- (d) participate with Bay Lake Regional Planning Commission in the preparation and development of the county Overall Economic Development Plan (OEDP) and submit the same to the County Board for approval;
- (e) develop and promote tourism on behalf of the County in cooperation with ~~the Marinette County Association for Business and Industry (MCABI) and~~ other tourism related organizations;
- (f) consult, cooperate and communicate as necessary with Federal, State and local units of government and their agencies, industry, business, Chambers of Commerce and the like on matters relating to economic development;
- (g) administer all county sponsored economic development assigned by the County Board ~~which have not otherwise been expressly assigned to other committees and cooperate with other County Board committees to establish policies and procedures for the UW Extension Resource Agent on economic development matters of mutual concern;~~
- (h) carry out the powers and duties delegated to the committee by Ch. 92 Wis. Stats., Soil and Water Conservation and Animal Waste Management;
- (i) manage Lake Noquebay Dam and Harmony Arboretum;
- (j) carry out the activities of Land Information identified in §59.72(3) of the Wis. Stats. (2001-2002);
- (k) act as the County's Zoning and Planning Agency as referenced in the Wis. Stats, Wis. Administrative code or the Marinette County Code of Ordinances.
- (l) recommend appointment of one (1) member of the Marinette County Board of Supervisors as ex-officio member for each Lake District Board of Commissioners.
- (m) serve as the Committee of Agriculture and Extension Education as required by §59.56(3), Wis. Stats.;
- (n) consult with the District Area Extension Director regarding Extension personnel and programs;
- ~~(o) in cooperation with the University of Wisconsin Extension, select professionally qualified persons as University of Wisconsin Extension agents;~~
- ~~(p)~~(o) with County Board approval, enter into memoranda of understanding with state and federal agencies interested in agriculture, education or zoning programs and in the interest of Marinette County, assign County Extension staff to work with these and other organizations in and out of the county;
- (p) cooperate with other County Board committees and departments, local organizations and groups interested in the improvement of agriculture, family living, zoning and resource conservation and development;
- (q) Following each decennial U.S. Census formulate, evaluate and recommend a plan that will facilitate and achieve the re-districting of the supervisory districts and allow for the submission of the municipal ward information;
(Ord #340 2/23/10, Ord #365 3/26/13)
- ~~(a) the committee shall be composed of one (1) member of each of the following committees: Finance and Insurance, Highway and~~

~~Transportation, Forestry, Parks Outdoor Recreation and Land, Law Enforcement and Emergency Management and the Health and Human Services Board;~~

- ~~(b) establish policies and procedures for the improvements, repairs and maintenance of buildings and grounds over which the committee has jurisdiction, including the following:
 - ~~(1) — Courthouse and Annex~~
 - ~~(2) — Fairgrounds and Buildings~~
 - ~~(3) — Forestry and Park Buildings~~
 - ~~(4) — Health and Human Services Buildings~~
 - ~~(5) — Highway Buildings~~
 - ~~(6) — Law Enforcement Center and Other Sheriff Buildings on Property~~
 - ~~(7) — Niagara Health and Human Services Officers~~
 - ~~(8) — State Street Storage Garage~~
 - ~~(9) — Stephenson Public Library~~
 - ~~(10) — UW Center Marinette~~
 - ~~(11) — Niagara Senior Citizens Center (Inspection Only)~~
 - ~~(12) — Niagara Medical Center (Inspection Only)~~~~
 - ~~(b) act as the parent committee of the Maintenance Department and in that capacity consult on an as needed basis with the departments;~~
 - ~~(c) lease or rent unused county space subject to County Board approval;~~
 - ~~(d) assume responsibility for new construction not specifically delegated to another committee;~~
 - ~~(e) assume responsibility for vehicle and equipment purchases not designated to another committee, and establish policies and procedures for the Motor Pool;~~
 - ~~(f) address disposal of surplus property with the County Clerk in accordance with Chapter 3 of the Code of Ordinances;~~
 - ~~(g) have discretion to approve construction contract changes that will not result in the total project exceeding the original dollar amount approved by the County Board of Supervisors.~~
- ~~(Ord #329 7/28/09, Ord #364 3/26/13, Ord #365 3/26/13)~~

~~**(8) Economic Development/Tourism Committee.** The duties of the committee shall be:~~

- ~~(a) — develop data and budgets relating to the economic needs of the county and carry out a program of action designed to enhance the economic climate of the County in conjunction with the Marinette County Association for Business and Industry (MCABI) and other economic entities;~~
- ~~(b) — remain abreast of all State and Federal aid/grant programs affecting the county and recommend to the County Board participation in those programs beneficial to the county;~~
- ~~(c) — participate with Bay Lake Regional Planning Commission in the preparation and development of the county Economic Development Plan (OEDP) and submit the same to the County Board for approval;~~
- ~~(d) — develop and promote tourism on behalf of the County in cooperation with the Marinette County Association for Business and Industry (MCABI) and other tourism related organizations;~~

- ~~(e) consult, cooperate and communicate as necessary with Federal, State and local units of government and their agencies, industry, business, Chambers of Commerce and the like on matters relating to economic development;~~
- ~~(f) administer all county sponsored economic development assigned by the County Board which have not otherwise been expressly assigned to other committees and cooperate with other County Board committees to establish policies and procedures for the UW Extension Resource Agent on economic development matters of mutual concern;~~
(Ord #340 2/23/10, Ord #365 3/26/13)

~~(9)~~(8) **Executive Committee.** The composition, duties and powers of the committee shall be:

- (a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices:
 - (1) Administrator
 - (2) Corporation Counsel
- ~~(a)~~(b) the committee shall be comprised of the County Board Chairperson who shall act as the Executive Committee Chairperson, the County Board Vice-Chairperson and the Chairperson of each standing committee;
- ~~(b)~~(c) in the event the County Board Chairperson or Vice-Chairperson is also the Chairperson of a standing committee, The Vice-Chairperson of that Committee shall be a member of the Executive Committee;
- ~~(e)~~(d) evaluate county programs, consider matters of long-range development of Marinette County and interdepartmental impact and recommend policy concern to governing committees and the County Board;
- ~~(d)~~(e) manage, supervise and address matters pertaining to the County Administrator ~~and Corporation Counsel~~;
- ~~(e)~~(f) annually conduct County Administrator performance evaluation, said evaluation to be initiated by Committee Chairperson;
- ~~(f)~~(g) recommend solutions to County Board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee;
- ~~(g)~~(h) act on behalf of the County Board on matters requiring immediate attention or official authorization;
- ~~(h)~~(i) in the event matters of an emergency nature arise precluding a committee meeting or out of County hearing, the Chairperson of the Executive Committee may react to the emergency as appropriate after consultation with the County Administrator;
- ~~(i)~~(j) recommend necessary changes to ~~existing Rules of Order and~~ the County Code of ~~General~~ Ordinances not under the jurisdiction of another committee;
- ~~(j)~~(k) Act as an appeal committee in the event any committee or supervisor is aggrieved by the action of another committee may appeal that action to the Executive Committee. The Executive Committee may hear any such appeal and address such appeal in whatever manner is deemed appropriate by the Committee. In the event the Executive Committee determines appropriate action will significantly alter or change the action

of any other committee, the Executive Committee action shall be subject to the approval of a majority of the County Board of Supervisors;

~~(k)(1)~~ the County Administrator, ~~County Clerk~~ and County Corporation Counsel shall attend all Executive Committee meetings unless excused by the County Board Chairperson.

~~(l) the Executive Committee shall meet annually in May to determine if non-represented position re-evaluations shall be allowed for the succeeding budget year. The Executive Committee's decision shall include measurable criteria regarding economic conditions and employee benefits.~~

(Ord #327 5/26/09, Ord #333 12/15/09, Ord #364 3/26/13, Ord #366 3/26/13)

~~(10) Finance and Insurance Committee. The duties of the committee shall be:~~

~~(a) audit and prepare the annual budget for the County in cooperation with the County Administrator and Finance Director and arrange for publication and notice of hearing thereon;~~

~~(b) consider all unbudgeted requests, reports or resolutions involving the expenditures of County funds prior to consideration by the County Board, except as otherwise delegated;~~

~~(c) examine the financial condition of the County each month and when necessary advise Department Heads thereof;~~

~~(d) recommend to the County Board the depositories for all County funds;~~

~~(e) approve transfer of funds as follows:~~

~~transfer funds between budgeted items within an individual County office or department, if such budgeted items have been separately appropriated, and supplement the appropriations for a particular office, department, or activity by transfers from the contingency fund. Such transfers shall not exceed the amount established in the contingency fund as adopted in the annual budget. In the case of an individual activity aggregate annual transfers shall not exceed ten percent (10%) of the funds originally provided for such activity. The publication provisions of §65.90(5)(a), Wis. Stats., shall apply to all committee transfers from the contingency fund;~~

~~(h) to review proposed amendments to annual Capital Improvement Program budgets and to transfer funds between listed projects as necessary.~~

~~(g) examine, investigate and report on all claims of a general nature for which the County may have any liability and all claims, demands on causes of action against the County, except highway matters, and issue County orders thereon;~~

~~(h) direct the auditing of the books of all departments not otherwise delegated;~~

~~(s) Committee Chairperson makes final determination on County Board Supervisors mileage and expense claim disputes;~~

~~(t) establish policies and procedures, in cooperation with the County Administrator and with Elected Officials as appropriate, for the following offices and departments:~~

~~(1) County Clerk's Office~~

~~(2) Finance Department~~

~~(3) Information Services Department~~

~~(4) Treasurer's Office~~

~~(u) oversee all insurance programs, including but not limited to workers compensation, hospital, dental, life and loss control;~~

~~(v) approve insurance agreement amendments;~~

~~(w) recommend a Finance Committee member to serve on the Wisconsin Counties Utilities Tax Association Board.~~

~~(x) review all legislative matters in which Marinette County has an interest, advise the County Board and Committee thereof, and otherwise promote the passage of legislation which is in the best interest of Marinette County.~~

~~(Ord #278 6/29/04, Ord #343 7/27/10, Ord 366 3/26/13, Ord 383 1/26/16)~~

~~(11) Forestry, Parks, Outdoor Recreation and Land Committee.~~ The duties of the committee shall be:

~~(a) to manage county forests with sound forestry practices and annually present a county forest work plan and budget to the County Board pursuant to §28.11, Wis. Stats;~~

~~(b) as authorized by Chapter 16 of the Marinette County Code of Ordinances;~~

~~(c) recommend appointment of members of the committee to serve on the Wisconsin County Forests Association, and to serve on the Wisconsin Counties Mineral and Resources Association.~~

(912) Health and Human Services Board. The composition and duties of the committee shall be:

(a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices and departments;

(1) Health and Human Services

(2) Veterans Service

(b) the board shall be composed of nine (9) members; six (6) shall be Marinette County Board of Supervisors and three (3) shall be laypersons with a demonstrated interest in public health and human services. A good faith effort shall be made to appoint a registered nurse and a physician as members. The term of membership of each County Board member appointed to this Board shall be concurrent with the member's County Board term. Each layperson's term of membership shall be three (3) years. Vacancies for unexpired terms shall be filled in the same manner as original appointments. Any Board member appointed hereunder may be removed by the appointing authority in accordance with the procedure and authority set forth in the statutes.

(c) HEALTH MATTERS. The Board shall establish policies and procedures for the Health Department and shall have all the duties specified by §251.04, Wis. Stats.;

(d) HUMAN SERVICES MATTERS. The Board shall establish policies and procedures for the Department in all matters and shall have all the duties specified by §46.23, Wis. Stats.

(1013) Highway and Transportation Infrastructure Committee. The duties of the committee shall be:

- (a) establish policies and procedures, in cooperation with the County Administrator as appropriate, for the following offices and departments:
 - (1) Facilities
 - (2) Forestry and Parks
 - (3) Highway
- (b) serve as the County Highway Committee as required by §83.015, Wis. Stats., with powers and duties as set forth in §83.015(2)(b), Wis. Stats., and amendments, and “...shall be only a policy-making body determining the broad outlines and principles governing administration and the county highway commissioner shall have the administrative powers and duties prescribed for the county highway committee under par. (a), sub. (3) (a) and ss. 27.065 (4) (b) and (13), 32.05 (1) (a), 82.08, 83.01 (6), 83.013, 83.018, 83.025 (1) and (3), 83.026, 83.035, 83.04, 83.05 (1), 83.07 to 83.09, 83.12, 83.14 (6), 83.17, 83.18, 83.42 (3) and (4), 84.01 (5), 84.06 (3), 84.07 (1) and (2), 84.09 (1), (3) (a) to (c) and (4), 84.10 (1), 86.04 (1) and (2), 86.07 (2), 86.19 (3), 86.34 (1m), 114.33 (5), 349.07 (2), 349.11 (4) and (10) and 349.15 (2). No statutory power, duty or function specified elsewhere for the county highway commissioner may be deemed impliedly repealed for the sole reason that reference to it has been omitted in this paragraph.”
- (c) to manage county forests with sound forestry practices and annually present a county forest work plan and budget to the County Board pursuant to §28.11, Wis. Stats;
- (d) as authorized by Chapter 16 of the Marinette County Code of Ordinances;
- (e) recommend appointment of members of the committee to serve on the Wisconsin County Forests Association, ~~and to serve on the Wisconsin Counties Mineral and Resources Association.~~
- (f) establish policies and procedures for the improvements, repairs and maintenance of buildings and grounds over which the committee has jurisdiction, including the following:
 - (1) Courthouse and Annex
 - (2) Fairgrounds and Buildings
 - (3) Forestry and Park Buildings
 - (4) Health and Human Services Buildings
 - (5) Highway Buildings
 - (6) Law Enforcement Center and Other Buildings on Property
 - (7) Niagara Health and Human Services Officers
 - (8) State Street Storage Garage
 - (9) Stephenson Public Library
 - (10) UW ~~Center~~-Marinette
 - (11) Niagara Senior Citizens Center (Inspection Only)
 - (12) Niagara Medical Center (Inspection Only)
- (g) act as the parent committee of the Maintenance and Facilities Department and in that capacity consult on an as needed basis with the departments;

