



**MINUTES
LAW ENFORCEMENT COMMITTEE**

Monday, September 11, 2017
1:15 p.m.
1926 Hall Avenue, Marinette, WI
Courthouse Jury Assembly Room

Members Present: Paul Gustafson, Ken Keller, Cheryl Wruk, George Kloppenburg and Mike Behnke
Excused:

Others Present: Sheriff Jerry Sauve, Chief Deputy James Hansen, Lt. Chris Lesperance, Lt. Barry Degnitz, Emergency Management Eric Burmeister, Jail Administrator Robert Majewski, Communications Director Kirsten Bellisle, Clerk of Courts Sheila Dudka, EagleHerald, Peshtigo Times, Bay Cities Radio and Secretary Fae Olson

1. Call to order. Roll call.

Ken Keller called the meeting to order at 1:15 p.m. Roll call taken. Moment of silence in honor of 9/11.

2. Approve/Amend Agenda/Addendum Items.

MOTION (Behnke/Wruk) to approve Agenda/Addendums as presented. Motion carried.

3. Approve/Amend Minutes of August 14, 2017.

MOTION (Gustafson/Behnke) to approve minutes as written. Motion carried.

4. Public Comment.

None at this time.

5. Clerk of Courts 2018 Budget Review.

Sheila Dudka reviewed Clerk of Courts 2018 budget.

6. Child Support 2018 Budget Review.

None at this time.

7. District Attorney 2018 Budget Review.

None at this time.

8. Coroner 2018 Budget Review.

None at this time.

9. Dispatch update.

- August call volume.
- Personnel update.
- Pound tower site a/c repair.
- 2018 Budget review.

10. Emergency Management update.

- 2018 Budget review.
- Port Security grant was not awarded.
- Eric Burmeister attending Governor's Conference in October for cyber security and Kathy Frank attending WI Emergency Management Conference.
- Closing out 2017 fiscal year/2018 fiscal year begins October 1st.

11. Jail Update.

- August inmate population report reviewed.
- Jail inspection completed.
- Flooring completed in two sections of the jail.
- Bob Majewski visited Oneida County to view video visitation, paperless grievances and other information for jail procedures.

12. Jail staffing agreement.

MOTION (Kloppenburg/Wruk) recommendation to County Board to approve staffing agreement for operation of the Marinette County Jail. Motion carried. No negative vote. (Attachment)

13. Sheriff's Report.

- Citation/Incident/Accident report.
- Overtime report.
- 2018 Budget review.

14. Financial Report.

Committee reviewed August 2017 Schedule of Invoices totaling \$164,971.05.

MOTION (Behnke/Kloppenburg) approval to write off uncollectable accounts: Inmate Reimbursements \$40.00. Motion carried. No negative vote.

MOTION (Behnke/Wruk) approval to write off and turn-over to Finance Department for collections Inmate Reimbursement accounts in the amount of \$49,015.00 and Civil Process \$183.00. Motion carried. No negative vote.

Committee reviewed collections received from Finance Department: Inmate Reimbursements \$7,874.79 and Civil Process \$51.60.

15. Future Agenda Items.

- Jail inspection report.

15a. Courtroom and chamber furniture.

No action at this time.

16. Next Meeting Date.

Monday, October 9, 2017 at 1:15 p.m.

17. Countywide All Hazards Mitigation Plan update.

MOTION (Behnke/Gustafson) recommendation to County Board to approve proposal received for Countywide All Hazards mitigation Plan update from Bay Lake Regional Planning Commission, pending Corporation Counsel review. Motion carried. No negative vote. (Attachment)

18. Adjourn.

MOTION (Gustafson/Kloppenborg) to adjourn at 2:15 p.m. Motion carried. No negative vote.

Respectfully submitted,
Fae Olson, Secretary

Date approved/corrected:

STAFFING AGREEMENT FOR OPERATION OF THE MARINETTE COUNTY JAIL

This Agreement is entered into between Sheriff Jerry Sauve and the Marinette County Board of Supervisors pursuant to WI Admin. Code DOC 350.20(1) providing adequate staffing needs at the Marinette County Jail to ensure the health, safety, and security of the staff and inmates when using cells for double occupancy.

