

In consideration of others, please mute all electronic devices.



**AGENDA  
MARINETTE COUNTY BOARD OF SUPERVISORS**

Tuesday, January 14, 2020  
9:00 a.m.  
County Board Room, Third Floor  
Marinette County Courthouse  
1926 Hall Avenue  
Marinette, WI

1. Call to order by Chairperson
2. Roll call by Clerk
3. Pledge of Allegiance and moment of silence
4. Approval of agenda and amendments
5. Approval/correction of minutes – December 17, 2019
6. Public Comment – Procedure indicated at end of agenda
7. Announcements
  - a) Child Support Director – Brian Barrette
8. Proclamations - None
9. Reports of outside agencies and others – discussion - None
10. Administrator Report – discussion
  - a) Update on county matters
11. Reports of Department Heads and Elected Officials – discussion - None
12. Resignations - None
13. Appointment(s) by Board Chair – discussion, action if any - None
14. Appointment(s) by County Administrator – discussion, action if any
  - a) Elderly Services Board - Joan Rocque – representing Goodman, Dunbar
  - b) Notice of Vacancies

15. Petitions – discussion, action if any - None

16. Study Recommendations – discussion, action if any - None

17. Ordinances – discussion, action if any - None

18. Resolutions – discussion, action if any - None

19. Motions – discussion, action if any

### **Infrastructure**

- a) Approve entering into an agreement with \_\_\_\_\_ to complete County Project No. 19-038-34 Alteration and Renovation of the former LEC Building at 1925 Ella Court for a cost of \$\_\_\_\_\_, subject to Corporation Counsel's approval

### **Administrative**

- b) Approve annual renewal of CDW Cisco hardware and software support effective February 15, 2020, at a cost not to exceed \$51,711
- c) Approve a one year agreement with Cellcom, subject to same terms and costs as the existing agreement, not to exceed \$30,000, pending Corporation Counsel's approval
- d) Approve the designation of the county's CDBG-Close funds for the village of Wausaukee to purchase and remodel the vacated SNBT building for use as a Community Center, Library, and Village Offices and the City of Niagara USH 141 street reconstruction and sidewalk/lighting improvements with both projects subject to the CDBG Close Funding eligibility
- e) Approve the creation of one (1) Treatment Alternatives and Diversion Case Manager position effective immediately
- f) Discuss/consider continuing NACo membership – Administrative Committee tie vote – voting Yes: Supervisors Anderson, Polzin and Schroeder; voting No: Supervisors Grebin, Guarisco and Pazynski

### **Health and Human Services**

- g) Approve authorizing Public Health Officer to apply, accept if awarded and administer the Birth to 3 Program: Innovation in Social-Emotional Development Grant up to an amount of \$250,000

## **Public Services**

- h) Approve transfer up to \$180,000 from Contingency Fund for the purchase of a refurbished Lenco Armored Rescue Vehicle
- i) Approve entering into an MOU with the City of Marinette for the joint ownership and operation of a refurbished Lenco Armored Rescue Vehicle, subject to Corporation Counsel's approval
- j) Discuss/consider approving Marinette County Child Support/Wisconsin Department of Children and Families 2020 agreement in the amount of \$326,507.00. subject to Corporation Counsel's approval

## **Development**

- k) As forwarded with no recommendation, discuss/consider request dated November 6, 2019 by Jon Kukuk, City of Marinette Tourism Committee Chairperson, for 2020 funding for the purpose of marketing the City's Tourism Assets in an amount equal to what was paid to the City under the co-op marketing agreement with the County in 2019

## **County Board Chair**

- l) Discuss/consider response to letter from City of Marinette Mayor Genisot, action if any
- m) Discuss/consider directing the Development Committee and County Administrator to create an internal Community Development position, action if any

- Addendum(s) – if applicable

21. Correspondence

22. Adjournment

NEXT MEETING DATE – **February 25, 2020**

Attachments

- 2020 Meeting Calendar
- Compensation/Refreshment Schedule

**PUBLIC COMMENT PROCEDURE**

Marinette County Code of Ordinances

Chapter 2 – COUNTY GOVERNMENT

Section 2.04 - COUNTY BOARD RULES OF PROCEDURES

**(7)(k) Rules of Order.** Any person not a member of the Board/Committee, desirous of addressing the Board/Committee under public comment on any subject, shall first obtain permission from the Board/Committee Chairperson. All such addresses shall be limited to 5 minutes unless otherwise extended by the Board/Committee Chairperson.

**(10)(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 the Marinette County Board Chair (715) 732-7409 prior to the meeting to participate in Public Comment.

If you are an individual who needs a special accommodation while attending the meeting as required by the “Americans With Disabilities Act”, please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 48 hours prior to the meeting to make suitable arrangements. Thank you.



December 17, 2019

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. Pazynski    |
| 3. Tricia Grebin      | 13. Robert Holley       | 23. Ken Keller         |
| 4. Cary L. Whiting    | 14. Laura B. Frea       | 24. Gail M. Wanek      |
| 5. Bill Stankevich    | 15. Glenn L. Broderick  | 25. Paul D. Gustafson  |
| 6. George Kloppenburg | 16. Vacant              | 26. Shirley A. Kaufman |
| 7. Bonnie Lee Popp    | 17. Thomas E. Mandli    | 27. Ted J. Sauve       |
| 8. Robert Hoyer       | 18. Christopher Gromala | 28. Thomas Mailand     |
| 9. John Guarisco      | 19. Jillian Schutte     | 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.

Pledge of allegiance with a moment of silence held.

Motion (Holley/Sauld) to approve the agenda as amended with removing Resolution 523-19 *Opposing the Enactment of any Legislation that Would Infringe Upon the Right of the People to Keep and Bear Arms*. Motion carried. No negative vote.

**REPORTS**

- Quasan Shaw – United States Census, Partnership Specialist – Census Day April 1, 2020
- Motion (Kloppenburg/Behnke) to approve the minutes of November 12, 2019. Motion carried. No negative vote.

**REPORTS**

- CenturyLink – Peter Johnson, Sr. Senior Engineer – status of broadband

Break 10:28 a.m. to 10:39 a.m.

**APPOINTMENTS**

- Motion (Keller/Holley) to approve Brian Barrett as Child Support Director effective January 6, 2020. Motion carried. No negative vote.

- Motion (Polzin/Stankevich) to approve County Administrator’s recommendation for the following appointments. Motion carried. No negative votes. Exhibit A

**RESOLUTION No. 521-19**

**AUTHORIZING MAR-OCO LANDFILL COMMITTEE TO UTILIZE A LETTER OF CREDIT FOR CLOSURE**

WHEREAS, Wisconsin Administrative Code, Chapter NR520, requires the owner of any landfill to provide proof of financial responsibility for closure to the Department of Natural Resources as part of their operating license; and

WHEREAS, the Mar-Oco Landfill currently provides a Letter of Credit from Farmers and Merchants Bank of Marinette in the amount of \$900,000 as its proof of financial responsibility for closure; and

WHEREAS, the dollar amount of the existing letter of credit must be increased from time to time to account for anticipated increases in closure costs; and

WHEREAS, the customary annual charge from a lending institution for providing the letter of credit is between one half (½) and two (2) percent of the face value of the letter of credit; and

WHEREAS, it is in Marinette and Oconto Counties best interests to utilize a letter of credit for financial responsibility for closure, thus freeing up Mar-Oco's funds for landfill construction and closure activities.