- (h) lease or rent unused county space subject to County Board approval;
- (i) assume responsibility for new construction not specifically delegated to another committee;
- (j) assume responsibility for vehicle and equipment purchases not designated to another committee, and establish policies and procedures for the Motor Pool;
- (k) address disposal of surplus property ~~with the County Clerk~~ in accordance with Chapter 3 of the Code of Ordinances;
- (l) have discretion to approve construction contract changes that will not result in the total project exceeding the original dollar amount approved by the County Board of Supervisors.
(Ord #329 7/28/09, Ord #364 3/26/13, Ord #365 3/26/13, Ord #334 1/26/10, Ord #348 3/16/11, Ord #364 3/26/13, Ord #385 3/29/16)

~~(13) Land Information Committee. The committee shall be composed of seven (7) members:~~

- ~~(a) six (6) County Board members, two (2) who are members of the Agriculture and Extension Education Committee; one who is a member of the Forestry, Parks, Outdoor Recreation and Land Committee; three (3) additional County Board members; and the Chairperson of the Farm Services Agency (FSA) or the Chairperson's designee;~~
- ~~(b) each member of committee shall serve for a term of two (2) years, or until a successor is appointed, whichever is longer;~~
- ~~(c) the County Board shall designate a representative of each county committee with responsibilities related to natural resource management to serve as an adviser to the Land Information Committee. The Land Information Committee shall nominate one (1) member of the Marinette County Board of Supervisors as ex-officio member for each Lake District Board of Commissioners and submit the same to the County Board for approval.~~
- ~~(d) The duties of the committee shall be:

 - ~~(1) establish policies and procedures, in cooperation with the Land Information Director and with Register of Deeds as appropriate, for the following divisions and departments:

 - ~~(a) GIS Division~~
 - ~~(b) Land and Water Conservation Division~~
 - ~~(c) Property Listing Division~~
 - ~~(d) Register of Deeds Department~~
 - ~~(e) Surveying Division~~
 - ~~(f) Zoning, Planning and Solid Waste Division~~~~
 - ~~(2) carry out the powers and duties delegated to the committee by Ch. 92 Wis. Stats., Soil and Water Conservation and Animal Waste Management;~~
 - ~~(3) manage Lake Noquebay dam and Harmony Arboretum;~~
 - ~~(4) carry out the activities of Land Information identified in §59.72(3) of the Wis. Stats. (2001-2002);~~
 - ~~(5) act as the County's Zoning and Planning Agency as referenced in the Wis. Stats, Wis. Administrative code or the Marinette County Code of Ordinances.~~~~

(11) **Law Enforcement, Emergency Management, Coroner, Court Commissioner and Judiciary Public Services Committee**. The duties of the committee shall be:

- (a) establish policies and procedures, in cooperation with the County Administrator and Elected Officials as appropriate, for the following offices and departments:
 - (1) Central Dispatch
 - (2) Child Support Agency
 - (3) Circuit Court
 - (4) Clerk of Courts ~~Office~~
 - (5) Coroner Medical Examiner
 - (6) Court Commissioner
 - (7) District Attorney ~~'s Office~~
 - (8) Emergency Management ~~Department~~
 - (9) Register in Probate
 - (10) Sheriff ~~'s Department~~
- ~~(b) list surplus property with the County Clerk for disposal in accordance with Chapter 3 of the Code of Ordinances;~~
- ~~(e)(b)~~ _____ conduct an annual inspection of the Marinette County Jail pursuant to §59.54(15), Wis. Stats.;
- ~~(d)(c)~~ _____ recommend fees and charges to the County Board for prisoner board, ~~and~~ meals and transportation of prisoners to other institutions;
- ~~(e)(d)~~ _____ act as the Emergency Management Committee as required by Chapter 166, Wis. Stats.;
- ~~(f)(e)~~ _____ establish and adopt an effective program of Emergency Management within the county consistent with State and Federal Plans of Emergency Management.

~~(12) **Personnel and Veterans Service Committee**. The duties of the committee shall be:~~

- ~~a. consider and review all adjustments of wages and salaries of the County officers, County Board members, and County employees under its jurisdiction and recommend the same to the County Board for approval. In even numbered years, recommend to the County Board at the regularly scheduled February County Board meeting, the salaries of elected county constitutional officers pursuant to §59.22, Wis. Stats.;~~
- ~~b. establish and maintain policies and procedures for administration of a sound, county-wide personnel management system;~~
- ~~c. provide direction and guidance on personnel policies and procedures to all county offices and departments;~~
- ~~d. approve negotiations with all employee bargaining units and recommend contracts to the County Board. The County Administrator and Human Resource Director shall represent the county in negotiations with bargaining units. The Corporation Counsel may be consulted for personnel matters, including but not limited to, litigation and arbitration upon request of the County Administrator or the Human Resource Director;~~
- ~~e. present to the County Board recommended changes in County office hours, employee fringe benefits including administration of the~~

~~Wisconsin Retirement Fund and policies relating thereto, subject to provisions of bargaining unit agreements;~~
~~f. establish policies and procedures, in cooperation with the County Administrator and elected officials as appropriate, for the following offices and departments;~~
~~(1) Human Resources Department~~
~~(2) Veterans Service Office~~
~~(Ord #258 7/30/02, Ord #263 2/25/03, Ord 283 8/31/04)~~

~~(13)~~**(12) Special Committees.** All special Committees shall be created by resolution. Such resolution shall state the purpose of the committee and designate the number of members and duties of the committee. Members shall be appointed by the County Board Chairperson unless otherwise ordered by the Board or designated by Statue.
(Ord #364 3/26/13)

~~(14)~~**(13) Reports to the County Board.** Each department head shall appear and report the County Board on a biennial basis per the schedule established by the County Clerk and County Board Chairperson.
(Ord #250 Enacted 3/26/02 Effective 4/4/02, Ord #266 8/26/03, Ord #317 1/29/08)

Section Two: This ordinance as amended shall be effective on upon reorganization of the County Board of Supervisors in April of 2018.

Section Three: Authorization is hereby granted that upon the effective date all existing Committee name references within the various chapters of the County Code of Ordinances and/or policies shall be changed to reflect the new Committee names.

ADOPTED:

Mark Anderson, Chairperson

Kathy Brandt, County Clerk

Recommended – County Board

Marinette County Finance Department
Fiscal Impact Statement

Number 398-18

Ordinance

Resolution

**AMENDING THE GENERAL CODE OF ORDINANCES OF
MARINETTE COUNTY- COUNTY GOVERNMENT CHAPTER 2 –
COUNTY GOVERNMENT**

Fiscal Impact Statement:

The ordinance amendment does not identify any direct fiscal impact. However, the amendment does restructure/reduce the County's various committees which will lead to a reduction in County Board per diem and meeting expenses. The reduction to the County Board budget is estimated to be \$22,000 to \$28,000.

Patrick Kass

Patrick Kass
Finance Director

February 20, 2018

Date

RESOLUTION No. 488 - 18

**CONTINUATION OF A SELF-INSURED
WORKER'S COMPENSATION PROGRAM**

WHEREAS, Marinette County is a qualified political subdivision of the State of Wisconsin; and

WHEREAS, the Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment; and

WHEREAS, the State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department.

NOW, THEREFORE, BE IT RESOLVED that the Marinette County Board of Supervisors does ordain as follows:

- (1) Marinette County shall continue a self-insured worker's compensation program as is currently in effect.
- (2) The County Clerk shall forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Hereby granted this 27th day of February 2018 by a majority of a quorum of the Marinette County Board of Supervisors.

Mark Anderson, Chairperson

Katherine K. Brandt, County Clerk

Recommended: Finance and Insurance Committee – 02/19/18

Marinette County Finance Department
Fiscal Impact Statement

Number 488-18

Ordinance

Resolution

*CONTINUATION OF A SELF-INSURED WORKER'S
COMPENSATION PROGRAM*

Fiscal Impact Statement:

No Fiscal Impact.

Patrick Kass

Patrick Kass
Finance Director

January 26, 2018

Date

RESOLUTION No. 489-18

RESOLUTION ESTABLISHING ANNUAL COMPENSATION FOR ELECTED OFFICIALS

WHEREAS, the Marinette County Board of Supervisors is required to establish the annual compensation for elected officials prior to the earliest time for filing nomination papers for the upcoming election,

THEREFORE, BE IT RESOLVED by the Marinette County Board of Supervisors the annual compensation, based upon a full calendar year, for the following elected officials to be elected in the November 2018 election and to commence serving a term of office starting the first Monday in January 2019, shall be as follows:

<u>Position</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Clerk of Courts	\$63,000	\$64,250	\$65,200	\$66,500
Coroner	\$31,250	\$31,900	\$32,400	\$33,050
Sheriff	\$90,000	\$91,800	\$93,200	\$95,050

Elected officials are required to pay one-half (1/2) of total WRS required contribution. It is expressly recognized that this share may change each year, when the required WRS rate is adjusted each year. These contributions will be pre-tax.

Additionally, elected officials shall be entitled to such fringe benefits as are allowed by law and as are provided to other salaried exempt employees on the same terms as apply to those employees. For the purpose of benefits the Coroner position is considered to be a 50% position and shall be eligible for benefits in accordance with the County Policy and Procedure Manual for permanent employees working part time.

Approved by a majority of a quorum of the Marinette County Board of Supervisors this 27th day of February 2018.

MARK ANDERSON, Chairperson

KATHERINE K. BRANDT, County Clerk

Submitted by: Personnel and Veterans Service Committee – 02/08/18

Marinette County Finance Department
Fiscal Impact Statement

Number 489-18

Ordinance

Resolution

ESTABLISHING ANNUAL COMPENSATION FOR ELECTED OFFICIALS

Fiscal Impact Statement:

Total fiscal impact using current fringe benefit rates for the four year period is \$62,942.

Patrick Kass

Patrick Kass
Finance Director

February 9, 2018

Date

RESOLUTION No. 490-18

AUTHORIZING APPLICATION TO THE STATE OF WISCONSIN FOR LAND ACQUISITION GRANT FUNDING IN THE TOWN OF AMBERG

WHEREAS, the Marinette County Board of Supervisors supports the sound management of the Marinette County Forest; and

WHEREAS, Marinette County would like to purchase the below described lands consisting of approximately 40 acres: The SW ¼ SE ¼ of Section 22, T35N, R21E, Town of Amberg, Marinette County, Wisconsin; and

WHEREAS, the County Board has the authority to acquire said property for the purpose of establishing County Forest Land pursuant to ss. 28.10 Wis. Stats; and

WHEREAS, the acquisition policy and boundaries are outlined and defined in chapter 400 of the Marinette County Forest Comprehensive Land Use Plan, as approved for years 2006-2020 by the Marinette County Board of Supervisors on October 31, 2006; and

WHEREAS, acquisition of this property will perpetually provide forest products beneficial to our local economy, revenues to the County, outdoor recreation opportunities to the public, and improve property administration on the County Forest; and

WHEREAS, the County is eligible to apply for grant funding through the Knowles-Nelson Stewardship grant program pursuant to ss. 23.0953 Wis. Stats; and

WHEREAS, said grant program may provide funding for up to 50% of the acquisition price;

THEREFORE, BE IT RESOLVED by the Marinette County Board of Supervisors that the County requests the grant funding available from the Wisconsin Department of Natural Resources under the Knowles-Nelson Stewardship Land Acquisition grant program; and

HEREBY AUTHORIZES the Forest and Parks Administrator to act on behalf of Marinette County to submit an application to the State of Wisconsin for land acquisition grant funding; sign documents; and take necessary action to undertake, direct, and complete an approved land acquisition project.

BE IT FURTHER RESOLVED, that Marinette County will comply with State rules for the program and meet financial obligations under the grant.

Approved this 27th day of February 2018 by a majority of a quorum of the Marinette County Board of Supervisors.

Mark Anderson, Chairperson

Katherine K. Brandt, County Clerk

Recommended: Forestry & Parks Committee- 2/8/2018

Marinette County Finance Department
Fiscal Impact Statement

Number 490-18

Ordinance

Resolution

*AUTHORIZING APPLICATION TO THE STATE OF WISCONSIN
FOR LAND ACQUISITION GRANT FUNDING FOR THE
MARINETTE COUNTY FOREST IN THE TOWN OF AMBERG*

Fiscal Impact Statement:

Cost for the proposed land purchase is estimated to be \$80,000 to \$85,000. The grant may provide purchase funding of up to 50% (\$42,500). The County would provide any cost not funded by the grant currently estimated at \$42,500. The Forestry and Parks Administrator is proposing to fund the County share from the Parks and Forestry Development Fund (P&F). The proposal meets the funds purpose. The current estimated unaudited P & F balance as of December 31, 2017 is \$350,000. Final yearend adjustments for 2017 still need to be posted to the fund. Those adjustments are not expected to materially change the estimated P & F balance.