The terms of this Agreement are as follows:

1. The Marinette County Board of Supervisors and the Sheriff agree that to operate the Marinette County Jail, staffing needs of corrections staff only for double celling are:
 - 1 – Civilian Jail Administrator
 - 1 – Assistant Jail Administrator
 - 5 – Correctional Sergeants
 - 19 – Correctional Officers
 - 1 – Education & Programs Sergeant
 - 1 – Jail Receptionist/Administrative Assistant

2. The Marinette County Board of Supervisors and the Sheriff agree that staffing needs will be reviewed annually as part of the budget process. The Marinette County Board of Supervisors and the Sheriff further agree that a significant change in inmate population or a change in operational requirements may require the jail staffing level to be re-evaluated.

Jerry Sauve, Marinette County Sheriff

Mark Anderson, County Board Chair

Date: _____

Date: _____

PROPOSAL FOR:

**MARINETTE COUNTY, WISCONSIN
HAZARD MITIGATION PLAN UPDATE**

September 6, 2017

Prepared by the:



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1. INTRODUCTION

The Bay-Lake Regional Planning Commission ("Commission") has prepared this Proposal for Marinette County ("County") Emergency Management. This Proposal outlines the scope of work, timeline, cost, and project team necessary to prepare the *Marinette County, Wisconsin Hazard Mitigation Plan Update* that will continue the County's eligibility for Federal Emergency Management Agency (FEMA) mitigation grant programs and disaster assistance.

The Commission assisted Marinette County with their grant application to FEMA in 2005 to aid in the development of the County's first hazard mitigation plan, and worked with the county to prepare their FEMA-approved hazard mitigation plan in 2007. The Commission also assisted the County in acquiring grant funding and developing their plan update in 2012.

The details of this Proposal are based on the requirements and guidance of 44 CFR 201 (67 FR 8848, Feb. 26, 2002); FEMA Local Mitigation Planning Handbook (March 2013); FEMA Local Mitigation Plan Review Guide (October 2011); and the State of Wisconsin Hazard Mitigation Plan (December 2016).

2. PLANNING PRINCIPLES

In preparing the *Marinette County, Wisconsin Hazard Mitigation Plan Update*, the Commission will utilize the following planning principles:

1. To work cooperatively with the Marinette County staff, WEM, and FEMA on preparing the plan.
2. To encourage the involvement of County residents, incorporated municipalities, and local organizations and businesses, as much as possible, in the preparation of the plan.
3. To prepare a hazard mitigation plan update that will meet the necessary requirements for a local mitigation plan pursuant to 44 CFR 201 and the most recent *Local Mitigation Plan Review Crosswalk*.
4. To integrate, as appropriate, local comprehensive planning documents for inclusion in the County's hazard mitigation plan.
5. To prepare maps in a GIS format tied to the County's existing parcel based mapping.

3. SCOPE OF WORK

The Commission will prepare a hazard mitigation plan update to mitigate losses from future natural hazards in Marinette County. The plan and the planning process will meet the eligibility requirement for the County and its municipalities to receive hazard mitigation funds under the Disaster Mitigation Act of 2000.

The Commission will provide the services and products contained in this Proposal at the Cost Estimate provided. The completed plan will be developed based on the following requirements and guidance documents.

- 44 CFR 201 (67 FR 8848, Feb. 26, 2002)
- FEMA Local Mitigation Planning Handbook (March 2013)
- FEMA Local Mitigation Plan Review Guide (October 2011)
- State of Wisconsin Hazard Mitigation Plan (December 2016)

The plan update will be developed to address each element of the plan requirements, including a description of the County, outlining the planning process, detailing the multi-jurisdictional risk assessment (which includes identifying and profiling hazards, assessing vulnerability of critical facilities and estimating their potential losses, and analyzing development trends), developing a multi-jurisdictional mitigation strategy that details mitigation actions that can reduce vulnerability, and outlining the plan maintenance (i.e. how the plan will be monitored, evaluated, and updated, and how it can be incorporated into other planning mechanisms).

The following elements detail the contents of the plan:

1. Introduction/Planning Area

The introduction will provide background information on hazard mitigation planning for Marinette County and the incorporated communities. The Commission will collect data to inventory and analyze County conditions, issues, and opportunities, and provide all necessary GIS mapping activities and analysis. The Commission will:

- Describe changes in population, households or housing units, and employment data.
- Revise population estimates for Marinette County.
- Analyze the County's land use as it relates to the likelihood and severity of hazard occurrences.
- Provide a description of development trends occurring throughout the County based on input received from Marinette County staff and the Commission's experience working in Marinette County as part of the comprehensive planning process, as well as other planning activities in the County.