NOW, THEREFORE, BE IT RESOLVED that the County Clerk and County Board Chairperson be authorized to sign the appropriate documents obligating Marinette County financially to one half (½) of the face value of the Closure Letter of Credit for the Mar-Oco Landfill not to exceed \$750,000 which equates to a \$1.5 million Letter of Credit; and

BE IT FURTHER RESOLVED that the annual fee charged by the lending institution for the letter of credit be paid by Mar-Oco out of the landfill operating budget.

Approved this 17<sup>th</sup> day of December, 2019 by a majority vote of a quorum of the Marinette County Board.

- Motion (Whiting/Holley) to approve Resolution No. 521-19. *Authorizing MAR-OCO Landfill Committee to Utilize a Letter of Credit for Closure.* Motion carried. No negative vote.

**RESOLUTION No. 522-19**

**APPROVING 2020 MARINETTE COUNTY HEALTH AND HUMAN SERVICES CONTRACTS/AGREEMENTS/MEMORANDUMS OF UNDERSTANDING**

WHEREAS, the Marinette County Health and Human Services Board has determined it advantageous to enter into contracts, agreements and Memorandums of Understanding (MOU) to conduct business with other entities as identified in Appendices A, B, and C which are attached and made part of this resolution, and

WHEREAS, the nature of the programs administered at the Health and Human Services Department requires various services, payment for services and receipt of payment for services to be administered throughout the year and on occasion to substitute providers for a particular service with little or no notice to ensure minimal disruption of services,

NOW, THEREFORE, BE IT RESOLVED by the Marinette County Board of Supervisors pursuant to Section 46.23(6m)(c) of the Wisconsin Statutes that it hereby approves all 2020 contracts, agreements and MOU's listed in Appendices A, B and C for the purpose of providing and/or receiving the services identified, and

BE IT FURTHER RESOLVED that in the event it becomes necessary to substitute or add providers to maintain the existing services identified in the appendices, the Marinette County Health and Human Service Director with approval of the County

Administrator is authorized to substitute providers or amend provider agreements on an interim basis, for the purpose of effectively continuing the service(s) until such time as the Health and Human Services Board convenes to consider the new or amended contract, agreement and/or MOU, and

BE IT FURTHER RESOLVED the County Clerk is authorized to execute all contracts, agreements and MOU's subject to Corporation Counsel's review and approval.

Approved by a majority vote of the quorum of the Marinette County Board of Supervisors this 17th day of December 2019.

- Motion (Behnke/Hoyer) to approve Resolution No. 522-19. *Approving 2020 Marinette County Health and Human Services Contracts/Agreements/Memorandums of Understanding.* Motion carried. No negative vote.

**RESOLUTION No. 524-19**

**SUPPORTING NSIGHT TELSERVICES APPLICATION FOR PUBLIC SERVICE COMMISSION FY2020 BROADBAND EXPANSION GRANT**

WHEREAS, the Marinette County Board has identified and prioritized the need for expansion of the broadband service throughout the County and supports this project to increase capacity and availability of broadband service within Marinette County; and

WHEREAS, Nsight Telservices plans to replace Cellcom's residential broadband internet service with a Fixed Wireless broadband internet service for residential and business customers in rural unserved and underserved areas around the communities of Crivitz, Middle Inlet, and Pound; and

WHEREAS, Nsight Telservices is proposing to replace tower equipment and customer premise equipment thereby providing customers with a dramatic increase in download and upload speeds; and

WHEREAS, this improved service will address the broadband needs of both residents and businesses which will improve the availability of access to education, ecommerce, and home health; and

WHEREAS, the County partnering with and supporting Nsight's wireless broadband expansion project will improve the likelihood of project success.

NOW, THEREFORE, BE IT RESOLVED, the Marinette County Board of Supervisors supports Nsight's application to the Public Service Commission of Wisconsin Broadband Expansion Grant Program FY2020 to deploy Fixed Wireless broadband internet service in rural areas around Crivitz, Middle Inlet and Pound.

BE IT FURTHER RESOLVED, the Marinette County Board of Supervisors agrees to waive any fees associated with regulatory permits and/or approvals which may be required by the County, and in addition, will consider a financial contribution to the project in the event a grant is awarded.

Adopted this 17<sup>th</sup> day of December 2019, by a majority vote of a quorum of the Marinette County Board.

- Motion (Polzin/Pop) to approve Resolution No. 524-19. *Supporting Nsight Telservices Application for Public Service Commission FY2020 Broadband Expansion Grant.* Motion carried. No negative vote.

#### **DEVELOPMENT**

- Motion (Sauve/Holley) to authorize the Land Information Director to, apply for, accept if awarded and administer the 2020 Base Budget, Training/Education and Strategic Initiative Grant Application to the Wisconsin Land Information Program. Motion carried. No negative vote.
- Motion (Sauve/Mandli) to approve 2020 Extension 136 Contract, subject to Corporation Counsel's approval. Motion carried. No negative vote.

#### **INFRASTRUCTURE**

- Motion (Mans/Stankevich) to approve adding 2020 Parks User Fee to include listing Veterans Memorial Park under Electric Campsites at \$25/night. Motion carried. No negative vote.
- Motion (Mans/Behnke) to approve a lease with the Family Services of Northeast Wisconsin, commencing January 1, 2020 through December 31, 2020 for designated rooms C045 and C046 in the building located at 1926 Hall Ave, Marinette, for rental payment of \$475 per month with the other terms and conditions as identified in the lease document, subject to Corporation Counsel's approval. Motion carried. No negative vote.

#### **PUBLIC SERVICES**

- Motion (Keller/Frea) to approve Baycom Service Agreement to provide Vesta 911 Support for Marinette County Dispatch beginning January 1, 2020 thru December 31, 2022, at an annual cost of \$19,586.63, subject to Corporation Counsel's approval. Motion carried. No negative vote.
- Motion (Keller/Broderick) to approve REDI Transports, Corp. Agreement to provide transport services for the Marinette County Sheriff's Office, January 2, 2020 thru December 31, 2020, subject to Corporation Counsel's approval. Motion carried. No negative vote.
- Motion (Keller/Gromala) to approve entering into an agreement with Camera Corner, Inc. for video storage replacement at Marinette County Jail, for a cost of \$44,042.59, subject to Corporation Counsel's approval. Motion carried. No negative vote.

#### **ADMINISTRATIVE**

- Motion (Schroeder/Polzin) to approve entering into a one (1) year agreement with CenturyLink Inc. for a Network Security Analysis, RiskSense Vulnerability and Penetration Testing for a total cost of \$26,784, subject to Corporation Counsel's approval. Motion carried. No negative vote.
- Motion (Schroeder/Pazynski) to approve County Board Chairperson to formally request, of .gov Domain Registration, authority over the marinettecounty.gov second-level domain name be delegated to the County of Marinette. Motion carried. No negative vote.
- Motion (Schroeder/Grebin) to approve entering into a contract with the City of Marinette for the County to provide Human Resources Support Services to the City through December 31, 2020 with minimum revenue of \$12,000, subject to Corporation Counsel's approval. Motion carried. No negative vote.
- Motion (Schroeder/Grebin) to approve renewing Aegis Corporation 2020 Position Schedule Bond insurance with \$732,000 total limit at a cost of \$2,044. Motion carried. No negative vote.
- Motion (Schroeder/Polzin) to approve renewing 2020 United Mailing Services, Inc. agreement for postal services. Motion carried. No negative vote.

- Motion (Schroeder/Pazynski) to approve elimination of 2020 credit card user fees and termination of Automated Merchant Systems contract upon completion of Tyler cashiering upgrade, date to be determined by County Administrator and Finance Director. Motion carried. No negative vote.
- Motion (Polzin/Kloppenburger) to adjourn at 11:01 a.m. Motion carried. No negative vote.