Patrick Kass

Patrick Kass
Finance Director

February 5, 2018

Date

RESOLUTION No. 491-18

**SUPPORTING AN AQUATIC INVASIVE SPECIES
CONTROL GRANT APPLICATION FOR DOLAN LAKE**

WHEREAS, Dolan Lake is an important economic and natural resource used by the public for recreation and enjoyment of natural beauty; and

WHEREAS, Eurasian water milfoil, an invasive aquatic plant, has recently been found growing in Dolan Lake; and

WHEREAS, public use and enjoyment of Dolan Lake is best served by control of Eurasian water milfoil and protection of the lake from further infestation by aquatic invasive species; and

WHEREAS, the Marinette County Land Information Department is qualified to carry out the responsibilities of an aquatic invasive species Early Detection and Response grant.

NOW, THEREFORE, BE IT RESOLVED that Marinette County requests up to \$20,000 in grant funding and assistance available from the Wisconsin Department of Natural Resources (WDNR) under the "Aquatic Invasive Species Control Grant Program" for project with a total cost of \$26,667; and

BE IT FURTHER RESOLVED that the Land Information Department Director is authorized to act on behalf of the Marinette County to:

- Sign and submit the application to the State of Wisconsin for financial aid for aquatic invasive species control purposes;
- Sign a grant agreement between Marinette County and the WDNR;
- Take necessary action to undertake, direct, and complete an approved aquatic invasive species control grant;
- Submit quarterly and/or final reports to the WDNR to satisfy the grant agreement
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion date.

BE IT FURTHER RESOLVED that Marinette County will meet the obligations of the aquatic invasive species control project including timely publication of the results and meet the financial obligations of an aquatic invasive species grant, a 25% in-kind commitment to aquatic invasive species control project costs.

Adopted this 14th day of February 27, 2018 by a majority vote of a quorum of the Marinette County Board.

Mark Anderson, Chairperson

Kathy Brandt, Clerk

Submitted by: Marinette County Land Information Committee 2/12/2018

Marinette County Finance Department

Fiscal Impact Statement

Number 491-18

Ordinance

Resolution

*SUPPORTING AN AQUATIC INVASIVE SPECIES CONTROL GRANT APPLICATION
FOR DOLAN LAKE*

Fiscal Impact Statement:

Control projects are eligible for a maximum grant of 75% of project cost up to a maximum of \$20,000. The eligible project cost is determined by the grant agreement. It is my understanding Marinette County expects to meet any match requirement through already budgeted salaries, fringe benefits and related supplies.

Patrick Kass
Patrick Kass
Finance Director

February 5, 2018
Date



Division of Transportation
 System Development
 Northeast Regional Office
 944 Vanderperren Way
 Green Bay, WI 54304

Scott Walker, Governor
 Mark Gottlieb, P.E., Secretary
 Internet web site: www.dot.wisconsin.gov

Telephone: (920)492-5643
 Facsimile (FAX): (920)492-5640
 E-mail: ner.dtsd@dot.wi.gov

September 15, 2015

Marinette County Highway Department
 501 Pine Street
 Peshtigo, WI 54157

Attn: Mr. Raymond Palonen
 Highway Commissioner

PROJECT I.D. T040-1(21) – Parcels 6 & 7
 USH 141
 Marinette County

Dear Mr. Palonen,

Attached is an order to Marinette County to convey Highway Right Of Way Title for the above-captioned parcels. This order is issued under the provisions of Section 84.09(3)(b) Wisconsin Statutes, and directs the County Clerk and the County Highway Committee to convey certain lands or land rights originally acquired in the County's name and being held in trust for the State of Wisconsin. We have enclosed a Right of Way plat indicating the parcel to be conveyed.

Also enclosed is a Quit Claim Deed describing the subject right of way. Please forward the signed deed to:

Wisconsin Department of Transportation
 Northeast Region Real Estate
 944 Vanderperren Way
 Green Bay, WI 54304

Attn: Sarah J. Simpson

Thank you.

Sincerely,

Sarah J. Simpson
 Real Estate Specialist

**ORDER TO COUNTY TO CONVEY
HIGHWAY RIGHT OF WAY TITLE TO STATE**
RE2170 04/2015

Wisconsin Department of Transportation

The County Highway Committee of Marinette County, Wisconsin pursuant to the Order of the Wisconsin Department of Transportation acquired under Section 84.09, Wisconsin Statutes, or its predecessor, certain lands or interests. The title to lands or interests specified below is transferable to the State of Wisconsin pursuant to Section 84.09, Wisconsin Statutes on the Order of the Wisconsin Department of Transportation to the County Clerk and the County Highway Committee. It is ordered that the County Clerk and County Highway Committee convey to the State of Wisconsin without charge the title or easement acquired with the following parcel(s) of the Wisconsin Department of Transportation project designated below.

Parcel	Grantor	Location	Recording Data		
			Volume (Reel)	Page (Image)	Document Number
6	Lawrence A. Tappy and Judith A. Tappy	Northwest corner of USH 141 and Dewey Street in the City of Niagara	266	112	310371
7	Beulah June Peterson	Northwest corner of USH 141 and Dewey Street in the City of Niagara	266	113	310372

Curt Van Erem
State Real Estate Manager Signature

8/15/15
Date

Curt Van Erem
Print Name

Project ID
T040-1(21)

Parcel No.(s)
6 and 7

QUIT CLAIM DEED – RIGHT OF WAY TRANSFER

Wisconsin Department of Transportation
Exempt from fee [s. 77.25(2r) Wis. Stats.]
Unnumbered 04/2013

THIS DEED, made by **Marinette** County, GRANTOR, quit claims to the **State of Wisconsin, Department of Transportation**, GRANTEE, by direction and order of the Wisconsin Department of Transportation, dated **9/15/15**, pursuant to Section 84.09(3)(b), Wisconsin Statutes, the following parcels of land in **Marinette** County, State of Wisconsin.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Wisconsin Department of Transportation
Northeast Region
944 Vanderperren Way
Green Bay, WI 54304

Parcel Identification Number/Tax Key Number
None Assigned

_____ Signature	_____ Date
_____ Print Name	
_____ Signature	_____ Date
_____ Print Name	
_____ Signature	_____ Date
_____ Print Name	
_____ Signature	_____ Date
_____ Print Name	

Date

State of Wisconsin)
) ss.
_____ County)

On the above date, this instrument was acknowledged before me by the named person(s).

Signature, Notary Public, State of Wisconsin

Print Name, Notary Public, State of Wisconsin

Date Commission Expires

Project ID T040-1(21)	This instrument was drafted by Wisconsin Department of Transportation	Parcel No(s). 6 & 7
--------------------------	--	------------------------

LEGAL DESCRIPTION

Parcels of land acquired for highway purposes pursuant to order of the Wisconsin Department of Transportation, formerly State Highway Commission, and as shown on the road plans for project T040-1(21), Marinette County, as said lands are more particularly described in the following recorded instruments:

Parcel No.	Grantor	Location	Volume	Page No.	Document No.
6	Lawrence A. Tappy and Judith A. Tappy, his wife	NW corner of USH 141 and Dewey Street	266	112	310371
7	Beulah June Petersen	NW corner of USH 141 and Dewey Street	266	113	310372

2018 TRI-AXLE CAB AND CHASSIS

					<i>Did not qualify</i>
BIDDER	JX PETERBILT	WISCONSIN KENWORTH	KRIETE TRUCK CENTER	PACKER CITY	TRUCK COUNTRY
ITEM	(2) 2018 Tri-Axle cab & Chassis	(2) 2018 Tri-Axle cab & Chassis	(2) 2018 Tri-Axle cab & Chassis	2018 Tri-Axle Cab & Chassis	(2) 2018 Tri-Axle cab & Chassis
MAKE	Peterbilt	Kenworth	Mack	international	Freightliner
MODEL	367	T800 FEPTO	Granite	HX515	114SD
YEAR	2019	2019	2019	2019	2019
(2) UNITS	\$255,324.00	\$278,634.00	\$259,392.00	\$248,466.00	
TRADE #186	\$5,000.00	\$5,000.00	\$15,000.00	\$5,000.00	
TRADE #182	\$3,500.00	\$3,500.00	\$7,000.00	\$2,000.00	
COST WITH TRADE-IN	\$246,824.00	\$270,134.00	237,392.00	241,466.00	
ENGINES					
12-15L, min 425hp, 1650 torque @ 1200 RPM w/Front PTO set up, Cummins preferred	Cummins, ISX-12, 425 hp, 1800 rpm, 1650 Torq	Cummins ISX 12, 425 hp, 1800 rpm, 1650 ft lbs torq	Mack, MP8, 425 hp, 1500 rpm, 1560 torq	Navistar, A26, 430 hp, 1700 rpm, 1650 torq	Detroit DD13 450 hp, 1625 rpm, 1650 torq

2018 Underbody/Lift Axle/Tailgate Spreader/Single Wing/Dump Box including installation

BIDDER	MONROE TRUCK EQUIPMENT	OLSON TRAILER & BODY L.L.C.	TRUCK EQUIPMENT
YEAR	2018	2018	2018
MODEL	Single wing pakage	MCH18TDW	Single Wing
BRAND	Monroe	Henke	Universal
PRICE			
Option #1 Stainless Steel	\$115,531.00	\$107,999.00	\$114,548.00
Option #2 Hardened Steel	\$113,054.00	\$106,599.00	\$115,270.00

4 Door Crew Cab Pick-up 4WD

BIDDER	Ewald's Automotive Group	Ewald's Automotive Group	THE MOTOR COMPANY
	Oconomowoc, WI	Oconomowoc, WI	MARINETTE, WI
YEAR	2018	2018	2018
MAKE	CHEVROLET	FORD	FORD
MODEL	SILVERADO	F150	F150
TRIM PACKAGE	WORK TRUCK	XLT	XL
PRICE	\$30,018.00	\$32,967.00	\$33,148.00 + Tax, Title, License & any fees
LESS TRADE-#14 2009 F150	\$7,000.00	\$7,000.00	\$0.00
TOTAL COST	\$23,018.00	\$25,967.00	\$33,148.00 + Tax, Title, License & any fees

New/Used WALK BEHIND PLATE COMPACTOR

BIDDER	Bay Verte Machinery, Inc.	Sunbelt Rentals
Price - New	\$17,745.00	\$15,211.00
DPU100-70LE Reversible DSL	DPU 100 70LE	DPU 110 LEM 970

(1) 2018 SERVICE BODY WITH EQUIPMENT

BIDDER	Olson Trailer & Body	Monroe Truck Equipment
MODEL	Knapheide 7132D54	Reading Classis II
PRICE	\$28,184.00	\$28,501.00
DELIVERY DATE	90 - 120 days from chassis delivery equipment leadtime, 10-15 to install	60 days from delivery of Chassis

ONE (1) NEW 4X4 TRACTOR				
BIDDER	Riestere&Schnell, Inc.	Swiderski Equipment	Swiderski Equipment	Did not Qualify
				Beaver Machine, Inc.
ITEM	4x4 tractor	4x4 tractor	4x4 tractor	4x4 tractor
MAKE	John Deere	New Holland	Massey Ferguson	Case IH
MODEL	6145M	T6.165	6715S	140A Farmall
YEAR	2018	2018	2018	2018
PRICE EACH	\$108,800.00	\$91,215.00	\$91,206.00	

2018 SIDE & REAR MOWERS, BOOM EQUIP. & INSTALLATION

2018 SIDE & REAR MOWERS, BOOM EQUIP. & INSTALLATION		
BIDDER	Serwe Implement LLC	Riesterer & Schnell, Inc.
ITEM		
MAKE	Tiger	Diamond
MODEL	Bengal	DBM-C-P 21'9"
YEAR	2018	2018
PACKAGE		DBR050H 50"
PRICE EACH	\$79,726.00	\$72,600.00
DELIVERY DATE	30 - 90 days after receipt	5 months after bid award

TWIN BRIDGE PARK GARAGE RESPONSES

<u>Contractor</u>	<u>Bid Price</u>
Christiansen Construction N10694 Hiatt Rd. Wausaukee, WI 54177	\$64,500
O'Shea Construction N6525 State Rd. 67 Plymouth, WI 53073	\$109,000
Mike Koenig Construction Co. 3502 Behrens Parkway Sheboygan, WI 53081	\$110,000
Phipps Construction, LLC 2245 Logwood Lane Manitowoc, WI 54220	\$129,000

REQUEST FOR PROPOSAL (RFP)

#18-013-25

TWIN BRIDGE PARK - GARAGE

POSTING DATE:

JANUARY 10, 2018



RESPONSE DEADLINE:

FEBRUARY 7, 2018

11:00 A.M. CENTRAL STANDARD TIME (CST)

TO:

**PETE VILLAS, ADMINISTRATOR
MARINETTE COUNTY FORESTRY AND PARKS DEPARTMENT
501 PINE STREET
PESHTIGO, WI 54157**

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I. BACKGROUND

The Marinette County Forestry and Park’s Administrator is accepting proposals for the construction of a garage at Twin Bridge Park, located at N9714 Parkway Rd, in Crivitz, WI, per the specifications in this request for proposal.

Not with standing any other provisions of the RFP, Marinette County reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items when doing so would be to the advantage of Marinette County or its taxpayers.

It is further within the right of Marinette County to reject proposals that do not contain all elements and information requested in this document.

Marinette County shall not be liable for any losses incurred by the vendor making the proposal throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the vendor. Any proposal received will become the property of Marinette County and a matter of public record. Any proprietary material or information should be marked and submitted as a supplement to the proposal to allow the County to protect the information as warranted.