2. Planning Process

The planning process to be undertaken will be detailed as part of the plan. It will include sign-in sheets and minutes taken at all meetings. To enable efficient WEM and FEMA review of the update, the Commission will develop an Executive Summary that will detail the changes made from the previous hazard mitigation plan.

The County Emergency Management Director, along with a steering committee (comprised of individuals that were part of developing the previous plan, with any necessary updates to members), will oversee the development of the hazard mitigation plan update and the planning process lead by the Commission.

The public will be encouraged to participate throughout the process culminated by one public open house to be held prior to plan submittal to WEM. Efforts will be made to involve minority, low-income, and elderly populations in the planning process. All meeting notices will be publicly posted. To the greatest extent possible, the plan will incorporate, as appropriate, existing plans, studies, reports, and technical information.

3. Risk Assessment

In cooperation with Marinette County and the appointed steering committee, the Commission will use the plan and data from the existing hazard mitigation plan to reevaluate hazard occurrences and risks from hazards applicable to the County. For each of the hazards, the Commission will review the frequency of each hazard and the probability of future events. This will be followed by a description and quantification of the County's vulnerability to each hazard. For each hazard that requires mapping, the Commission will reevaluate the hazard area using GIS. The Commission will review infrastructure and critical facilities mapping using the most current data available. The Commission will review the estimates derived for the potential dollar losses of the buildings, infrastructure, and critical facilities for each hazard mapped, utilizing the best available data. The Commission will review current and future land use maps to determine development trends and impacts from identified hazard areas.

With respect to flooding, the plan will contain a description of future vulnerability, and will reevaluate the damage potential for those areas of the County that are subject to flooding, the general location of repetitive flood loss, the location of critical facilities in the floodplain, development trends in the floodplain, and the potential impacts to the County's economy.

4. Mitigation Strategy

Under the guidance of Marinette County and the steering committee, the Commission will review the mitigation strategies developed for each hazard and will update the existing prioritized mitigation action plan for the County and municipalities, and identify any specific actions that have been pursued since the original plan was developed.

The Commission will ensure that the identified mitigation strategies continue to focus on reducing or avoiding long-term vulnerabilities to hazards. The action plan will identify policies, programs, and projects that mitigate the effects of each hazard. The action plan will detail the hazard type, the mitigation measures or projects, the estimated cost, the responsible agency, and a project timetable that is reflective of a cost-benefit analysis.

The mitigation strategy will identify how the action plan was prioritized and how it will be implemented and administered. Funding sources available to implement policies, program, and projects aimed at reducing vulnerability will be identified.

5. Plan Maintenance

This section of the plan will establish a process for monitoring the implementation of the mitigation plan and strategies, and the completion of projects. It will develop a process for reviewing progress on achieving goals, as well as activities and projects identified in the mitigation action plan. A schedule for updating the plan within a five-year cycle will



be outlined. This section will also include a process for incorporating the mitigation plan into other planning mechanisms.

6. Additional Plan Content

An executive summary of the plan will be developed to document the updates and the process used in order to make it easier to identify updated information within the plan.

7. Plan Review and Adoption Activities

In addition to draft and final plan development, the Commission will assist with holding an open house for the plan, and will make any necessary changes and include attendance and comments in the plan.

The Commission will complete the *Local Mitigation Plan Review Crosswalk* to accompany the plan update for initial WEM and FEMA review.

The Commission will work with the County Emergency Management Director and the Steering Committee to make any changes to the plan update requested after WEM and FEMA review.

Once WEM/FEMA has provided the "Meets Requirements" letter for the plan update, the Commission will assist Marinette County, the Law Enforcement Committee, and local municipalities with plan adoption (including a presentation, drafting resolutions, and providing information), as requested.

The Commission will develop all GIS data and maps tied to the County's parcel mapping that are needed to complete the plan.

The Commission can also assist, as requested, with any grant progress reporting to WEM.

4. COMMISSION EXPERIENCE

Commission staff has extensive experience in hazard mitigation planning have worked with county and tribal emergency management, WEM, and FEMA on developing several local hazard mitigation plans and projects.