Next meeting scheduled for January 14, 2020.

**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:

# 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](http://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% of 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 2.05 (3)(5)-**County Board members receive per diem and IRS mileage rate.

**Ordinance 2.05 (8)-**Citizen Members receive \$35.00 per diem and IRS mileage rate.

## PRESENT MEMBERS

Rick Downs (1)  
Vacant (1)  
Don Phillips (2)  
Alfred Sauld (1)  
Joan Rocque (2)  
Colleen Risner (1)  
Debbie Baumgart (1)

## REPRESENTATION

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

## TERM EXPIRATION

December 31, 2021  
December 31, 2021  
December 31, 2022  
December 31, 2022  
December 31, 2022  
December 31, 2020  
December 31, 2020

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



# 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

January 6, 2020

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

Dear John Lefebvre,

Please be informed that Marinette County Elderly Services Board endorses the following appointment to serve on the Elderly Services Board:

Joan Rocque, Goodman Representative - Non - County  
Second Three -Year Term, January 2020 - December 2022

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

Sincerely,

Pam Mueller Johnson  
Director, Elderly Services

C: Joan Rocque



## MARINETTE COUNTY SEEKING APPLICANTS

**Following are boards and commissions currently having vacancies:**

**Civil Service Commission** – One Citizen Member Vacancy – 5-year term

**Comp Community Service Program/CST Committee** – One Consumer/Advocate Member Vacancy– No term limits  
– One MC Citizen Member Vacancy – No term limits

**Elderly Services** – One Citizen for Peshtigo/Grover Vacancy – 3 Year Term/No more than 2-3 year terms

**Health & Human Services Board** – One Physician Member Vacancy – 3-year term

**MC Industrial Dev Corp** – One Private Industry/Business/Utility Member vacancy – 2-year term

**Tourism Alliance** – One Marinette/Menominee Chamber of Commerce Member Vacancy – 2-year term

**Zoning – Board of Adjustment** – One Alternate Member Vacancy – 3-year term

If interested please forward a letter or email stating your desire to serve as well as a brief list of qualifications for consideration. For more information, you can visit [www.marinettecounty.com](http://www.marinettecounty.com).

Contact: Kari LaCount  
Executive Assistant, Marinette County  
1926 Hall Ave, Marinette, WI 54143  
715.732.7415  
[Klacount@marinettecounty.com](mailto:Klacount@marinettecounty.com)

# Marinette County

Old LEC Addition/Renovation

Bid Opening 1/9/20

CONTRACTOR	Zeise Construction	Moye Construction	IEI General Contractors	Immel Construction	SMA Construction	Miron Construction		
Qualification Statement Provided? Y/N	Y	Y	Y	Y	Y	Y		
Acknowledgement of Addenda? Y/N	Y	Y	Y	Y	Y	Y		
Bond Guarantee Furnished? Y/N								
Base Bid	\$ 4,336,826.00	\$ 4,799,000.00	\$ 4,385,000.00	\$ 4,520,087.00	\$ 4,274,000.00	\$ 4,455,200.00		
<b>Alternates</b>								
Alternate No. 1	Amount to be deducted from the Base Bid to remove any rooftop construction or vegetative roof work, including an elevator slop, vegetative roof and pavers and rooftop vestibule.							
	\$ (436,000.00)	\$ (449,200.00)	\$ (432,000.00)	\$ (482,161.00)	\$ (352,000.00)	\$ (217,000.00)		
Bid Amount Including Alternates	\$ 3,900,826.00	\$ 4,349,800.00	\$ 3,953,000.00	\$ 4,037,926.00	\$ 3,922,000.00	\$ 4,238,200.00		
<b>Substitute bids</b>								





604 Wilson Ave., Menomonie, Wisconsin 54751

715-235-9081  
 800-472-7372  
 Fax 715-235-2727  
 www.cedarcorp.com

**SUGGESTED ESTIMATE OF PROBABLE COST -**

**CLIENT:** Village of Wausaukee  
**PROJECT:** SNBT Building Renovation for Wausaukee Public Library & Community Center  
**DATE:** August 14, 2019  
**PREPARED BY:** Cory Scheidler / Bryant Christenson  
**CEDAR #:** W5824-008

Renovations of a 5200 sf existing bank building, additions of a 805 sf entry with elevator, stair system and ADA restrooms with 520 sf covered entry canopy.

ITEM	Unit	Quantity	Unit Cost	Cost	Comment
Site Work - Seal Coating Parking Lot & Paint Lines	Lump Sum	1	\$40,000.00	\$40,000.00	
Basement Demolition	Lump Sum	1	\$10,000.00	\$10,000.00	
Main Level Demolition	Lump Sum	1	\$20,000.00	\$20,000.00	
Teller Window & Canopy Demolition	Lump Sum	1	\$15,000.00	\$15,000.00	
Proposed Renovation - Basement Level	Lump Sum	1	\$185,000.00	\$185,000.00	
Proposed Renovation - Main Level	Lump Sum	1	\$275,000.00	\$275,000.00	
Proposed Addition w/ Elevator, Stairs & Restrooms	Lump Sum	1	\$320,000.00	\$320,000.00	
<b>SUBTOTAL</b>				<b>\$865,000.00</b>	
<b>Misc Items</b>					
Project Contingency & Market Conditions	Percentage	15.00%	\$865,000.00	\$129,750.00	
Furniture / Equipment Library	Allowance	1	\$50,000.00	\$50,000.00	
Library Shelving	Allowance	100	\$35.00	\$3,500.00	
Technology Security / Data / IT	Allowance	1	\$10,000.00	\$10,000.00	
<b>Construction TOTAL COST</b>				<b>\$1,058,250.00</b>	
<b>SOFT COSTS</b>					
Architectural/Engineering and Regulatory Fees	Percentage	15.00%	\$928,500.00	\$139,275.00	
<b>SUBTOTAL</b>				<b>\$139,275.00</b>	
<b>PROJECT TOTAL COST</b>				<b>\$1,197,525.00</b>	Range of \$1,175,000 - ,1225,000

Does not include land acquisition or soft costs such as attorney fees

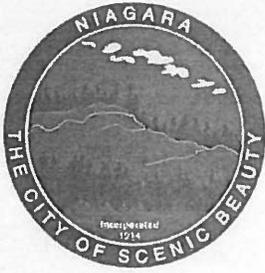
Site contains hazardous waste.

Spring 2020 construction start.

Assumptions of Materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.

Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Opinion of probable cost does not include any donated materials or labor.



## City of NIAGARA

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1029 ROOSEVELT RD. • P.O. BOX 24  
NIAGARA, WI 54151  
PHONE 715-251-3235 • FAX 715-251-3122

January 2, 2020

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

### Highway 141 Corridor Improvements

Dear John –

Mayor George Bousley, Public Works Coordinator Ron Rugg and I added some detail to our list of Highway 141 corridor improvements that may be applicable to the potential grant funding.

- **Construction of an asphalt sidewalk (approximately 1 mile) from County Road N/Main Street to the Menominee River bridge** **\$165,000**
  - 5,280 LF at \$31.25 per LF
  - Assumption that no culverts will be needed
  - Safety concern due to significant amount of pedestrians and bicyclists on this stretch
  
- **Highway 141 Project** **\$ 59,020**
  - City portion of Highway 141 resurfacing project **\$ 57,950**
  - City portion of Highway 141 reconstruction project **\$137,450**
  - Less Credit Due from DOT **-\$ 78,430**
  - Costs are based on the final as-bid amounts
  - Detail per line item is attached, with quantities as applicable
  
- **City portion of Highway 141 reconstruction project street light replacement** **\$ 87,500**
  - 38 lights at \$4,605.26 each less 50% (\$2,302.63 each)
  - Includes the removal of the existing lights
  - WE Energies is requesting payment prior to project commencement

- **Replace street lights on south section of Highway 141 (no supplemental reimbursement from the State)**

**\$184,210**

- 40 lights at \$4,605.26 each

We will provide additional information as requested.