II. TENTATIVE PROJECT TIMELINE

RFP posted by 4:30 p.m.	1/10/18
RFP questions due by 11:00 a.m.	1/24/18
RFP questions answered by 4:30 p.m.	1/25/18
RFP responses due from potential vendors by 11:00 a.m.	2/7/18

III. RFP DUE DATE

Proposals shall be submitted to the Marinette County Forestry and Parks Administrator by no later than **11:00 a.m. central time on February 7, 2018**. Proposals shall be clearly labeled **RFP#18-013-25 Twin Bridge Park – Garage** and submitted to the location/address listed below. Faxed proposals will not be accepted.

Delivery Address for Hand Delivery, USPS, UPS, DHL, Fed X:

Pete Villas, Forestry and Parks Administrator
Marinette County Forestry & Parks Department
RFP#18-013-25 Twin Bridge Park - Garage
501 Pine Street
Peshtigo, WI 54157

Each proposal must be received by the due date and time set for this RFP. A proposal received after the established deadline will not be considered.

IV. RFP QUESTIONS

All questions related to this RFP must be submitted not later than 11:00 a.m. CST, January 24, 2018, via e-mail to pvillas@marinettecounty.com. Clearly mark the e-mail “**Questions for RFP#18-013-25 Twin Bridge Park - Garage**”. Phone call or faxed questions will not be accepted.

Answers to questions will be posted in the form of an addendum to the RFP and placed on the Marinette County website <http://www.marinettecounty.com> on January 25, 2018, not later than 4:30 p.m. CST. It is the responsibility of all interested vendors to access the website for this information. If addendum(s) are posted, vendors must fill out and submit Attachment C – Addendum Sheet with their proposal. Calls for assistance with the website may be made to (715) 732-7419.

V. RFP SUBMISSION REQUIREMENTS

The proposal shall be sealed and labeled with the following information:

- Name of Vendor
- Address
- Contact Person
- Telephone and Facsimile Number
- E-mail Address

One original response and one copy are required to be submitted.

The proposal must include:

Attachment A, Tabulation Sheet

Attachment B, Statement of Understanding of Proposal

Attachment C, Addendum Sheet (if applicable)

Upon award of the contract, the selected vendor will be required to submit a federal W-9 Form and payment address to Marinette County. Vendors previously established with the county may have this requirement waived.

A vendor may withdraw or modify its proposal prior to the proposal due date. Any changes or withdrawals must be made in writing prior to the proposal due date.

VI. BACKGROUND & SCOPE OF SERVICES

BACKGROUND

Marinette County is accepting proposals for the construction of a garage at Twin Bridge Park, located at N9714 Parkway Rd, in Crivitz, WI, per the following specifications:

The garage is to measure 40 feet by 70 feet with 14-foot high side walls. The bid must include a 6-inch thick concrete floor, pitched with floor drains, 2x6 construction, a 6/12 pitched roof and pro-rib commercial steel for roofing and outside walls. One steel commercial service door and two insulated 16x12 garage doors must be installed. All work must be completed by December 31, 2018.

VII. FINANCIAL VERIFICATION

Vendor’s financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Marinette County reserves the right to reject Proposals based on information obtained through these background checks.

VIII. OTHER

All work shall conform to all applicable industry standards, federal, state and local laws, codes and ordinances.

No vendor will be provided with financial and/or competitive vendor information on this Proposal until after the award of contract has been made. At that time, all Proposals will be available for review in accordance with the Wisconsin Open Records Law. Marinette County shall not be held liable for any claims arising from disclosure required under the Wisconsin Open Records Law.

Marinette County and its departments are exempt from payment of all federal, state and local taxes on its purchases except Wisconsin excise taxes.

Any contract between vendor and Marinette County shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under such contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.

By responding to this Proposal, prospective vendors acknowledge and accept the attachments, including insurance requirements and service template contract sample attached.

IX. PROJECT CHANGES

Marinette County reserves the right to make changes to the project. Any changes in the scope of services shall be mutually agreed upon in writing by the Vendor and the County.

X. ATTACHMENTS

- Attachment A – Bid Tabulation Sheet
- Attachment B – Statement of Understanding
- Attachment C – Addendum Sheet
- Attachment D – Sample Contract

three picnic tables, and three grills.

Fireman's Park

Located in the northeast corner of Robert Street and North Avenue, Fireman's Park is a seasonal, fully lit, open air skating facility. There are also two picnic tables located at the park. There is off-street parking available for approximately 50 cars.

Knights of Columbus Augie Oleck Memorial Park

The park is located south of Hall Avenue directly east of August Street. It is a special purpose facility for the Crivitz Youth baseball program. The facility is equipped with a hardball diamond, two dugouts, one scoreboard, one fenced in batting cage/practice area, two bleachers, one press box, one backstop, a pavilion, one portable restroom, and two picnic tables.

Crivitz Youth Incorporated Community, Teen and Child Development Centers

The Community Center features a full-court gymnasium, wellness center with a wide selection of cardio and strength equipment, 4-lane indoor track, shallow saltwater based swimming pool, locker rooms with private showers, Kid's Zone horizontal climbing wall, and full handicap accessibility with front entrance ramp, elevator, showers, lockers, and swimming pool lift.

The Teen Center offers The Center offers an attractive drop-in facility for teenagers providing many recreational activities, including bowling, pool, ping-pong, foosball and other table and video games. It also has a skate park.

The Child Development Center is an 8,750 square foot, state-licensed facility providing daycare for 65 children ages six weeks to twelve years, and is built on the same site as the Crivitz Youth Center. The Center provides full day childcare, preschool, and kindergarten readiness programs in which children learn and grow in a warm and nurturing environment.

While not offering outdoor recreation opportunities, these facilities are important for the wellbeing of citizens and improvement of their physical and mental capabilities.

Village of Crivitz School Recreation Facilities

The Crivitz Elementary School playground facility has three distinct play areas located around and near the school property. The largest recreation area is equipped with two sand volleyball courts, two tennis/basketball courts, a grass playfield, one plastic climber, one plastic slide, three large swing sets, one small swing set, and a bicycle rack. The Tot Lot Playgrounds are located east and south of the school and include two climbers, six spring animals, and a sandbox.

The athletic field located at Crivitz High School, which is west of the intersection of South Street and Oak Avenue, is a special purpose facility for football, baseball, and track. This recreation area is equipped with a large bleacher that can accommodate at least 500 people, a small bleacher for approximately 50 people, a concession stand, restrooms, and a press box. The area is also serviced by its own irrigation system.

Snowmobile Trails

The village of Crivitz has designated snowmobile trails within the village limits during the winter months. The purpose of the trails is to facilitate snowmobile access to and from outlying trails beyond the village's municipal boundaries. The designated snowmobile trail network

public.

- Build awareness of outdoor recreation opportunities in Marinette County by developing and maintaining online and mobile devices friendly resources.
- Use social media to improve outreach to residents and visitors regarding recreational opportunities and events.
- Continue to use Marinette County's Teaching Outdoor Awareness and Discovery program to increase appreciation and understanding of nature.
- Improve and maintain informational and directional signage on trails, routes, and roads.

MUNICIPAL RECOMMENDATIONS

All eighteen Towns and seven Municipalities were contacted in 2017 as part of this planning effort and queried about future plans for their outdoor recreation facilities. Local government responses are listed below.

Town of Beecher

The Town of Beecher recommends that picnic tables be added to Town Hall Park.

Town of Porterfield

The Town of Porterfield would like to install a dock at the Town Boat Landing.

Village of Coleman

The Village of Coleman would like to place pavilions at the Water Tower and Lillian's Parks. They would also like to add hiking and biking trails including connection to the Parks in the Village of Pound.

Village of Wausaukee

The Village of Wausaukee would like to see the impoundment of the Wausaukee River dredged out and the former beach reconstructed at this spot. The Village would like to make the following improvements to existing parks.

Evergreen Park

- Campground Improvements including:
 - ADA accessible showers/restroom facilities
 - Extend water lines to all sites
- Pavilion expansion to include kitchen facilities
- ADA accessible parking for campground and park facilities
- Improvements to existing basketball, tennis and volleyball courts
- Upgrades to walking/hiking trails

All Parks - Steve Stumbris Sr. Memorial Park, Payant Park, Evergreen Park

- Upgrade security systems
- ADA accessibility upgrades
- Upgrade playground equipment

OPERATION AND MAINTENANCE

Marinette County maintains a Parks and Outdoor Recreation Department responsible for the operation and maintenance of existing county recreation facilities and areas. The department maintains an annual budget for the operation and maintenance of existing facilities, which

MEMORANDUM OF UNDERSTANDING (MOU) MARINETTE OPTICAL COMMUNITY AREA NETWORK (MOCAN)

Dated:

This MEMORANDUM OF UNDERSTANDING is made and entered into by and between the MARINETTE OPTICAL COMMUNITY AREA NETWORK (MOCAN) members hereinafter referred to as MEMBER(S).

PURPOSE:

The purpose of this MOU is to continue to develop and expand a framework of cooperation between members of the Marinette Optical Community Area Network (MOCAN) to develop a mutually beneficial organization for the common goal of delivering extremely high-speed internet speeds, 1gigabit per second and beyond, to their respective institutions and for interoperability connections between the Members.

1) CURRENT MOCAN ASSETS

- a. The assets in Table 1-1 are being provided by each Member for use of the MOCAN. The assets will change as new Members are added to the community area network and will be adjusted as necessary and agreed upon by all current Members. A map of the network is included in Appendix 1.

TABLE 1-1

MARINETTE FIBER OPTIC ASSETS DEDICATED TO THE CAN		Aerial Footage	Number of Utility Pole Attachments	Underground Footage	Number of Strands
Percentage	ENTITY				
46%	MARINETTE SCHOOL DISTRICT	10,410	69	1,000	12
19%	MARINETTE COUNTY	4,621	31	150	4
35%	NWTC-MARINETTE/CITY - MARINETTE	6,460	51	2,180	36
100%	TOTALS	21,491	151	3,330	52

2) MOCAN MAINTENANCE

- a. Annual contributions by each party will be used for maintenance costs including, but not limited to, utility pole rental, locating, engineering assistance, break-fix charges, relocation costs, network enhancements, redundancy, and fiber optic expansion.
- b. An escrow account will be established to retain the contributions for annual expenses. Any annual remaining amount will remain in the account to be used for payment of future MOCAN expenses.
- c. Major relocations or damage may occur that will exceed the escrow funds available. In the event the escrow account is unable to fund necessary expenses, each Member will be required to pay the proportionate cost of the remaining expense based on the current Member count. Payments are to be received within 30 days of invoice.
- d. The fiscal agent for MOCAN shall be Marinette County and provide statements showing withdrawals and deposits to all Members on an annual basis.
- e. The estimated total annual costs of approximately \$12,000.00 are shown below in Table 2-1. Each Member is responsible to pay the proportionate cost of the Maintenance Escrow based on the current Member count.

TABLE 2-1

MOCAN

MARINETTE CAN ANNUAL FIBER OPTIC MAINTENANCE ESTIMATES			Estimated Locating Fees	Estimated Utility Pole Attach. Fees	Estimated MC&E Assistance	Estimated Break / Fix Costs	Estimated Relocations Costs	TOTALS
UNDERGROUND	AERIAL	UTILITY POLES	\$0.16	\$35.00	\$0.04	\$0.10	\$0.13	
3,330	21,491	151	\$532.80	\$5,285.00	\$992.84	\$2,482.10	\$3,226.73	\$12,519.47

ESTIMATED COSTS DESCRIPTIONS (Each year will fluctuate but we believe this is an accurate annual representation over a 5 year period)

- 1.) Estimated Locating Costs are averages based on similar projects over the past 5 years.
- 2.) Estimated MC&E Costs are as needed assistance for break / fix, relocation assistance, and general network assistance
- 3.) Estimated Break / Fix Costs represent a potential cut aerial 24 strand fiber cable per year with fiber repair. NOTE: These costs are typically reimbursed by the insurance company of the Contractor who caused the damage or the Locating Company (depending on who is at fault)
- 4.) Estimated Relocation Costs would cover a relocation of approximately 1/2 mile of aerial fiber every 5 years

3) TERM OF AGREEMENT and MEETINGS:

- a. This MOU will remain in effect for 15 years from the date of the last signature.
- b. This MOU will automatically renew on the signing anniversary date for a period of one additional year.
- c. Minimally two months prior to the expiration of this MOU the Members shall meet to review renewal options.
- d. Annual meetings are to be conducted with all Members on a mutually agreed upon date, or more frequently if necessary.

4) MOCAN MEMBERSHIP TERMINATION:

- a. Any Member who opts to terminate membership in MOCAN shall provide twenty-four month written notice to all Members and may be requested only after the initial MOU term of fifteen years.
- b. In the event a Member opts to terminate membership, the remaining members reserve the right to utilize the fiber assets and any other necessary components that have been relied upon for connectivity for a period of up to two years from the date of the written notice cancelling membership. The purpose of this requirement is to enable the remaining members to coordinate an acceptable replacement and connectivity solution without disruption.
- c. Upon termination, the terminating Member will no longer be able to utilize MOCAN assets contributed to the network by the remaining Members.

5) MOCAN MEMBER REQUIREMENTS

- a. Each Member shall:
 - i. be a Non-Profit Organization.
 - ii. maintain WiscNet membership for ISP connectivity
 - iii. pay all individual WiscNet fees for ISP connectivity.

6) NEW MOCAN MEMBERS

- a. An entity desiring to become a MOCAN Member shall:
 - i. deliver a Letter of Intent to join to all current Members
 - ii. sign and date an addendum to this MOU indicating they are a Member of MOCAN with updated information including the new Member.
 - iii. A new MOCAN Member shall meet requirements set forth in Section 5 of this MOU
 - iv. pay all expenses necessary to construct a fiber optic cable with associated components to the nearest acceptable MOCAN trunk line as defined by the current Members. A new Member agrees to follow all permitting requirements and utility pole owner attachment requirements for connectivity to the main trunk line. Any fees and annual maintenance costs associated with individual legs

that do not directly benefit other Members will be borne solely by the new Member.