The Commission has been submitting FEMA and WEM grant applications and developing hazard mitigation plans on behalf of counties, municipalities, and the Oneida Nation since 2005.

The Commission has developed six county hazard mitigation plans, one local municipal hazard mitigation plan, one tribal hazard mitigation plan, five hazard mitigation plan updates, and one tribal hazard mitigation plan update. Commission staff regularly attend state hazard mitigation planning training.

In addition, the Commission's primary hazard mitigation planner, Angela Kowalzek-Adrians, has participated in FEMA's Hazard Mitigation Assistance National Evaluation of hazard mitigation plans and projects in Washington, D.C. annually from 2008 to 2011.

Specific to Marinette County, the Bay-Lake Regional Planning Commission, as the regional planning agency, has assisted Marinette County with various planning activities since 1972. Recently, the Commission created the County's comprehensive

plan in 2010, along with local comprehensive plans for fourteen municipalities in the County.

Specific to hazard planning in Marinette County, the Commission assisted the County with their grant application to FEMA in 2005 to aid in the development of the County's initial hazard mitigation plan, and worked with the county to develop their FEMA-approved hazard mitigation plan in 2007. The Commission also assisted the County in acquiring grant funding and developing their plan update in 2012.

Project Team

The following lists the Commission's project team being proposed for the *Marinette County Hazard Mitigation Plan Update*.

Angela Kowalzek-Adrians has over 15 years of professional planning experience, a BS in Environmental Planning, and a MS degree in Environmental Science and Policy from the University of Wisconsin-Green Bay. As a Natural Resources Planner, she has completed several natural resource and hazard mitigation planning related studies and projects. Her experience includes coordinating planning projects with federal and state agencies, including FEMA, WEM, U.S. EPA, USFS, UW-Sea Grant, UW-Extension, Wisconsin Coastal Management Program, Wisconsin Department of Natural Resources, and many organizations and communities. Angela has served annually from 2008 to 2011 on the FEMA National Evaluation Panel to review pre-disaster mitigation plan and project grant applications. Ms. Kowalzek-Adrians will serve as the project manager planner responsible for successful project completion and as the primary contact for Marinette County on this project.

Joshua Schedler is the GIS Coordinator for the Bay-Lake Regional Planning Commission. He has a Bachelor's degree in Urban and Regional Studies from the University of Wisconsin-Green Bay; has more than 17 years of experience in mapping and GIS; and has been a member of the Wisconsin Land Information Association since 2002. He has worked extensively with public and private agencies and local communities on numerous mapping projects to include hazard planning, comprehensive planning, and zoning. Mr. Schedler will provide all management and development of GIS data and mapping for this project under the direction of the lead planner.

5. PROJECT TIMELINE

The *Marinette County, Wisconsin Hazard Mitigation Plan Update* will be completed within an 18-month time frame. This includes time for review by WEM and FEMA and local adoption of the plan.

The following project timeline outlines work elements and meetings by month. Months in **bold text** represent proposed meetings of the steering committee. This proposed timeline outlines nine meetings to gather input from the steering committee and build community support.

If desired, this timeline can be adjusted, as necessary, to meet any earlier deadlines or reduce the number of meetings.

Month 1 - Develop Planning Team - The Commission will initiate the project by reviewing the proposed Scope of Work with the County Emergency Management Director, help to organize the steering committee, and prepare for the first meeting.

Month 2 - Kickoff Meeting - The Commission will hold the initial meeting with the steering committee to provide an overview of the planning process, plan content, the role of the steering committee, and completion status of mitigation strategies identified in the original plan. The Commission will provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 3 - Develop Community Profile, and Identify and Describe Hazards - Meet with the steering committee to reevaluate the natural hazard risks and risk ratings addressed in the plan; and update the GIS base map, defined hazard areas, and critical facilities map for the County, including any updated parcel data provided by Marinette County. Present a draft of *Chapter 1: Introduction/Planning Area* to the steering committee for review and comment. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 4 - Identify and Describe Hazards - Survey relevant County departments and local municipalities to identify any updates needed to the critical facilities dataset. This will be an ongoing process. Continue gathering updated data on identified hazards and assessing their risks, and begin preparing *Chapter 3: Risk Assessment* that addresses the identified hazards and their risks. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 5 - Risk and Vulnerability Assessments - Continue gathering data to update the risk and vulnerability assessment information, present a draft of *Chapter 3: Risk Assessment* to the steering committee for their review and comment, and begin working with the steering committee to update of the mitigation action plan. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 6 - Continue developing *Chapter 3: Risk Assessment* and begin *Chapter 4: Mitigation Strategy*.