Your consideration is appreciated.

Respectfully,

Audrey Fredrick  
City Administrator

Attachment

Highway 141 Project Cost Share Obligation - Final As-Bid

**Project 9560-02-75 Resurface Project**

Adjusting Water Valve Box qty 17 @ \$350.00 each	\$5,950.00
Manhole Covers qty 17 @ \$1500.00 each	\$25,500.00
Remove / Replace Pipe Sections	\$6,500.00
Replace Storm Pipes	\$13,000.00
Remove / Replace Inlets	\$5,500.00
Storm Sewer Outfall	\$1,500.00
<b>TOTAL</b>	<b>\$57,950.00</b>

**Project 9560-02-74 Reconstruction Project**

Contaminated Soil Removal	\$42,300.00
Water Valve Adjustments qty 32 @ \$350.00 each	\$11,200.00
Sanitary Manhole Adjustments qty 20 @ \$450.00 each	\$9,000.00
Main Street Storm Sewer	\$13,500.00
Mill and Overlay Section	\$3,500.00
<b>TOTAL</b>	<b>\$79,500.00</b>

<b>TOTAL COST SHARE OBLIGATION</b>	<b>\$137,450.00</b>
less DOT credit	-\$78,430.00

<b>TOTAL CITY OBLIGATION</b>	<b>\$59,020.00</b>
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# MARINETTE COUNTY POSITION REQUEST FORM

### Administration Completes and returns to the Department

Applicable dates:  
 Governing Committee HHSB 1/8/2020  
 Administrative Committee 1/9/2020  
 County Board 1/14/2020

Permission to proceed: [Signature]  
 (County Administrator initials and dates)

### Department Completes and submits to Human Resources

Department: Health & Human Services  
 Department Head: Robin Elsner  
 Supervisor: Robin Elsner  
 Position Title: Treatment Alternatives & Diversion Case Manager  
 Old Position Title: NA  
 Hours per Week/Year: 40  
 Effective Date: 1 / 1 / 2020  
 Account Number(s): 54326000-50111

New Positions:  Permanent  
 (check all that apply)  Seasonal  
 Project  
 LTE  
 Addition of Current Position  
 Eliminate/Create

Changes to Existing:  Hours of Work  
 Title Change  
 Location Change

Funding taken from: 54326000-50111 (i.e. salaries with or without fringes)

Justification for request: Please attach

### Human Resources Completes and submits to Finance

Wage Scale: Marinette County  
 Pay Rate/Salary: \$ 21.54 24.61 27.69  
 Pay Level: A

Human Resources Initials: KA

### Finance Completes and returns to Administration

Cost of Request:  
 Wages: \$ [blank] Workers Comp: \$ [blank]  
 FICA: \$ [blank] Life Insurance: \$ [blank]  
 Retirement: \$ [blank] Longevity: \$ [blank]  
 Other (explain): [blank] \$ [blank]  
 Total Cost: \$ all attached Finance Initials: LM

### Approval\*

Department Head: [Signature]  
 County Administrator: [Signature] 1/20/19  
1/3/20

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

**Justification for Request:** The Health & Human Services Department applied for additional Treatment Alternatives & Diversion (TAD) funding in October 2019. The department was granted an additional \$78,812.75 by the Department of Justice to expand the current Treatment Drug Court Program. The department is recommending creating one (1) TAD Case Manager position with the funding to assist the current TAD Coordinator with the current workload and expand the number of participants in the program to 30. The position will be totally funded by the additional grant funds.

**Marinette County Health & Human Services  
 Fiscal Impact - TAD Case Manager for 2020  
 Using 2020 Budget Figures**

Staff	Hours	Per Hour	111 SALARY	151 S.S.	6.75% 152 RET	154 H&D	155 LIFE	.17% or 2% 159 W/C	Total Benefits	Total S&B
TAD Case Manager	2,080.00	\$ 21.54	\$ 44,803.20	\$ 3,427.44	\$ 3,024.22	\$ 26,611.43	\$ 50.40	\$ 896.06	\$ 34,009.55	\$ 78,812.75

Assumptions:

Grade G - Minimum Rate  
 Family Health & Dental

	Priority	Preferred
Single/Single	\$ 8,465.74	\$ 8,679.69
Family/Family	\$ 25,365.51	\$ 26,011.43
Emp/Sp	\$ 18,324.23	\$ 18,782.18
Emp/Ch	\$ 14,641.32	\$ 15,001.04



## **Job Title: Treatment Alternative & Diversion Case Manager**

**Department:** Health & Human Services

**Position Reports to:** Community Services Supervisor

**Pay Grade Level:** Carlson-Dettmann G

**FLSA Status:** Non-Exempt

**Position Status:** Full Time

### **JOB ANALYSIS**

This position provides a full range of case management and coordination of community services for clients identified to participate in the Treatment Drug Court Program. This position will also assist the TAD Coordinator to fulfill treatment drug court responsibilities for program participants.

### **ESSENTIAL JOB FUNCTIONS**

- A. Administer orientation to new treatment drug court participants.
- B. Coordinate substance abuse assessments for program admission.
- C. Assist the TAD Coordinator with participant activity from the time of assessment/screening to termination/graduation from the program.
- D. Assist the TAD Coordinator with inter-agency consultation to other agencies/resources about participants and coordinate service provision.
- E. Conduct regular meetings with participants to discuss progress within the program.
- F. Gather information from other agencies related to program participation.
- G. Assist the TAD Coordinator in data collection for reporting to the Treatment Drug Court Team.
- H. Assist in the coordination and collection of drug court samples and provide information to the TAD Coordinator to be presented to the Treatment Drug Court Team.
- I. Assist the TAD Coordinator in creating weekly reports for Drug Court staffing.
- J. Assist with the compilation of weekly information and maintain databases on each client for program statistical evaluation.
- K. Assist with monitoring/collecting participant payments for fees, fines and restitution.
- L. Assist with the creation and maintenance of participant files and case plans, including continuity of care and aftercare portfolios.
- M. Provide referral information to participants as needed using well-developed personal network of community contacts.
- N. Record patient contacts and clinical documents into computer software/programs to provide essential input regarding clinical treatment.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Communicate orally and in writing effectively.
- D. Present information to management, small groups and individuals.
- E. Respond to inquiries, complaints or questions from a group or individual setting.
- F. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- G. Apply excellent trouble shooting skills.
- H. Add, subtract, divide and multiply.
- I. Memorize and retain information over long and short periods of time.
- J. Perform effectively under tight time frames and demanding schedules.
- K. Plan and monitor assigned activities.
- L. Prioritize multiple tasks and meet scheduled deadlines.
- M. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- N. Work independently and exercise sound professional judgment.
- O. Utilize authority effectively.

## **QUALIFICATIONS**

- A. Requires a Bachelor's degree from an accredited school in the social work, criminal justice or related field.
- B. Requires six months of experience in the social work or criminal justice field.
- C. Possess and maintain an insurance acceptable driver's license.
- D. Requires qualification under the Wisconsin Caregivers Law, Wisconsin Act 27.