- v. pay a onetime membership fee of \$15,000.00 to MOCAN for the use of original assets contributed by existing Members. This fee may be waived if the new Member is able to provide existing or new fiber assets that would benefit all Members. A unanimous decision by the current Members is required to waive any fees for new Members. The \$15,000.00 membership fee will be deposited into the maintenance account to be used for repairs and maintenance of the entire system.
- vi. pay an annual proportionate fee as set forth in Section 2 of this MOU.

7) UNPLANNED OUTAGES:

- a. Unplanned outages may occur from time to time due to various circumstances and will be repaired as soon as possible. No Member shall be held fiscally liable for any outages that may occur. It is in the best interest of all Members to maintain maximum uptime for the network and connection. All efforts will be made to return service connectivity quickly.

8) PLANNED OUTAGES:

- a. Any entity planning an outage or potential outage that would affect connectivity of MOCAN will provide a minimum 60 hour notice to all Members. This includes but is not limited to, equipment upgrades, equipment maintenance, fiber optic network upgrades, and fiber optic network maintenance.
- b. Planned outages must be coordinated for a specific time and date, preferably after normal business hours, and agreed upon by all Members via e-mail.

9) CONTACTS:

- a. All Members shall provide minimally two contacts who will serve as "all hours" contacts for the network. Contact information including names and contact information shall be kept current and provided to all Members. In the event a contact changes, contact changing Member shall provide the new contact to all Members via email.

10) STANDARD TERMS & CONDITIONS

- a. **COMPLIANCE:** MOCAN represents and warrants the use by its staff, agents, members, or end users of the Internet Access Device shall comply with all applicable laws, ordinances, rules, regulations and restrictions, including without limitation those related to privacy and electronic communications. All Members agree to cooperate and support each other in complying with any requirements applicable to their respective rights and obligations under this Agreement that are imposed by any governmental agency, regulatory agency or authority. Any non-compliant MOCAN Member must meet with the MOCAN group at a special meeting to attempt and remedy the non-compliance. Non-compliant Member will lose connectivity to MOCAN assets and MOCAN benefits if compliance is not achieved.
- b. **INDEMNIFICATION:** Each Member (Indemnifying Member) releases and agrees to indemnify, defend, and hold harmless the other Members, including the other's employees officers and directors, from and against any claim against the other Member directly resulting from or in connection with:

- i. any injury, loss or damage to any person, tangible property or facilities of any third party including reasonable attorneys' fees and costs to the extent the same arise out of or result from (i) the negligent acts or omissions of the Indemnifying Member; and/or (ii) a material breach of this Agreement by the Indemnifying Member.
 - ii. any claims, liabilities or damages directly arising out of any violation of the Indemnifying Member of any regulation, rule, statute or order of any local, state or federal governmental agency, court or other governing authority in connection with the performance of the Indemnifying Member's obligations under this Agreement;
 - iii. The Members agree to promptly provide each other with notice of any lawsuit, judicial, administrative or other dispute resolution action or proceeding or claim of which it becomes aware and which it believes may result in an indemnification.
- c. Nothing contained in this agreement is intended to be a waiver or estoppel of all parties or their insurers to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes Sections 345.05 and 893.80. To the extent that indemnification is available and enforceable, all parties or their insurers shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of municipal claims established by law.

11) MISCELLANEOUS: This Agreement shall be governed by and construed in all respects in accordance with the laws of the State of Wisconsin. This Agreement constitutes the full understanding and entire agreement between the parties and merges all prior agreements with respect to the subject matter hereof, and may be amended or extended only by express, written agreement between the parties which specifically states that it is an amendment to this Agreement. The persons signing on behalf of each party hereby warrant and represent that they have authority to execute this Agreement on behalf of the party for whom they have signed.

12) AMENDMENTS

- a. Amendments to this MOU shall be agreed upon by all Members in written form signed by all Members.

Each Signor below represents the Signor has authority to sign on behalf of the associated Entity.

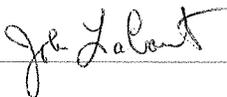
School District of Marinette
Entity Representing

2139 Pierce Ave., Marinette, WI 54143
Address

John LaCourt
Name (Printed)

President, Board of Education
Title (Printed)

Signature



12/19/2017
Date

B)



Entity Representing

Address

Name (Printed)

Title (Printed)

Signature

Date

C)

Entity Representing

Address

Name (Printed)

Title (Printed)

Signature

Date

D)

Entity Representing

Address

Name (Printed)

Title (Printed)

Signature

Date

E)

Entity Representing

Address

Name (Printed)

Title (Printed)

Signature

Date

F)

Entity Representing _____

Address _____

Name (Printed) _____

Title (Printed) _____

Signature _____

Date _____

APPENDIX 1 – Overview Asset Map



Designed By:



Multimedia Communications & Engineering, Inc.

PO Box 11064 Green Bay, WI 54307
Ph. (920) 676-0494 Fax (920) 822-4377

MOCAN &
WISNET
CONNECTIVITY

2/18/16



**Amendment No. 3 to Contract (Acct. #133-PRJ89TL)
Between Marinette County and
Board of Regents of the University of Wisconsin System**

By this amendment, Marinette County (County), pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3), and the Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension), agree to amend their existing contract as follows:

- In consideration of the programs that Extension provides to the County under the contract, the County agrees to pay Extension \$2,916. This amount will be billed upon full execution of the amendment. The University of Wisconsin-Extension shall bill the County at (address): _____

_____attention:_____

The County shall pay the amount billed within 30 days of the billing. This payment is allocated as follows:

Reconciling amount from previous agreement:	\$2,916
Total	\$2,916

All other sections of the existing agreement remain in force.

By: _____
County Representative

Date:

By: _____
Area Extension Director

Date:

By: _____
**Karl Martin, Dean/Director
Cooperative Extension**

Date:

**Board of Regents of
The University of Wisconsin System**

By: _____
**Contract Officer
University of Wisconsin-Extension**

Date:

Marinette County FY2018 Reconciliation

July 1, 2017 through December 31, 2017

133-PRJ89TL

<u>Personnel</u>	<u>Budget</u>	<u>Actual</u>	<u>Change</u>
Devine-Barribeau, Lisa	\$11,284	\$11,283	\$1
Geisler, Ellen	10,000	10,167	(167)
Nycz, Denice Catherine	0	1,850	(1,850)
Reuss, Scott	12,822	12,822	0
Fringes	<u>15,211</u>	<u>16,111</u>	<u>(900)</u>
Totals	<u>\$49,317</u>	<u>\$52,233</u>	<u>(\$2,916)</u>

The excess of actual expenditures over budget was due to:
Ellen Geisler's promotion to Assistant Professor Probationary on 11/1/17.
Denice Nycz's interim hire was extended to 12/31/2017.



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:

Governing Committee 1-17-18
 Personnel Committee 2-8-18
 Finance Committee 1-15-18 NA
 County Board 2-27-18

Permission to proceed: _____

(County Administrator initials and dates)

JA

Department Completes and submits to Human Resources

Department: Health and Human Services
 Department Head: Robin Elsner
 Supervisor: June Kruse
 Position Title: Child Protective Services Ongoing Social Worker
 Old Position Title: Juvenile Court Social Worker
 Hours per Week/Year: 40
 Effective Date: 1 / 1 / 2018
 Account Number(s): 54502000-50111

New Positions:	<input type="checkbox"/> Permanent
(check all that apply)	<input type="checkbox"/> Seasonal
	<input type="checkbox"/> Project
	<input type="checkbox"/> LTE
	<input type="checkbox"/> Addition of Current Position
	<input checked="" type="checkbox"/> Eliminate/Create
Changes to Existing:	<input type="checkbox"/> Hours of Work
	<input type="checkbox"/> Title Change
	<input type="checkbox"/> Location Change

Funding taken from: 54554000-50111-3%, 54554000-50111-93%, 55119000-50111-4% (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: Capken - Bethmann
 Pay Rate/Salary: \$ 22.83 - 26.09 - 29.35
 Pay Level: H

Human Resources Initials: KA

Finance Completes and returns to Administration

Cost of Request:
 Wages: \$ _____ Workers Comp: \$ _____
 FICA: \$ _____ Life Insurance: \$ _____
 Retirement: \$ _____ Longevity: \$ _____
 Other (explain): _____

Total Cost: \$ 0 - Both positions Level H (See Attached) Finance Initials: PK 1/4/2018

No Finance Committee needed #1

Approval*

Department Head: *Robin Elsner*
 County Administrator: *John L. L...*

1/3/18
1/4/18

received
KL-1-3-18

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.

Justification for Request: The Health and Human Services Department is requesting to eliminate one (1) Juvenile Court Social Worker position and create one (1) Child Protective Services Ongoing Social worker position. The current caseload size in the juvenile court program does not warrant maintaining 4 Juvenile Court Social Workers. The child protection program continues to have an ongoing need to serve abused and neglected children, experiencing higher caseloads, and would utilize this position to perform ongoing social work to meet the demands in the child protection area.

Marinette County Health & Human Services
 Fiscal Impact - Eliminate Juvenile Court SW and Create CPS Ongoing SW
 Using 2018 Budget Figures

Staff	FTE	Hours	Grade H Start Per Hour	111 SALARY	133 LONG	151 S.S.	6.70%		154 H&D	.17% or 2%		Total Benefits	Total S&B
							152 RET	155 LIFE		159 WIC			
CPS Ongoing SW	1.00	2,080.00	\$ 22.83	\$ 47,486.40		\$ 3,632.71	\$ 3,181.59		\$ 69.00	\$ 949.73	\$ 7,833.03	\$ 55,319.43	
Juvenile Court SW	1.00	(2,080.00)	\$ 22.83	\$ (47,486.40)		\$ (3,632.71)	\$ (3,181.59)		\$ (69.00)	\$ (949.73)	\$ (7,833.03)	\$ (55,319.43)	

Both Positions Grade H.
 Fiscal Impact is Neutral.

2018
 Single/Single \$ 8,898.96 ✓
 Family/Family \$ 26,759.16 ✓
 Emp/Sp ~~18,228.1050~~ \$ 19,278 ✓
 Emp/Ch \$ 15,365.04 ✓



**AMENDMENT 84
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.29 BENEFITS**

The Policies & Procedures Manual shall be amended to read as follows:

1.29 Benefits.

...

(d) **Life Insurance.** [Amendment 31; Adopted 08/28/2012] [Amendment 45; Adopted 10/28/2014]
[Amendment 60, Adopted 10/25/2016]

- (1) Permanent full-time employees shall be eligible for life insurance with the availability of accidental death and dismemberment while actively employed with the County.
- (2) Marinette County shall pay one hundred percent (100%) of the monthly premiums for life insurance and accidental death and dismemberment.
- (3) Life insurance coverage shall be effective the first (1st) day of the month following the first 30 days of employment.
- (4) Death Benefits shall be as follows:
 - a. Management Exempt Employees and Elected Officials – equivalent to employee’s annual salary
 1. Salaries shall be updated annually at a date determined by the Administrator.
 2. Salary amounts shall be capped at an amount determined by the Administrator insurance company.
 3. Salary guarantee minimum amounts may be set by insurance company and require additional paperwork for full benefit.
 - b. Professional/Computer Exempt Employees - \$25,000
 - c. Non-Exempt Employees - \$25,000
 - d. WPPA Employees – per bargained union contract
- (5) Age reductions will apply and be determined by the Life Insurance company.
- (6) Under certain circumstances benefits may cease while on leave of absence unless the employee applies for and is accepted under a waiver of premium. Inactive employees are ineligible for life insurance without a waiver of premium.
- (7) In the event of a dispute over any and all conditions of life insurance, the Joinder Agreement prevails.

Approved by Personnel Committee:

Approved by County Board:



AMENDMENT 85
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.05 ORGANIZATION AND ADMINISTRATION

The Policies & Procedures Manual shall be amended to read as follows:

1.05 Organization and Administration.

...

(b) Responsibility and Authority.

...