Month 7 - Development of Goals and Objectives, and Development of Mitigation Actions - Meet with the steering committee to finalize *Chapter 1: Introduction/Planning Area*, *Chapter 3: Risk Assessment*, review plan goals and objectives, and continue developing the mitigation action plan/strategies. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 8 - Continue developing *Chapter 4: Mitigation Strategy*, and begin *Chapter 2: Planning Process* and *Chapter 5: Plan Maintenance*. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 9 - Development of Plan Maintenance Process - The Commission will meet with steering committee to present drafts of *Chapter 2: Planning Process*, and

Chapter 4: Mitigation Strategy. Review *Chapter 5: Plan Maintenance* and gather input from the steering committee. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 10 - Continue developing *Chapter 2: Planning Process*, *Chapter 4: Mitigation Strategy*, and *Chapter 5: Plan Maintenance*. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 11 - Meet with the steering committee to review a complete draft of the plan (i.e. final drafts of *Executive Summary*, *Chapter 1: Introduction/Planning Area*, *Chapter 2: Planning Process*, *Chapter 3: Risk Assessment*, *Chapter 4: Mitigation Strategy*, *Chapter 5: Plan Maintenance*, and Appendices). Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 12 - Public Informational Meeting - Hold a Public Informational Meeting to allow the public to review and comment on the plan update. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 13 - Make any changes to the draft plan after review by the steering committee, the Law Enforcement Committee, and the public. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 14 - Submit Draft Plan - Complete the *Local Mitigation Review Crosswalk* and submit the draft plan to WEM and FEMA for their review and comment. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 16 - Revise Plan based on State Review - Meet with the steering committee to discuss comments provided by WEM and FEMA and integrate them into the document (if necessary). Resubmit revised plan to WEM and FEMA (if needed). Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 17 - Formal Adoption - After plan approval by WEM and FEMA, provide assistance to Marinette County and municipalities through the plan adoption process. Provide information or attend meetings, as needed, to the Law Enforcement Committee, County Board, and/or the local media.

Month 18 - Submit Adoptions to FEMA - After plan adoption, the Commission will provide one printed copy and one digital copy of the final plan with maps. The Commission will provide information or attend meetings, as needed, to the Law Enforcement Committee or County Board, and/or the local media. The final plan will be posted on the Bay-Lake Regional Planning Commission website at <http://www.baylakerpc.org/natural-resources/hazard-mitigation-planning>. The Commission will assist, as needed, with any final grant progress reporting to WEM, and final submission of adopted plan to WEM and FEMA.

6. PROJECT COST

The Bay-Lake Regional Planning Commission's charge for services for completing the *Marinette County, Wisconsin Hazard Mitigation Plan Update* will be **\$24,980.74**. Table 1 details the costs for plan development.

Table 1. Bay-Lake Regional Planning Commission Project Costs

Tasks	Personnel Average Rate \$68.20
Part 1. Planning Process	
Hours	17
Costs	\$1,159.40
Part 2. Planning Area	
Hours	29
Costs	\$1,977.80
Part 3. Risk Assessment	
Hours	127
Costs	\$8,661.40
Part 4. Mitigation Strategy	
Hours	87
Costs	\$5,933.40
Part 5. Plan Maintenance Process and Adoption	
Hours	25
Costs	\$1,705.00
Attendance at Public Meetings	
Hours	71
Costs	\$4,842.20
Total Hours	356
Total Personnel Costs	\$24,279.20
Non-personnel Costs	
Printing/GIS Mapping Supplies	\$215.00
Travel (113 mi round trip x 8 mtgs. x 0.54/mi)	\$486.54
Total	\$24,980.74

7. FINAL PRODUCTS

The following final products will be provided to the County:

1. One printed copy of the *Marinette County, Wisconsin Hazard Mitigation Plan Update* in a comb-bound format.
2. One digital copy of the *Marinette County, Wisconsin Hazard Mitigation Plan Update* in PDF format and/or MS Word (including text, tables, graphics, and maps).
3. GIS data created during the development of the plan provided to the Marinette County Land Information Department (upon request).