## **ENVIRONMENTAL CONDITIONS OF THE WORKPLACE**

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.
- C. Deal with challenges and criticism on a regular basis.
- D. Work in client homes and the community as needed.
- E. Travel to all county workstations on an as needed basis.
- F. Interact with abusive and/or difficult individuals occasionally.
- G. May be exposed to body fluids and communicable diseases.

## **PHYSICAL DEMANDS**

- A. Requires hand-eye coordination.
- B. Sit for long periods of time.
- C. Lift and/or carry up to ten pounds frequently, occasionally lifting in excess.

## **ADDITIONAL DUTIES**

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.**

**MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.**

Prepared: 12/2019  
Approved: 01/03/2020

01/03/2020 – position pending Committee/County Board approval.



**Thank you so much for your continued NACo membership!**

Just like your state association represents you in the state capital, NACo is your national organization, representing counties, parishes and boroughs in Washington, D.C.

**NACo delivers unmatched value to our member counties through:**

- Federal Policy Advocacy
- Cost-Saving Solutions
- Leadership Experiences
- Idea and Innovation Exchanges

Your NACo membership connects you with an important support network of fellow county government officials and serves as a valuable resource for your county.

Enclosed please find an invoice for your 2020 NACo membership. For questions regarding your membership, please contact the Membership Team at [membership@naco.org](mailto:membership@naco.org).

We value your engagement with NACo and will work with you in any way we can to support your needs.

Thank you!

Kimberly A. Hall  
Director of Membership  
[khall@naco.org](mailto:khall@naco.org)  
202.942.4221



**National Association of Counties**  
**PO Box 38059**  
**Baltimore, MD 21297-8059**  
 Phone: 888.407.NACo (6226)  
 Fax: 866.467.1825  
 EIN# 53-0190321

Customer ID:55075

# Invoice

Kari LaCount

Invoice #: 259276

Marinette County  
 1926 Hall Ave  
 Marinette, WI 54143-1717

Invoice Date: 11/18/2019

**Our LockBox address has changed**

Description	Quantity	Price	Discount	Amount
County Membership Dues 01/01/2020 - 12/31/2020	1	\$835.00	\$0.00	\$835.00

Thank you so much for your NACo membership!

For billing specific questions or updates, please contact  
[accountsreceivable@naco.org](mailto:accountsreceivable@naco.org).

If you would like to learn more about your NACo membership, please visit  
[www.naco.org/membership](http://www.naco.org/membership) for more information or contact the Membership Team at  
[membership@naco.org](mailto:membership@naco.org).

Invoice Total	\$835.00
Taxes	\$0.00
Amount Paid	\$0.00
<b>PLEASE PAY</b>	<b>\$835.00</b>

*National Association of Counties (NACo) is a 501(c)(4). Payments are not deductible as charitable contributions.*

◆ **PLEASE DETACH AND RETURN WITH PAYMENT** ◆

**Our LockBox address has changed**

Customer ID: 55075

Invoice #: 259276

Kari LaCount

**Remit Payment To:**  
 National Association of Counties  
 PO Box 38059  
 Baltimore, MD 21297-8059

Marinette County  
 1926 Hall Ave  
 Marinette, WI 54143-1717

**We encourage you to submit payments electronically by ACH credit**  
 Capital One Bank Routing# (ABA) - 065 000 090 Account # 136 129 7942

## **Memorandum of Understanding**

This Memorandum of Understanding is made by and between the City of Marinette Police Department (City) and the Marinette County Sheriff's Office (County) for the purpose of joint ownership (50/50) and operation of the Lenco Armored Rescue Vehicle (ARV), a.k.a. Bearcat.

### **Concept of Operations**

It is understood and agreed between the above named parties the City and County will share the use of the Lenco ARV and related equipment for the purpose of training, public relations and response to emergency law enforcement situations.

Parties agree as follows:

1. All costs associated with the purchase, maintenance, insurance, equipment installed on or stored in the Lenco ARV, and fuel for mutual training/public relation events shall be shared equally. Fuel for response to emergency situations is the responsibility of the agency having jurisdiction of the emergency event.
2. The Lenco ARV shall be stored inside the County LEC garage and be available for immediate deployment at all times.
3. In the event an emergency arises requiring the Lenco ARV, a trained operator from either City or County will respond to the County LEC and drive the Lenco ARV to the scene or staging area.
4. All use of the Lenco ARV for any purpose including but not limited to maintenance, training, public relations, emergency response, and/or mutual aid will be coupled with immediate notice given to tactical commanders and on duty shift supervisors for both City and County indicating the reason for use, location and expected duration.
5. All costs associated with personnel operating the Lenco ARV shall be covered by mutual aid agreements.
6. City shall provide insurance coverage of the Lenco ARV and provide a copy of the invoice to the County for reimbursement of County share of the cost. Any damage resulting from the use of the Lenco ARV or equipment not covered by insurance shall be the responsibility of the primary agency or requesting agency utilizing the Lenco ARV at the time the damage occurred.
7. Primary requesting agency shall return Lenco ARV and all related equipment to the County LEC in its original condition, including but not limited to being fully fueled, clean, road worthy, and ready for immediate deployment. In the event primary agency does not do so, primary will be notified and immediately arrange for the same.
8. City shall be responsible for worker compensation costs in regard to City employees. County shall be responsible for worker compensation cost in regard to County employees, pursuant to WI Statute 66.0313.
9. City and County shall provide adequate training to anyone to be designated as a Lenco ARV operator / spotter. Consideration shall be given to selecting training locations that are in reasonable proximity to the City limits in order to maintain minimal response times to the City.

10. All operations of the Lenco ARV during emergency deployments and training operations shall require a trained operator and spotter seated while the vehicle is occupied or maneuvering around personnel.
11. County shall schedule vehicle readiness checks and provide annual maintenance to the Lenco ARV with a qualified mechanic. County will provide City a copy of the invoice for 50 percent reimbursement of the cost.
12. Reimbursement for costs associated with the Lenco ARV shall be made within a timely fashion not to exceed 60 days.
13. County shall hold City and its employees, officers, agents and volunteers harmless and shall indemnify City for any and all liability that may result from the negligent utilization of the Lenco ARV or equipment by County. City shall hold County and its employees, officers, agents and volunteers harmless and shall indemnify County for any and all liability that may result from the utilization of the Lenco ARV or equipment by City.
14. Nothing contained within this Agreement is intended to be a waiver or estoppel of the City or its insurer 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, the City or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of City claims established by law.
15. Nothing contained within this Agreement is intended to be a waiver or estoppel of the County or its insurer 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, the County or its insurer shall not be liable in indemnity, contribution or otherwise for an amount greater than the limits of liability of County claims established by law.

Marinette County

City of Marinette

\_\_\_\_\_  
Kathy Brandt, County Clerk

\_\_\_\_\_

Marinette County Sheriff's Office

City of Marinette Police Department

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Marinette County Administrator, John Lefebvre  
Marinette County Board Members  
1926 Hall Avenue  
Marinette, WI 54143  
RE: Tourism/Marketing

November 6, 2019

Ladies & Gentlemen,

On behalf of the Marinette City Committee on Tourism I want to share some thoughts our group agreed we must pass along to county management. In that the county has decided to cancel its agreement with the city to co-op the marketing of tourism, the city will however continue to market its assets on its own. This means funding of employees and their expenses along with advertising and marketing costs. In that a vast amount of the county half per cent sales tax raised comes from the City of Marinette sales it is requested that an amount equal to what was paid to the city under the co-op marketing agreement be given to the city to market its tourism assets. This seems only fair as the sales tax money should be shared amongst its collecting areas of the county. In addition it should be noted that the city runs the Tourist Welcome Center and pays all costs with only a small token of \$3,000 coming from the state. This facility benefits both the county and city. It has been discussed by this committee that it is seriously considering shutting down the visitor center and using the funds to better market the city's tourism assets.