(2) Personnel Committee. The Personnel Committee shall:

- a. Review and consider all adjustments of wage schedules of Elected Officials including County Board members, and County employees and recommend the same to the County Board for approval.
- b. ~~May appoint a committee member to attend union labor negotiations as a County Board liaison, not as a negotiator. [Amendment 15, Adopted 09/29/2009]~~
- c. Recommend and maintain policies and procedures for administration of a sound, countywide personnel management system.
- d. Provide policy direction and guidance to all County offices and departments.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 86
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.29 BENEFITS**

The Policies & Procedures Manual shall be amended to read as follows:

1.29 Benefits.

-
- (b) Health and Dental Insurance. [Amendment 48; Adopted 11/12/2014]**
- (1) ~~a.~~ Permanent employees shall be entitled to health and dental insurance through the County's group health plan(s), subject to an employee percentage contribution as determined by the County Board. Contact Human Resources for current employee percentage contributions. ~~Plan information documents~~ shall be available on the Human Resources page of the Marinette County website. The County may offer coverage under a standard policy or offer dual choice options at its discretion.
- (2) ~~b.~~ Library employees working less than 600 annual hours are not eligible to elect health ~~and/or~~ dental insurance through Marinette County.
- (3) The annual open enrollment period for health and dental insurance ~~begins on~~ is February 15th ~~and is open for 30 days through March 15.~~ Changes shall be effective April 1st. Covered employees shall be eligible to change plans or coverage to any offered plan. Special open enrollments may be held as deemed necessary.
- (4) Employees meeting HIPAA provisions shall be subject to a thirty (30) day personal open enrollment. HIPAA special enrollment provisions are as follows:
- a. Loss of coverage.
 - b. Family Status Change
- (5) Employees changing employment status from part-time to full-time shall be eligible to enroll or increase health and dental insurance coverage within thirty (30) days of date of hire to the full-time position.
- (6) ~~Health and dental premiums shall be deducted pre-tax through payroll deduction. Employees enrolled in the health and dental insurance plan are automatically enrolled in the Section 125 Flexible Spending Plan to receive a tax free insurance deduction. Required employee health and dental insurance contributions shall be processed through payroll deduction.~~
- (7) All eligible County employees shall designate their option for health and dental coverage under the County's group insurance plan then in effect within thirty 30 days of initial employment. Human Resources shall distribute enrollment forms at the employee's new hire meeting.
- (8) Health and Dental insurance coverage shall be effective either the first (1st) day of the month following the first 60 calendar days of employment or on the 90th day of employment, whichever is sooner.
- (9) If the County employs both an employee and spouse, and both are eligible for dependent coverage, either the employee or spouse, but not both, may elect dependent coverage. In the event the employee with dependent coverage should terminate his/her employment with the County for whatever reason, the remaining employee shall be entitled to convert to an insurance plan, which includes dependent coverage.
- (10) It shall be the employee's responsibility to notify Human Resources of any insurance change in family status ~~due to marriage, divorce, death, birth of a child or termination of coverage for a dependent who is no longer eligible per plan eligibility children who are not full-time student status or full-time students over the age of twenty-five (25).~~ Failure to notify the County within thirty (30) days of the change in status shall result in the employee assuming responsibility for any additional cost incurred

by the County until proper notice is given.

- (11) Marinette County shall pay the County's share of an employee's selected health and dental insurance plan premium while the employee is on a paid sick leave, including both the month paid sick leave expires and the following month. If the employee is due compensation for wages or benefits, the employee's share of the insurance premium shall be paid through payroll deduction. If not, the employee shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. Premiums are due the first (1st) day of each month. Insurance shall be canceled if the employee fails to remit payment upon notice of delinquency.
- (12) Upon employee retirement, the County shall pay the County's share of the employee's selected health and dental insurance plan premium for the month in which termination of employment occurs and the following month. If the employee is due compensation for wages or benefits, the employee's share of the insurance premium shall be paid through payroll deduction. If not, the employee shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. Premiums are due the first (1st) day of each month. Insurance shall be canceled if the employee fails to remit payment upon notice of delinquency.
- (13) Upon death of an active employee, Marinette County shall pay the County's share of the employee's selected health and dental insurance plan premium for the month in which death occurs and the following 90 days. If the employee is due compensation for wages or benefits, the employee's share of the insurance premium shall be paid through payroll deduction. If not, the surviving spouse or dependent on the plan shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. After expiration of the month, the Employer shall deposit any remaining sick bank of the employee into a Health Reimbursement Arrangement account of Employer's choice. **[Amendment 25, Adopted 12/20/2011]**
- (14) Upon employee lay off, the County shall pay the County's share of the employee's selected health and dental insurance premiums for the month in which the layoff occurs and the following month. If the employee is due compensation for wages or benefits, the employee's share of the insurance premium shall be paid through payroll deduction. If not, the employee shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. Premiums are due the first (1st) day of each month. Insurance shall be cancelled if the employee fails to remit payment upon notice of delinquency. When the County's share of paid insurance coverage expires, employees may continue to participate in the group insurance program according to COBRA. The County contracts with a third party administrator to administer COBRA.
- (15) The County shall pay the County's share of the employee's selected health and dental insurance premiums for the month in which an approved unpaid sick leave occurs and the following month. The employee shall remit the employee's share of the insurance premium to the County Treasurer or Finance Department. ~~When the County's share of paid insurance coverage expires, employees may continue to participate in the group insurance if the employee submits the full cost of the premium to the County Treasurer or Finance Department.~~ Premiums are due the first (1st) of each month. Insurance shall be cancelled if the employee fails to remit payment upon notice of delinquency.
- (16) Upon employee resignation or dismissal, the County shall pay the County's share of the employee's selected health and dental insurance plan premium for the month in which the termination occurs. The employee's share of the premium shall be deducted from the employee's final wages. The first (1st) of the month following termination, employees shall be allowed to continue the employee's selected health and dental insurance coverage by paying the full premium and administration cost according to COBRA. The County contracts with a third party administrator to administer COBRA.
- (17) Employees terminating employment, ~~other than for retirement,~~ shall be allowed to continue the employee's selected health and dental insurance coverage by paying the full premium and administration cost according to COBRA. ~~Employees terminating employment for retirement shall be eligible for dental insurance coverage by paying the full premium according to COBRA.~~ The County contracts with a third party administrator to administer COBRA.
- (18) An employee on family medical leave shall be required to pay the employee's share of the of the employee's selected health and dental insurance plan. If the employee is on paid FMLA leave, the

employee's contribution percentage shall be paid through payroll deduction. If the employee is on unpaid FMLA leave, the employee shall coordinate with the Finance Department to make sufficient payments through payroll deduction upon return to paid status submit the employee's contribution percentage to the County Treasurer or the Finance Department. Premiums are due the first (1st) day of each month. Insurance shall be canceled if the employee fails to remit payment upon notice of delinquency.

- (19) If an employee chooses to waive insurance coverage, the employee must obtain and complete the proper paperwork a 'Health & Dental Insurance Election/Waiver Form' from Human Resources.
- (20) All disputes relating to insurance coverage are deemed as disputes between the employee and the insurance carrier and are not subject to any grievance provisions.
- (21) **Retiree Health Insurance** [Amendment 30; Adopted 08/28/2012] [Amendment 33; Adopted 10/30/2012]
- a. The following employees who meet requirements as set forth in 1.29 (b) (20) b are eligible to receive Retiree Health Insurance at time of retirement:
 1. Salaried/Management/Elected Official/Management Protected Category employees hired prior to 12/16/2008.
 2. Courthouse Category employees hired prior to 01/01/2012.
 3. Highway Category employees hired prior to 05/01/2010.
 4. ~~If an employee transfers from group 1-3 above to a different position within 1-3 above, he/she shall retain the Retiree Health Insurance benefit.~~
 - b. Requirements.
 1. Retire at age 55 or older with 20 years of Marinette County employment or age 62 or older with 15 years of Marinette County employment. Management Protected Category employees at age 50 or older with 20 years of Marinette County employment or age 57 or older with 15 years of Marinette County employment.
 2. State of WI must have received employee's application for WI Retirement prior to employee's last date of employment with Marinette County.
 3. Employee must be enrolled in Marinette County's active employee plan as the 'employee' on his/her last date of employment.
 - c. The Retiree Health Insurance benefit shall be eight years or until the employee reaches age 70, whichever occurs first; except Protected Category employees benefit shall be eight years or until the employee reaches age 65, whichever occurs first. ~~When the retiree health insurance benefit is exhausted, a retired employee may continue as a member of the group indefinitely by assuming the full cost of the selected insurance premium.~~
 - d. Retired Salaried/Management/Elected Official/Management Protected Category employees shall continue to pay the same percentage of the premium as he/she was paying at time of retirement until the benefit is exhausted. Retired Courthouse and Highway employees shall pay the same percentage of the premium as active employees pay.
- (22) [Amendment 25, Adopted 12/20/2011] [Amendment 36, Adopted 09/17/2013]
- a. **Courthouse and Library Category Employees.** In the event an employee was eligible for sick time payout prior to January 1, 2012 , the number of payout hours are capped at the number in the employee's sick bank as of December 31, 2011 and those are the maximum number of hours that will be paid out at the time of retirement and receipt of WRS. The number of hours in an employee's payout bank may decrease based on usage but will never increase. Effective January 1, 2012, any sick bank hours accrued by an hourly employee shall at the time of retirement and receipt of WRS be deposited in a Health Reimbursement Arrangement Account established by Employer. Combined payout and Health Reimbursement Arrangement Account hours are capped at 800 hours. Sick hours used from January 1, 2012 forward shall be taken from employee's payout bank first. If payout bank is depleted, sick hours shall be taken from HRA bank. [Amendment 41, Adopted 05/27/2014]
 - b. **Highway and Professional Category Employees.** In the event an employee was eligible for sick time payout prior to January 1, 2013 , the number of payout hours are capped at the

number in the employee's sick bank as of December 31, 2012 and those are the maximum number of hours that will be paid out at the time of retirement and receipt of WRS. The number of hours in an employee's payout bank may decrease based on usage but will never increase. Effective January 1, 2013, any sick bank hours accrued by an hourly employee shall at the time of retirement and receipt of WRS be deposited in a Health Reimbursement Arrangement Account established by Employer. Combined payout and Health Reimbursement Arrangement Account hours are capped at 800 hours. Sick hours used from January 1, 2013 forward shall be taken from employee's payout bank first. If payout bank is depleted, sick hours shall be taken from HRA bank. **[Amendment 41, Adopted 05/27/2014]**

- c. **Management/Supervisory employees.** Effective January 1, 2012, salaried employees who are not eligible for County retiree health insurance, shall upon retirement and receipt of WRS, have all accrued sick leave hours, capped at 800 hours, deposited in a Health Reimbursement Arrangement Account established by Employer.
 - d. A retired employee participating in a Health Reimbursement Arrangement Account is not eligible for rehire.
 - e. Eligible sick time will be paid out/deposited into Health Reimbursement Arrangement Account if retirement date is verified by WRS within 90 days of retirement. The retirement date provided to Marinette County must be the same as the retirement date provided to WRS. **[Amendment 47; Adopted 10/28/2014]**
- (23) If any portion of insurance premiums are due to Marinette County by retired employees, surviving spouses or a surviving dependent on the plan, the following provisions apply:
- a. The retired employee, surviving spouse, or surviving dependent on the plan shall receive a monthly invoice from the Finance Department.
 - b. Insurance premiums are due by the close of business on the last day of the month for the following month's premium the first (1st) day of each month.
 - c. Insurance premiums are payable to the County Treasurer and shall be submitted to the County Treasurer or the Finance Department.
 - d. Insurance shall be canceled if the retiree employee fails to remit payment by the date/time indicated on the invoice upon notice of delinquency.
- (24) ~~**Plan Recovery Incentive.** Employees may be reimbursed twenty five percent (25%) of the savings up to a maximum of one thousand dollars (\$1,000) per insurance claim for locating errors regarding treatment, services or supplies billed by a Health Care provider. Claims must be a physician error and claims initiated by third party administrator personnel for investigation shall not be payable. Human Resources shall administer the program.~~
- (25) Employees placed on an unpaid suspension shall be responsible for the employees share and County share of health and/or dental premiums during the suspension. **[Amendment 51, Adopted 04/21/2015]**

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 87
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.105 COMPENSATION PLAN**

The Policies & Procedures Manual shall be amended to read as follows:

1.105 Compensation Plan. [Amendment 71; Adopted 06/27/2017]

...

(f) **Employees Changing Positions.** An employee changing to a position which results in an increased pay category by one grade shall be placed in a step within the pay category that provides a two percent (2%) increase in pay or step one (1), whichever is greater. An employee changing to a position which results in an increased pay category by two or more grades shall be placed in a step within the pay category that provides a four percent (4%) increase in pay or step one (1), whichever is greater. An employee changing to a position which results in a lesser pay category shall be placed in a step as if the employee were a new hire. If a department head feels there are extenuating circumstances in which the above language should not be followed, he/she may complete an Entrance Pay Request and must receive written approval from the County Administrator, Human Resources Director, Governing Committee Chair and County Board Chair. Employees changing to a position within the same pay grade shall be placed at a step through the Entrance Pay Request process. [Amendment 77; Adopted 09/19/2017]

...

(i) **Shift Differential for Evening Positions.** Effective January 1, 2018, employees working evening shift shall receive \$0.25 per hour in addition to the regular hourly rate for all hours worked. Shift differential shall be paid only for actual time worked. Employees assigned to work evening shift shall not be paid shift differential for time off, defined as vacation, personal time, holiday, sick, or bereavement leave. Shift differential pay shall not apply to extending a day shift into the evening or starting a day shift early in the morning and extending into the day shift.

...

(l) **On Call Pay.** Effective October 8, 2017, Department Heads/Elected Officials shall receive prior written authorization from the County Administrator to utilize On Call Pay for any position within their Department. Hourly employees required to be on call during off duty hours shall be compensated at a rate of one (1) dollar per hour. On Call pay shall not apply to hours of work and shall not be included in overtime. The Department Head/Elected Official or designee shall notify the employee of being placed in an on call status in writing/email with a minimum of eight (8) hours advance notice or a shorter notice if approved by both parties in writing. Employees in on call status shall provide a valid contact telephone number to a designated person/entity and shall report to work within one (1) hour of notification. Employees failing to report for work shall be subject to the disciplinary process.

(m) **Call in Pay.** Effective October 8, 2017, hourly employees not on call and/or not scheduled to work shall be paid two (2) hours pay in addition to pay received for actual time worked as compensation for being required to work outside the normal work schedule. These two (2) additional hours shall not be used to calculate overtime pay.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 88
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.18 PROBATIONARY PERIOD**

The Policies & Procedures Manual shall be amended to read as follows:

1.18 Probationary Period. [Amendment 31; Adopted 08/28/2012]

DRAFT

- (a) **Employees New To Marinette County.** Newly hired employees shall serve a probationary period of twelve (12) months excluding any unpaid leave.
- (1) An employee may be released from employment, without cause, at any time during the probationary period.
 - (2) The probationary period may be extended up to an additional six (6) months by a Department Head with County Administrator approval. The employee may be released from employment, without cause, during the extended probationary period.
 - (3) Employees accrue sick leave and vacation benefits during the probationary period but may not use sick leave or vacation until after completion of four (4) months of employment. Effective 01/01/2019, probationary employees may use vacation immediately upon hire.
 - (4) ~~The three (3) personal days employees annually receive may be used during the probationary period.~~
 - (5) Probationary employees may use sick leave and personal leave immediately upon hire.
 - (6) Probationary employees shall be entitled to paid holidays, provided the employees meet the eligibility requirements in qualifying for holiday pay.
 - ~~(7) Professional, Courthouse and Library category employees hired prior to 01/01/2012 and on probation as of 01/01/2012 shall continue to follow the probation language of the contract in effect on the date of hire, including use of benefits.~~
 - (8) ~~Highway category employees hired prior to 01/01/2013 and on probation as of 01/01/2013 shall follow probation language of the contract in effect on the date of hire, including use of benefits.~~

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 89
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.27 EXCUSED ABSENCES**

The Policies & Procedures Manual shall be amended to read as follows:

1.27 Excused Absences.

- (a) **Vacations.** [Amendment 25, Adopted 12/20/2011] [Amendment 40, Adopted 03/25/2014]
[Amendment 58, Adopted 10/25/2016] [Amendment 73; Adopted 06/27/2017]

(1) ~~Employee vacation shall be determined based upon the schedules set forth below.~~ Vacation eligibility shall be determined based upon the length of continuous service of each employee as of the employee's most recent hiring date as adjusted for unpaid leaves in excess of fourteen (14) days. Employees shall earn vacation on an accrual basis. As has been a long standing practice, the County will advance employees one hundred percent (100%) of vacation eligibility in January 2017 and in January 2018 and will not advance vacation in future years. Effective 01/01/2019, at no time may an employee vacation bank exceed one hundred fifty percent (150%) of the vacation eligibility. [Amendment 64, Adopted 02/28/2017] [Amendment 76, Adopted 09/19/2017]

Salaried/Management

<u>35 Hour Employees</u>		<u>40 Hour Employees</u>	
70 hours	0 through 5th year	80 hours	0 through 5th year
105 Hours	6th through 10th year	120 hours	6th through 10th year
140 Hours	11th through 13th year	160 hours	11th through 13th year
175 Hours	14th through 18th year	200 hours	14th through 18th year
210 Hours	19 Plus years	240 hours	19 Plus years

Courthouse & Highway Categories

<u>7 Hour Employees</u>		<u>8 or 12 Hour Employees</u>	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 6th year	80 hrs	2nd through 6th year
105 hrs	7th through 11th year	120 hrs	7th through 11th year
140 hrs	12th through 14th year	160 hrs	12th through 14th year
175 hrs	15th through 19th year	200 hrs	15th through 19th year
210 hrs	20 Plus years	240 hrs	20 Plus years

Professional Category

<u>35 Hour Employees</u>		<u>40 Hour Employees</u>	
35 hrs	0 through 1st year	40 hrs	0 through 1st year
70 hrs	2nd through 5th year	80 hrs	2nd through 5th year
105 hrs	6th through 10th year	120 hrs	6th through 10th year
140 hrs	11th through 13th year	160 hrs	11th through 13th year
175 hrs	14th through 18th year	200 hrs	14th through 18th year
210 hrs	19 Plus years	240 hrs	19 Plus years

Library Category

36.5 hrs	0 through 1st year
73 hrs	2nd through 6th year
109.5 hrs	7th through 11th year

146 hrs	12th through 14th year
182.5 hrs	15th through 19th year
219 hrs	20 Plus years

(2) Effective 01/01/2018, All County employees shall follow the below scale with the exception of WPPA employees. Employees reaching 19 years prior to 01/01/2023 shall receive six weeks. An employee working 2080 hours or more per year shall accrue vacation based on eight (8) hours per day. An employee working less than 2080 hours per year shall accrue prorated vacation based on hours worked.

(2) Two Weeks	0 through 5 th Year
(3) Three Weeks	6 th through 10 th Year
(4) Four Weeks	11 th through 13 th Year
(5) Five Weeks	14 th Year and Over

(3) Employees shall accrue vacation based on the above vacation schedule upon hire and beginning January 1st of the employee's anniversary year in which the employee is eligible to move to the next level of vacation.

(4) Vacation may not be used during an employee's first four (4) months of the twelve (12) month probationary period, although accumulation starts with the first (1st) day of employment. Effective 01/01/2019, new employees may use vacation immediately upon hire.

...

(14) An employee on a leave of absence certified by a medical provider and verified by Human Resources may receive donated vacation time. Employees may gift any portion of earned vacation time by completing a ['Gifted Vacation Time Authorization Form'](#). The completed form shall be submitted to Human Resources. The recipient employee continues to accrue benefits while using donated time. The recipient employee shall not use donated time until the recipient employee's sick leave, vacation, personal leave and compensation time all sick/vacation/personal day/comp banks have been exhausted. If an employee receiving donated time returns to work prior to benefit bank exhaustion, the donated vacation time shall be returned to the donating employee. **[Amendment 76, Adopted 09/19/2017]**

(b) **General Holidays. [Amendment 25, Adopted 12/20/2011]**

(1) Employees must be in a paid status the scheduled workday before a holiday and the scheduled workday after a holiday to be eligible to receive holiday pay. In paid status includes, compensatory time, vacation, sick leave, personal leave days and worker's compensation pay.

...

(5) In lieu of the holidays listed in 1.27(b)(2), all sheriff department management employees shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day. Effective 01/01/2019, holiday hours shall be converted to personal leave at eight (8) hours per day. **[Amendment 53, Adopted 07/28/2015]**

(6) In lieu of the holidays listed in 1.27(b)(2), all Dispatchers and Corrections Officers shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day for 8-hour employees and twelve (12) hours per day for 12-hour employees. Effective 01/01/2019, holiday hours shall be converted to personal leave at eight (8) hours per day for 8-hour employees and twelve (12) hours per day for 12-hour employees. **[Amendment 53, Adopted 07/28/2015]**

(7) In lieu of the holidays listed in 1.27(b)(2), Health & Human Services After Hours Crisis Worker

employees, Health & Human Services Care Worker employees and Health & Human Services Mental Health Technician employees shall receive nine (9) days of leave, to be designated and used as vacation. Holidays shall be converted to vacation at eight (8) hours per day and prorated for part time employees. Effective 01/01/2019, holiday hours shall be converted to personal leave at eight (8) hours per day and prorated for part time employees. **[Amendment 61, Adopted 01/31/2017] [Amendment 66, Adopted 02/28/2017]**

(c) **Personal Leave Days. [Amendment 25, Adopted 12/20/2011]**

- (1) ~~Three (3) paid personal days are credited to each employee on January first (1st) of each year and these personal holidays must be used during the calendar year or be forfeited. An employee working 2080 hours or more per year shall receive personal leave at eight (8) hours per day. An employee working less than 2080 hours per year shall receive prorated personal leave based on hours worked. Employees who have already received twelve (12) hours of personal leave per day in 2018 shall retain this amount through 2018.~~
- (2) Existing employees shall receive three (3) days of personal leave the first full payroll period of each calendar year. A Department Head may grant use of personal leave prior to the first full payroll period in approved circumstances.
- (3) New employees shall receive personal leave during their first calendar year as follows:
 - (a) Employees starting employment from January 1st through April 30th shall receive three (3) days of personal leave during their first calendar year.
 - (b) Employees starting employment from May 1st through August 31st shall receive two (2) days of personal leave during their first calendar year.
 - (c) Employees starting employment from September 1st through November 30th shall receive one (1) day of personal leave during their first calendar year.
 - (d) Employees starting employment from December 1st through December 31st shall not receive personal leave during their first calendar year.
- (4) Personal leave days shall be taken on days chosen by the employee and approved by the Department Head.
- (5) ~~Employees may use personal days during his/her probationary period.~~
- (6) ~~Personal days must be taken in a minimum of one half (1/2) hour increments.~~
- (7) ~~Personal leave must be used during the calendar year or be forfeited.~~
- (8) Personal leave days shall be computed on the base pay in effect the day the employee uses a personal day, excluding any overtime or premium pay.
- (9) Employees shall only be paid holidays and personal leave days as set forth in 1.27 (b) and (c).
- (10) Library category employees working in less than 600 hours per year positions shall receive 15 personal leave hours per year. These employees shall receive no other benefits. **[Amendment 31; Adopted 08/28/2012]**
- (11) Employees participating in the annual Health Risk Assessments shall be entitled to an additional day of personal leave days as identified in sub (1) above the following calendar year. The company administering the assessments will provide the names of participating employees to Administration. Administration will provide participant names to Payroll. **[Amendment 69; Adopted 05/30/2017]**
- (12) Employees utilizing Smart Choice MRI Services shall be entitled to an additional four (4) hours of personal leave time. The employee shall obtain a GHT Incentive Form from Smart Choice MRI Services and provide to Human Resources. Human Resources will notify Payroll to add the additional hours immediately to the employee's personal leave time bank the first (1st) day of the following month. **[Amendment 68; Adopted 05/30/2017]**
- (13) Employees who decline Marinette County Health insurance for either the balance of the calendar year in which the employee is hired or for any full calendar year of employment and provide documentation acceptable to Human Resources verifying the employee has obtained an annual physical or health risk assessment during the current year shall be entitled to an additional day of personal leave day as identified in sub (1) above the following calendar year. Documentation shall be provided to Human Resources within ninety (90) days of the

annual physical or health risk assessment to receive the additional day. **[Amendment 78; Adopted 09/19/2017]**

(d) Sick Leave. [Amendment 25, Adopted 12/20/2011] [Amendment 48; Adopted 11/12/2014] [Amendment 73; Adopted 06/27/2017]

- ~~(1) Permanent full-time employees hired prior to 01/01/2012 shall be entitled to one (1) day of paid sick leave for each month of continuous service for the remainder of 2017 and unused sick leave shall carryover from year to year. Employee sick leave accrual is capped at 800 hours.~~
- ~~(2) Employees hired after 01/01/2012 accrue nine sick days per year.~~
- (3) **(1)** Effective 01/01/2018 all Employees shall accrue nine (9) days of sick leave days per year.
- (4) **(2)** Effective 01/01/2019, an employee working 2080 hours or more per year shall accrue sick leave based on eight (8) hours per day. An employee working less than 2080 hours per year shall accrue prorated sick leave based on hours worked.
- (5) **(3)** The sick leave cap for all employees is eight hundred (800) hours.
- (6) Sick leave may not be used during an employee's first four (4) months of the probationary period, although accumulation starts with the first (1st) day of employment.
- (7) **(4)** Sick leave may be used for personal illness, medical or dental appointments, bodily injury or attendance to the illness, medical or dental appointment or bodily injury of the immediate family. Immediate family shall include spouse, children, parents, siblings, father-in-law, mother-in-law, grandchildren, grandparents, stepchildren, stepparents, stepsiblings, son-in-law, daughter-in-law, brother-in-law, sister-in-law and significant other.
- (8) **(5)** Employees shall adhere to must observe the following regulations to receive be granted sick leave with pay:
 - a. Notify the Department Head or designee of the reason for absence from work within one-half (1/2) hour of the start of a normal workday, except in the case of extreme emergency.
 - b. If the employee intends to use sick leave for more than one (1) day, the employee shall keep his/her supervisor informed of duration Keep supervisor informed of health condition.
 - c. If employee claims or intends to claim sick leave for a period exceeding five (5) work days, employee shall contact Human Resources to discuss a leave of absence through the Family Medical Leave Act (FMLA) Submit medical statement from attending physician certifying inability to work for an absence of more than five (5) working days.
 - d. The employee shall use sick leave for legitimate reasons as set forth in paragraph (4) above and not engage in misuse or abuse.
- (9) Paid sick leave shall be computed on the base pay in effect the day of the employee's sick leave, excluding any overtime or premium pay.
- (10) When an employee's sick leave balance is insufficient to cover the absence of an employee, additional sick days may be charged to accumulated vacation or compensatory time.
- (11) While an employee is on paid sick leave, sick leave and vacation shall continue to accrue.
- (12) Willful misuse of sick leave or the willful making of false reports regarding illness shall subject the employee to disciplinary action and shall be considered just cause for suspension or discharge.
- (13) An employee receiving Worker's Compensation benefits which are less than the employee's salary may, at employee's option, use a portion or percentage of paid sick leave to supplement benefits up to the level of the employee's salary. Sick leave used to supplement Worker's Compensation benefits shall be charged against the employee's sick leave accumulation until the accumulation has been exhausted.
- (14) After five (5) days of consecutive sick leave for the same qualifying condition, employees shall be forced to apply for Family Medical Leave.

Approved by Personnel Committee:

Approved by County Board:



**AMENDMENT 90
MARINETTE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL
SECTION 1.30 MISCELLANEOUS PROVISIONS**

The Policies & Procedures Manual shall be amended to read as follows:

1.30 Miscellaneous Provisions.

...

- (q) Money Savings Proposal Incentive. [Amendment 35; Adopted 03/26/2013]**
Employees are encouraged to submit County money saving proposals, including but not limited to direct cost savings, more efficient delivery of services, purchasing efficiencies and program or operations savings. Employees may submit proposals directly to the County Administrator confidentially via email to Administration. The County Administrator will personally review proposals. Should the County Administrator deem a suggestion/proposal potentially will save the County an amount greater than \$1000 annually, the Employee shall will receive an additional eight (8) hours of ~~one~~ personal leave the first (1st) day of the following month ~~day in addition to personal days deposited in the employee's benefit bank for that calendar year.~~ Administration will notify Payroll and the Employee's Department Head of the additional Personal Holiday.