In closing, the county, along with the city have many natural as well as many manmade assets to entice tourists to come and spend money. Personally, I have put forth over 20 years of my time pursuing the interest of tourism through three years in the Chamber of Commerce, 15 years on the Tourism Alliance of which I was chair for 3 years and hired the first salaried director and now the leader of the city tourism committee, we are long overdue for a permanent solution. Besides myself, the committee wants to see tourism grow for the whole area but if the county can't come up with a viable plan which includes the City of Marinette we will go it alone for ourselves. We welcome your comments.

Cordially,



Jon N. Kukuk, City of Marinette Tourism  
Committee Chairman

Cc. Mayor Genisot, City of Marinette Council Members, Tourism Committee Members



MARINETTE COUNTY

COPY

OFFICE OF COUNTY ADMINISTRATOR

JOHN LEFEBVRE  
COUNTY ADMINISTRATOR

KARI LACOUNT  
EXECUTIVE ASSISTANT

November 18, 2019

Mr. Jon Kukuk  
1905 Hall Ave  
Marinette, WI 54143

RE: Tourism and Marketing Correspondence Dated November 6<sup>th</sup> 2019

Mr. Kukuk, thank you for taking the time to express your concerns and the concerns of the members of the City Tourism Committee. The County is not canceling the contract for Tourism/Marketing services but rather the contract is expiring on December 31, 2019. As I expressed to the Mayor in an e-mail I sent him on October 3, 2019, I believe it would be a hard sell to convince a majority of the County Board to renew the contract with the City for Tourism and Marketing Services for 2020.

I do agree that we are long overdue for a permanent county-wide comprehensive solution to tourism promotion but at this time not sure there is even a majority of the County Board that would all agree on a county-wide solution much less obtaining buy in from the other municipalities and non-profits throughout the County. Therefore, with this in mind, I have proposed the County put a majority of its marketing and promotion efforts into its own assets (parks, campgrounds, lodges, County waterfalls and other recreational activities on County land). In addition, the County will concentrate on development of new opportunities for visitors to appreciate. The County will also be open to partner with other municipalities, businesses, and non-profits to promote various events and activities that will attract visitors to Marinette County and the region.

As for your request for the County to provide the City with an amount equal to what was paid to the City under the co-op marketing agreement for the City to market its assets. I cannot support such a request. It is my belief that the City has the necessary funds in place to carry out its tourism promotion and marketing as they have for the past two years. The funding Marinette County provided under the contract was intended for County-wide tourism expenses which the City will no longer be obligated to provide. Although some economies of scale may have existed when marketing the County and City, I do not believe they were significant and justify the City's request.

Rest assured, I will continue to listen to all ideas related to the creation of a viable plan for not only tourism but also community/economic development. Until such a plan is created and carried out I believe it is important to continue efforts to attract visitors to the area. I thank you again for expressing your comments and concerns and hope we can continue to work together to market and promote Marinette County and each of its individual communities.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lefebvre".

John Lefebvre, County Administrator

Cc: Marinette County Board  
Mayor Steve Genisot

## John Lefebvre

---

**From:** John Lefebvre  
**Sent:** Thursday, October 3, 2019 9:32 AM  
**To:** Steve Genisot  
**Cc:** Melissa Ebsch  
**Subject:** Tourism/Marketing

Steve, just a follow up to my comments from yesterday. It is my belief that it will be a hard sell to convince a majority of the County Board to contract with the City for Tourism/Marketing Services for 2020 much less any other entity. There is more than a fair number of individuals and/or entities who have extremely high expectations and are very critical of all tourism/marketing activities. This attitude is not just limited to tourism/marketing but also economic development. With this in mind I believe the best activities to contract out will be those with a well-defined scope of services and a measurable outcome. I also believe the County needs to concentrate its marketing efforts on its facilities and operations and stop trying to be a countywide agency for tourism/marketing.

At some point in time in the near future I will be recommending the County hire an employee to specifically promote and market Marinette County Parks, Waterfalls, Boat-landings, Lodges, Camping, Hunting, Fishing, Hiking, Snowmobiling, ATV/UTV Trail Riding, and all other recreational activities available on County Land. In addition, I'm hoping the position can help lead the development of new recreational activities on County land.

So over the course of the next three months I would ask that Melissa not enter into any contracts or commitments obligating Marinette County that will extend beyond the end of the year unless she obtains written approval (e-mail) from me. I understand that commitments have likely been made for trade shows and the County will accept those commitments and any other outstanding commitments previously made.

I do want to say that I have always appreciated Melissa's efforts and ideas. She was tasked with building a program that would live up to everyone's expectation with little to no help and criticism was inevitable. My goal when I supported contracting with the City for County tourism/marketing was to make sure the City found a competent professional to market the City and the Rec Center. The City now has that competent professional who if given the support will continue to do wonderful things for the City.

It will continue to be my goal to make sure the County partners with any entity interested in promoting Marinette County. Partnerships will be the key to successful marketing of the area. I'm sure there will be opportunities for the City and County to partner on maps, guides, advertising, tradeshow, etc. and to partner on the future the creation of recreational activities in and around the City of Marinette.

Please let me know if you have any questions.

Thanks  
John

*John Lefebvre*  
Marinette County Administrator  
1926 Hall Ave  
Marinette, WI 54143  
Phone Office: (715) 732-7416  
Phone Cell: (715) 923-4794



## City of Marinette

1905 Hall Avenue Marinette, WI 54143-1716 ph:715.732.5139/fx:715.732.5122

**Steve Genisot, Mayor**

[sgenisot@marinette.wi.us](mailto:sgenisot@marinette.wi.us)

Marinette County Administrator, John Lefebvre  
Marinette County Board Chairman, Mark Anderson  
Marinette County Board Members  
1926 Hall Avenue  
Marinette, WI 54143

January 9, 2020

Dear Administrator Lefebvre, Chairman Anderson and Members of the County Board:

The City of Marinette requests continued funding to support Tourism promotion. We would like to see existing efforts and funding at or above current levels to promote our County and City and the great assets we have available.

Recent discussions are focused on hiring a parks position to promote Waterfalls and Parks. This helps some areas of the County; however, it does not cover all geographic areas or businesses that collect the sales tax dollars. All communities should proportionately share in the use of County Tourism dollars. This would allow all areas of the County to showcase their diverse strengths and assets.

We feel it best for the County and the City to collaborate on these marketing efforts and to continue the progress we have made and expand our promotion of Marinette County.

The City of Marinette is willing to partner with the County to create a 'One Stop Shop' for Tourism and allow the County to take the lead for Marinette County Tourism or the creation of a Convention and Visitor's Bureau. The City is willing to negotiate with the County to create the Tourism Entity Marinette County deserves. We believe this would be in the best interest of the entire Marinette County Region.

We look forward to the Board's discussion and possible action on this topic. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Genisot", is written over a light blue circular stamp.