Approved by Personnel Committee:

Approved by County Board:



January 30, 2018

MARINETTE COUNTY BOARD OF SUPERVISORS

County Administrator – John Lefebvre
 Corporation Counsel – Gale R. Mattison

- | | | |
|-----------------------|------------------------|------------------------|
| 1. Gilbert Engel | 11. Mark Anderson | 21. Vilas Schroeder |
| 2. Alfred J. Sauld | 12. Ginger Deschane | 22. Don R. Pazyński |
| 3. Tricia Grebin | 13. Robert Holley | 23. Ken Keller |
| 4. Cary L. Whiting | 14. Josh Anderson | 24. Don E. Phillips |
| 5. Bill Stankevich | 15. Glenn L. Broderick | 25. Paul D. Gustafson |
| 6. George Kloppenburg | 16. David M. Zahn | 26. Shirley A. Kaufman |
| 7. Cheryl L. Wruk | 17. Thomas E. Mandli | 27. Ted J. Sauve |
| 8. Joe Banaszak | 18. Vacant | 28. Thomas Mailand |
| 9. Joe Policello | 19. Fred H. Meintz | 29. Rick Polzin |
| 10. Penny Chaikowski | 20. Michael J. Behnke | 30. Allen L. Mans |

Meeting called to order by Chair Mark Anderson at 9:00 a.m. at the Marinette County Courthouse.

Roll call taken by County Clerk Kathy Brandt. Quorum is present.

Supervisors Engel, Mans, Policello, Wruk and Zahn excused.

Pledge of allegiance and a moment of silent prayer held.

- Motion (Sauld/Behnke) to approve the agenda as amended. Motion carried.

PUBLIC HEARING – READI Program

- Motion (Behnke/Holley) to open Public Hearing. Motion carried.

Public Input on Proposed Citizen Participation Plan Community Development Block Grant (CDBG) to include the Rural Economic and Area Development Initiative (READI) Program – No comments received.

- Motion (Sauve/Schroeder) to close Public Hearing. Motion carried.

PUBLIC COMMENT

- Jeff Lamont – Groundwater contamination
- Motion (Phillips/Behnke) to approve the minutes of December 19, 2017 and January 23, 2018. Motion carried.

RESOLUTION 487-18

AMENDING THE MARINETTE COUNTY CITIZEN PARTICIPATION PLAN AS PART OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-RURAL ECONOMIC AND AREA DEVELOPMENT INITIATIVE (READI) PROGRAM

WHEREAS, Marinette County has agreed to be the lead County for administration of the CDBG-READI Program for a three County area to include Marinette, Oconto, and Florence Counties and;

WHEREAS, the State of Wisconsin Economic Development Corporation (WEDC) and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan (CPP), and;

WHEREAS, the CPP shall encourage citizen participation including persons of low- to moderate-income, provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure, and;

WHEREAS, Marinette County's existing CPP does not take into consideration the specific requirements of the CDBG-READI Program.

WHEREAS, Marinette County has prepared and publicly reviewed a CPP.

NOW, THEREFORE, BE IT RESOLVED that the Marinette County Board of Supervisors officially adopts the CPP as amended to address the requirements of the CDBG-READI Program.

Hereby granted this 30th day of January, 2018 by a majority of a quorum of the Marinette County Board of Supervisors.

- Motion (Schroeder/Kaufman) to approve Resolution No. 487-18. Motion carried.

REPORTS

- UWGB Chancellor Gary Miller – UW system restructuring

Supervisor Wruk arrived at 10:15 a.m.

- City of Marinette/Town of Peshtigo ground water contamination –
 - DNR Roxanne Chronert, Northeast Region Remediation and Redevelopment Program Manager
 - DNR David Neste, Hydrogeologist
 - DHS Robert L. Thiboldeaux, PhD Senior Toxicologist via phone
 - Johnson Controls – Chris Behrend, Human Resources Director
 - Johnson Controls - Jim Cox, Sr. Manager, Marketing Communications
 - Johnson Controls – Richard L. Mator, Sr. EHS Manager, Environmental Remediation via phone

Break 11:01 a.m. to 11:20 a.m.

- Fincantieri Marinette Marine Jan Allman, President, Chief Executive Officer and General Manager - future shipbuilding opportunities
- County Administrator – Update of county matters

APPOINTMENTS

- Introduction of MCABI Executive Director – Lindsay Callow
- Motion (Behnke/Sauve) to approve County Administrator’s recommendation to appoint Tricia Grebin, member at large, to the Tourism Alliance, term expiring April, 2019. Motion carried.

- Motion (Phillips/Behnke) to approve County Administrator’s recommendation to appoint Debbie Baumgart, Crivitz to Elderly Services Board, term expiring 12/31/20. Motion carried.
- Motion (Schroeder/Holley) to approve leaving District 18 vacant for the remainder of the term. Motion carried.

ORDINANCE No. 395-18

AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY – COUNTY GOVERNMENT CHAPTER 7 – TRAFFIC CODE

- Motion (Stankevich/Behnke) to approve Ordinance No. 395-18. Motion carried. Exhibit A

ORDINANCE No. 396-18

AMENDING THE GENERAL CODE OF ORDINANCES OF MARINETTE COUNTY - COUNTY GOVERNMENT CHAPTER 3 – FINANCE AND TAXATION

- Motion (Schroeder/Polzin) to approve Ordinance No. 396-18. Motion carried. Exhibit B

Break 12:17 p.m. to 12:37 p.m.

FINANCE

- Motion (Schroeder/Phillips) to approve Marinette County Procurement Policy. Motion carried.
- Motion (Schroeder/Polzin) to approve Marinette County Uniform Grant Guidance Policies and Procedures. Motion carried.

RESOLUTION No. 486-18

APPROVAL OF THE MARINETTE COUNTY COMPREHENSIVE OUTDOOR RECREATION PLAN 2018- 2022

WHEREAS, the Marinette County Forestry, Parks, Outdoor Recreation & Land Committee is devoted to providing aesthetic and functional parks and recreational facilities, as well as outdoor recreation opportunities of all kinds, to residents and visitors across Marinette County; and

WHEREAS, the Marinette County Forestry, Parks, Outdoor Recreation & Land Committee realizes the need for sound planning in order to meet the outdoor recreation needs of both urban and rural residents and visitors; and

WHEREAS, said Plan, when adopted by the Marinette County Board of Supervisors, will ensure eligibility to apply for grants through the Federal Recreation and the State of Wisconsin Stewardship Local Assistance Programs; and

WHEREAS, this Plan highlights: the water resources and forestlands in Marinette County; its population characteristics; Outdoor Recreation Supply Inventory of county, state, local community properties, Outdoor Recreation Needs Assessment and recommendations for ADA accessibility in Marinette County Parks; and

WHEREAS, Marinette County's outdoor recreation goals, objectives, capital improvements projects, and annual operation and maintenance programs with respect to implementation of the Plan are also enumerated in the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Marinette County Board of Supervisors, hereby approves the Comprehensive County Outdoor Recreation Plan as its official plan for growth and development of parks and recreation opportunities county-wide, over the next five years.

Hereby granted this 30th day of January, 2018 by a majority of a quorum of the Marinette County Board of Supervisors.

- Motion (Sauld/Grebin) to approve Resolution No. 486-18. Motion carried.

STUDY RECOMMENDATION

- Motion (Schroeder/Polzin) to adopt the proposed committee structure, effective April 17, 2018. Motion carried. Yes: 16, No: 9, Voting no – Supervisors Behnke, Broderick, Gustafson, Kaufman, Kloppenburg, Pazynski, Sauld, Sauve, and Whiting

ECONOMIC DEVELOPMENT AND TOURISM

- Motion (Kaufman/Polzin) to approve agreement with City of Marinette to provide tourism/marketing services for a minimum of a one year term at a cost not to exceed \$90,000. Motion carried. Voting no – Supervisors Deschane, Mailand, Payznski, Sauld, and Whiting

FORESTRY

- Motion (Sauld/Behnke) to approve bid from Riesterer and Schnell, without trade-in, for a 4x4 utility tractor with boom mower in the amount of \$151,453.52. Motion carried.

HEALTH AND HUMAN SERVICES

- Motion (Sauld/Gustafson) to approve 2018 CASA (Court Appointed Special Advocates) of Brown County Agreement in the amount of \$47,000. Motion carried.
- Motion (Sauld/Meintz) to approve Comprehensive Community Services Intergovernmental Agreement removing any reference to participation by Florence County. Motion carried.
- Motion (Sauld/Behnke) to refer back to the Health and Human Services Committee the Administrative Telepsychiatry Agreement with Genoa, a QOL Healthcare Company, for psychiatric services to children. Motion carried.

LAW ENFORCEMENT

- Motion (Keller/Sauve) to approve Emergency Management request to purchase (4) Motorola APX8000XE public safety portable radios from Motorola under the state contract at a cost of \$30,229.84. Motion carried.
- Motion (Keller/Behnke) to approve the purchase of seven (7) 2018 Ford Utility Interceptors from Ewald Automotive Group of Hartford, WI with a total cost of \$212,663.50 (\$30,380.50 each). Motion carried. Voting no – Supervisor Holley

(Main)

- Motion (Keller/Gustafson) to approve the purchase of two (2) 2018 Ford Utility Detective Model Interceptors from Witt Auto Sales, Crivitz, WI with a total cost of \$63,468.00 (\$31,734.00 each).

(Amendment)

- Motion (Schroeder/Sauld) to accept the lowest bid for purchase of two (2) 2018 Ford Utility Detective Model Interceptors from Ewald Automotive Group of Hartford, WI for a total of \$62,995.00 (\$31,497.50 each). Motion carried. Yes: 16 No: 9 Chaikowski, Gustafson, Holley, Kaufman, Keller, Pazynski, Phillips, Polzin, and Wruk
- Main motion carried as amended. Voting no – Supervisors Gustafson, Holley, Kaufman, Pazynski and Wruk

AG AND EXTENSION

- Motion (Wruk/J. Anderson) to approve 2018 UW Extension Educator Staffing 136 contract totaling \$70,529. Motion carried.

BUILDING AND PROPERTY

- Motion (Behnke/Meintz) to approve one-year continuation to agreement with Johnson Controls for HVAC Planned Service Agreement at a cost of \$39,500, pending Corporation Counsel's approval. Motion carried.

FINANCE

- Motion (Schroeder/Phillips) to approve National Insurance Services of Wisconsin Insurance Trust Joinder Agreement for Group Term Life Insurance, pending Corporation Counsel's approval. Motion carried.
- Motion (Schroeder/Behnke) to approve purchase of one large storage array for Network Storage Refresh project, vendor Capital Data, at a cost not to exceed \$121,675.97. Motion carried.
- Motion (Schroeder/Polzin) to approve 2018 Marinette City Network Service contract renewal. Motion carried.
- Motion (Holley/Behnke) to adjourn at 2:10 p.m. Motion carried.

Next meeting scheduled for February 27, 2018.

Kathy Brandt, County Clerk

Any exhibits/attachments mentioned above are available for public viewing and per the Marinette County copy policy upon request to the County Clerk.

Date approved/corrected:

Marinette County Seeking Applicants Committee Vacancies

Committee / Board / Commission	Representation	Term Expiration	
Board of Adjustment - Zoning	1st Alternate	6/30/2020	3 Year Staggered Term
Board of Adjustment - Zoning	2nd Alternate	6/30/2019	3 Year Staggered Term
Civil Service Commission	Citizen-US Veteran	12/31/2021	5 Year Staggered Term
Housing Authority	Citizen	12/31/2022	5 Year Staggered Term
Tourism Alliance	Village of Wausaukee	April, 2019	2 Year Terms
Tourism Alliance	Cougar Country Business Assn	April, 2019	2 Year Terms

If interested please forward a letter or email stating your desire to serve as well as a brief list of qualifications of consideration.

Contact: Kari LaCount
 Administrative Secretary, Marinette County
 1926 Hall Ave, Marinette, WI 54143
 715.732.7415
Klacount@marinettecounty.com



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MARINETTE COUNTY BOARD OF SUPERVISORS
9:00 a.m.
County Board Room
Third Floor
Marinette County Courthouse

2017 WCA - 09/24/17 - 09/26/17 WI Dells
2018 WCA - 09/23/18 - 09/25/18 LaCrosse

2018 COUNTY BOARD REFRESHMENTS

\$500 per year for coffee and refreshments
Attach receipt to the your expense account

3 ½ dozen

January Ted Sauve	February Ted Sauve	March
April	May	June
July	August	September
October	November	December

PUBLIC COMMENT PROCEDURE

Marinette County Code of Ordinances

Chapter 2 – COUNTY GOVERNMENT

Section 2.05 - COUNTY BOARD RULES OF PROCEDURES

(6) (j) Rules of Order. Any person not a member of the County Board, desirous of addressing the County Board on any subject, shall first obtain permission from the County Board Chairperson. All such addresses shall be limited to 5 minutes unless otherwise extended by the County Board Chairperson.

(9) (a) Suspending, Changing and Interpreting the Rules. These rules may be suspended by affirmative vote of two-thirds of the members present. The vote on any motion to suspend the rules shall be taken by roll call vote.

Please contact Kathy Brandt, Marinette County Clerk (715) 732 - 7407 or Mark Anderson, Marinette County Board Chair (715) 732 - 7409 prior to the meeting to participate in the Public Comment.