**MAYOR STEVE GENISOT**



## **Job Title: Community/Economic Development Coordinator**

**Department:** Administration

**Position Reports to:** County Administrator

**Pay Grade Level:** Carlson-Dettmann TBD

**FLSA Status:** Exempt

**Position Status:** Full Time ???

### **JOB ANALYSIS**

This position is responsible to develop, plan and coordinate programs and services promoting community/economic development by working closely with businesses, local municipalities, boards, non-profit organizations, entrepreneurs and financial institutions to expand existing businesses and attract new businesses, services and industries. This position also focuses on creating and maintaining positive relationships with local developers who are expanding residential options. Additionally, this position will provide planning assistance and coordination for projects assisting with local and state permitting processes and the identification of available funding sources.

### **ESSENTIAL JOB FUNCTIONS**

- A. Provide consultation and technical assistance encompassing the range of community and business development including planning, developing and enhancing infrastructure, as well as, project financing strategy.
- B. Lead the development and implementation of tools to advance Community and Economic Development.
- C. Work with municipalities, BLRPC, inVenturenorth, Chambers, Business Associations and other Community and Economic Development partners to enhance Community/Economic Development.
- D. Provide information and/or make presentations to boards, commissions, civic groups, businesses, individuals and the general public on Community/Economic issues, programs, services and plans.
- E. Maintain an inventory of available buildings, as well as, businesses, industrial and residential development sites within the County.
- F. Formulate and implement community marketing and business attraction strategies.
- G. Monitor programs and legislation related to Community/Economic Development and report findings to appropriate impacted parties.
- H. Work with the various communities to develop short and long-range Community/Economic development goals.
- I. Maintain a working relationship with various State and Federal agencies as deemed necessary and appropriate to advance Community/Economic Development.
- J. Promote the development within the various industrial/business parks within the County.
- K. Review and analyze projects and provide recommendations on how the County should assist the project.
- L. Create and analyze reports as required.
- M. Maintain knowledge of public and private development resources in order to assist businesses with accessing financial and business assistance resources.
- N. Develop promotional materials and utilize County website and social media to promote Community/Economic Development.
- O. Research and remain up to date on development policies for municipalities within Marinette County.

### **REQUIRED ABILITIES**

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- C. Operate modern office equipment.
- D. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- E. Communicate orally and in writing effectively.
- F. Write documents and/or articles using original or innovative techniques or styles.
- G. Present information to management, small groups and individuals.
- H. Respond to inquiries, complaints or questions from a group or individual setting.
- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.

- J. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- K. Possess excellent public relation skills.
- L. Apply excellent trouble shooting skills.
- M. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- N. Interpret complex documents.
- O. Respond effectively to the most sensitive inquires or complaints.
- P. Define problems, collect data, establish facts and draw valid conclusions.
- Q. Process information derived from numbers.
- R. Compute rate, ratio and percent as well as draw and interpret bar graphs.
- S. Work with mathematical concepts such as probability and statistics.
- T. Memorize and retain information over long and short periods of time.
- U. Apply charts, diagrams, or contemplate logical steps in a process.
- V. Apply attention to detail.
- W. Apply procedures and interpret instructions accurately.
- X. Perform effectively under tight time frames and demanding schedules.
- Y. Plan and monitor assigned activities.
- Z. Prioritize multiple tasks and meet scheduled deadlines.
- AA. Work as team player in the absence of or with minimal supervision.
- BB. Manage unexpected changes within job duties.
- CC. Demonstrate knowledge of principles and practices of public management.
- DD. Work independently and exercise sound professional judgment.

## QUALIFICATIONS

- A. Requires a Bachelor's degree from an accredited school in the Business Administration, Planning/Community Development or related field.
- B. Requires five years or experience in the Community, Economic Development or related field.
- C. Prefer WI Certification as Economic Developer (CEcD) or Economic Development Finance Professional (EDFP).
- D. Possess and maintain an insurance acceptable driver's license.

## ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors but in the confines of a vehicle.
- C. Deal with challenges and criticism on a regular basis.
- D. Travel to all county workstations on an as needed basis.
- E. Interact with abusive and/or difficult individuals occasionally.
- F. Work in fast-paced high-pressure situations.

## PHYSICAL DEMANDS

- A. Sit for long periods of time.
- B. Lift and/or carry up to 25 pounds frequently, occasionally lifting in excess.

## ADDITIONAL DUTIES

- A. Work outside of normal hours when necessary.
- B. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared: 12/2019  
 Approved:

**2020 Position Request - Community/Economic Development Coordinator**

	Hours	Per Hour	111 SALARY	Longevity	7.65% 151 *FICA	6.75% 152 WRS	154 **H&D & HRA	155 Life Insurance	0.17% 159 *W/C	Total Benefits	Total Salary & Benefits
<b>New Position:</b>											
Grade H, Step 1	2080	\$ 23.40	\$ 48,672.00	\$ -	\$ 3,561.81	\$ 3,285.36	\$ 18,924.23	\$ 50.40	\$ 82.74	\$ 25,904.54	\$ 74,576.54
Grade H, Step 6	2080	\$ 26.74	\$ 55,619.20	\$ -	\$ 4,093.27	\$ 3,754.30	\$ 18,924.23	\$ 50.40	\$ 94.55	\$ 26,916.75	\$ 82,535.95
Grade H, Step 11	2080	\$ 30.08	\$ 62,566.40	\$ -	\$ 4,624.73	\$ 4,223.23	\$ 18,924.23	\$ 50.40	\$ 106.36	\$ 27,928.96	\$ 90,495.36

\*FICA percentage calculated by salary plus longevity minus employee share of health and dental/125 Flex  
 \*\*Employer H&D Vacant positions: Priority Employee/Spouse Health, Family Dental



Wisconsin Land & Water  
Conservation Association, Inc.  
131 W. Wilson #601  
Madison, WI 53703-1533  
(608) 441-2677  
www.wisconsinlandwater.org

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PERMIT NO. 1989



**THE NOTE**  
newsletter for locally led conservation | winter 2019



AUTO  
MARINETTE COUNTY LAND  
& WATER CONSERVATION DIVISION  
1926 HALL AVE  
MARINETTE WI 54143-1717

# Spotlight on Our Members

**Adopt a Spot**  
This property adopted for  
creative plant monitoring by  
Goodman-Armstrong  
Creek Schools

**INSIDE THIS ISSUE**  
Inspiring kids in Marinette County  
2020 Conference Preview  
Conserve Sauk Film Festival  
*and more!*

# MAKING A DIFFERENCE THROUGH YOUTH EDUCATION

Anne Bartels is getting kids to engage in the outdoors with a unique program and infectious enthusiasm

by KIM WARKENTIN

"The earlier we teach children to care about nature and their surroundings, the easier it will be for them as adults to try to do their part in conserving it."

Anne Bartels, Marinette County

## T.O.A.D. Teaching Outdoor Awareness & Discovery

Anne Bartels from Marinette County Land and Water Conservation Division has a unique role as the Information and Education Specialist. As a full-time educator with a specific focus on public environmental education programs for mostly school-age children, Anne uses a unique program, TOAD, as a way to get students to "hop" on board with environmental learning.

Teaching Outdoor Awareness and Discovery (TOAD) is the collective title for Marinette County's environmental education programs. TOAD programs provide environmental and conservation topics in the classroom and extend classroom learning into the outdoors. Some key areas addressed are water, groundwater, fish and wildlife habitat, forests and trees, nature identification, wetlands, and soils.

For years, Anne was running the TOAD program for Marinette County when she realized that she shared many of the same ideas and goals of the WI Land+Water Youth Education Committee. As a member of the Youth Education Committee, Anne is working to integrate the TOAD program with our association's statewide education efforts to more effectively educate young people and the public about the importance of conservation.

The direct benefits that Anne and her team provide are field equipment and knowledgeable staff to teach lessons and address groups free of charge. Anne also coordinates the Sand Lake Conservation Camp for middle school students, hosting an average of 70 kids each year.

Many students that participate in the middle school camp go on to attend WI Land+Water's high school Conservation Camp. With up to seven years of additional conservation education beyond the classroom, students that have that exposure are more likely to pursue a career in natural resources and at least practice conservation stewardship into adulthood.

In addition to TOAD and coordinating summer camps, Anne volunteers at the annual Wisconsin Envirothon, where she develops the hands-on exams and uses

her program materials to educate students at the Wildlife Station. Marinette County also participates in WI Land+Water's Conservation Awareness Poster contest, putting K-12 students' creativity to the test in depicting an annual conservation poster theme.

Not only is Anne making an impact with students, she also teaches conservation programs to adults, from lakeshore associations and clubs to retirement homes and family reunions. Altogether, Anne's total community outreach and impact is outstanding, as she's presented 200+ programs to over 7,000 people.

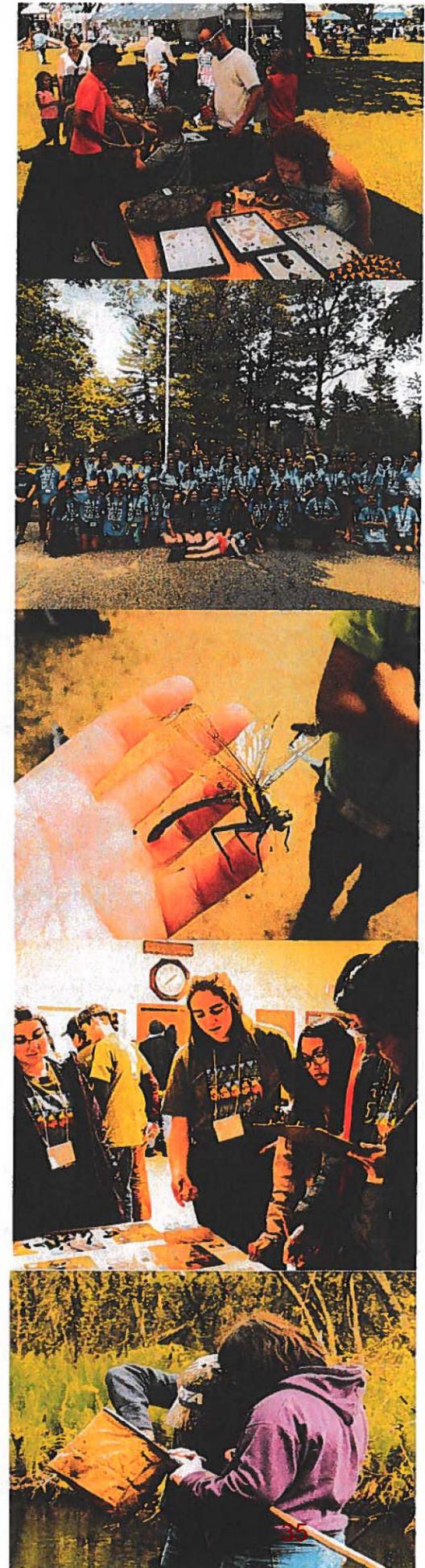
By integrating her TOAD programs and the WI Land+Water Youth Education programs, Anne is imparting her love, knowledge, and passion for the outdoors to her community so they can share it with their families and friends. This kind of learning through up-close experiences about the importance of our natural world is especially powerful for younger people living in an increasingly distracted society.

Anne said Marinette County often uses this quote as a slogan to describe why they teach kids about conservation: "In the end, we will conserve only what we love. We love only what we understand. We will understand only what we are taught." – Baba Dioum, Senegalese Ecologist.

"This quote reflects how I feel about teaching people about nature and conservation in general," said Anne Bartels. "The earlier we teach children to care about nature and their surroundings, the easier it will be for them as adults to try to do their part in conserving it."

Anne is presenting the TOAD program and the values of youth education during one of the breakout sessions at WI Land+Water's upcoming annual conference. ■

(Top to bottom) Nature table at the Logging and Heritage Festival Chat, 2019 Sand Lake Conservation Camp; campers studying a newly-emerged dragonfly; wildlife station at the Envirothon; students catching aquatic critters.



December 16, 2019

Ginger Deschane  
Marinette County Supervisor  
602 Lulu Ave  
Crivitz, WI 54114

Dear Marinette County Supervisor Deschane:

It is my pleasure to appoint you to serve on the 2020 Wisconsin Counties Association Conference Program Planning Committee. The purpose of the committee is to recommend 30 topics (potential speakers optional) for the 2020 WCA Annual Conference. The committee's recommendations will be presented to the WCA Executive Committee for final selection.

The WCA Conference Program Planning Committee will meet on Monday, February 3, 2020, at the Madison Concourse Hotel, One West Dayton Street, Madison, Wisconsin, beginning at 1:00 p.m. An agenda, map and other meeting materials will be mailed to you approximately one week prior to the meeting.

Please RSVP that you will be attending the meeting and if you need overnight accommodations the night of Monday, February 3, 2020, please contact Cheryl Fleck, WCA Marketing & Events Manager, at the WCA office by January 10, 2020 at 1.866.404.2700 or email [fleck@wicounties.org](mailto:fleck@wicounties.org). WCA will be billed directly for the cost of the hotel room. You will be responsible for paying all incidental costs, although expenses will be reimbursed.

Attached please find a list of those who have been asked to serve on the WCA Conference Program Planning Committee.

Thank you in advance for your participation in developing outstanding programs for the 2020 WCA Annual Conference. If you have any questions, please do not hesitate to contact Cheryl Fleck at the WCA office at 866.404.2700.

Sincerely,



Lance Pliml  
WCA Board Chair

## 2020 CONFERENCE PROGRAM PLANNING COMMITTEE

Northwest	Joyce Kabasa, Ashland County Supervisor
Northwest	Thomas Mackie, Washburn County Board Chair
West Central	Kari Ives, Chippewa County Supervisor
West Central	Steven Anderson, Pepin County Board Chair
Western	Dennis Brault, Vernon County Board Chair
Western	Robert Miller, Marquette County Board Chair
Southern	Kristen White Eagle, Sauk County Supervisor <b>(Conference Host County)</b>
Southern	James Foley, Columbia County Board 2nd Vice Chair
Southeastern	Russell Clark, Racine County Board Chair
Southeastern	Kristine Deiss, Washington County Board 2nd Vice Chair
East Central	Kathy Schultz, Door County Supervisor
East Central	Judy Goldsmith, Fond du Lac County Supervisor
North Central	Lance Pliml, Wood County Supervisor <b>(WCA Chair) (Committee Chair)</b>
North Central	Ginger Deschane, Marinette County Supervisor

9:00 - COUNTY BOARD

9:00 - ADMINISTRATIVE

WCA

2020

9:00 DEVELOPMENT & 1:30 PUBLIC SERVICES

9:00 INFRASTRUCTURE & 1:30 HUMAN SERVICES

### January

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27	28	29	30	31		

**\*Meetings Subject to change\***

<b>Meeting Dates</b>	<b>Pay Dates</b>
12/17/19	1/3/2020
01/14/20	01/31/20
02/25/20	03/13/20
03/31/20	04/10/20
04/21/20	05/08/20
05/26/20	06/05/20
06/30/20	07/17/20
07/28/20	08/14/20
08/25/20	09/11/20
09/29/20	10/09/20
10/27/20	11/06/20
11/10/20	11/20/20
12/15/20	01/01/20

## **REFRESHMENTS**

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