



MARATHON COUNTY INFRASTRUCTURE COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Thursday, December 7, 2023 at 9:00am**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Craig McEwen	Present
Chris Dickinson	Present
Gary Gisselman	Present
Joel Straub	Present
John Robinson	Present
Tom Seubert	Present
Jasper Hartinger	Absent

Staff Present: Jim Griesbach, Kevin Lang, Michael Puerner, Gerry Klein, Lance Leonhard, Erin Andrews, David Holcomb

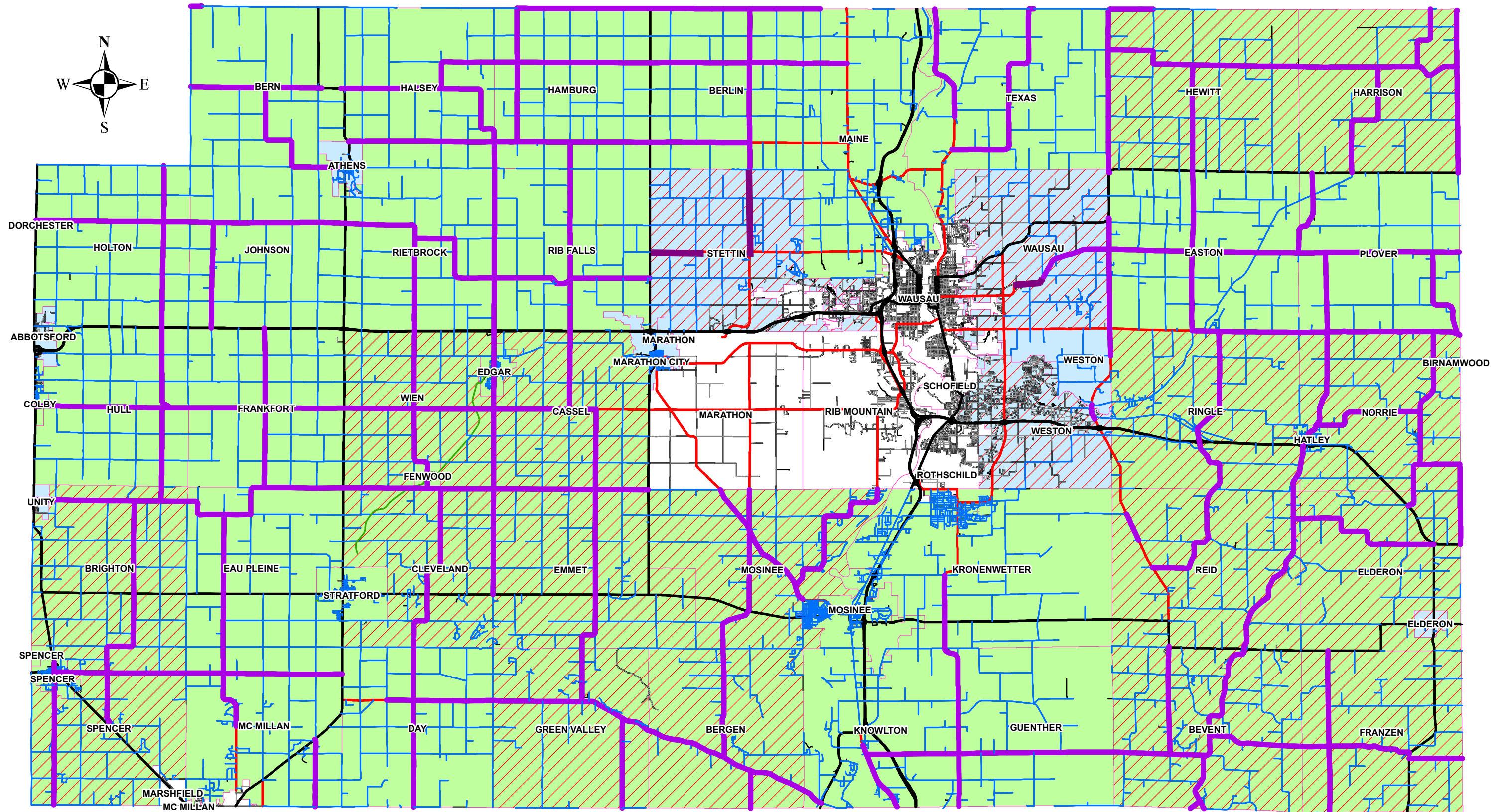
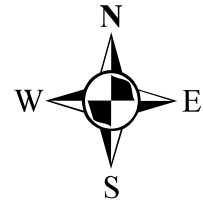
Others Present: Kurt Gibbs

[Meeting Recording](#)

1. **Call Meeting to Order** – Chair McEwen called the meeting to order at 9:00am
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Approval of the November 5 2, 2023, Infrastructure Committee Meeting Minutes**
Motion by Robinson, Second by Dickinson to approve the minutes. Motion carried on voice vote, unanimously. (0:00)
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. 2024 WisDot Routine Maintenance and Traffic Maintenance Agreements: Griesbach - (00:02)
Motion by Robinson, Second by Gisselman, to authorize the execution of the Routine and Traffic Maintenance Agreements and communicating the committees concerns over the adequacy of the funding at a future meeting. Motion carried on voice vote unanimously.
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy** – None
7. **Educational Presentations and Committee Discussion**
 - A. 2023 PASER rating update: Lang - (00:46)
 - B. Update from 11/1/2023 Marathon County Highway Safety Commission meeting: Griesbach - (00:52)
 - C. 2024 Winter road school, January 22-24 - (01:00)
 - D. CCIT Projects: Klein - (01:03)
 - E. Update on PSC Broadband Grant Application and Hiring Broadband Support position – (01:18)
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 1. Review of Highway reserve balance
 - B. Next meeting: Thursday, January 4, 2023 at 9:00am
9. **Adjournment**
Motioned by Straub, Second by Robinson to adjourn. Motion Carried on voice vote, unanimously.
Meeting adjourned at 10:27am

Minutes Prepared by David Holcomb

MARATHON COUNTY WI ATV/UTV ROAD USE STATUS



VERIFY WITH LOCAL MUNICIPALITY
FOR ROUTE INFORMATION

LOCAL ROADS DO NOT INCLUDE
STATE OR COUNTY HIGHWAYS

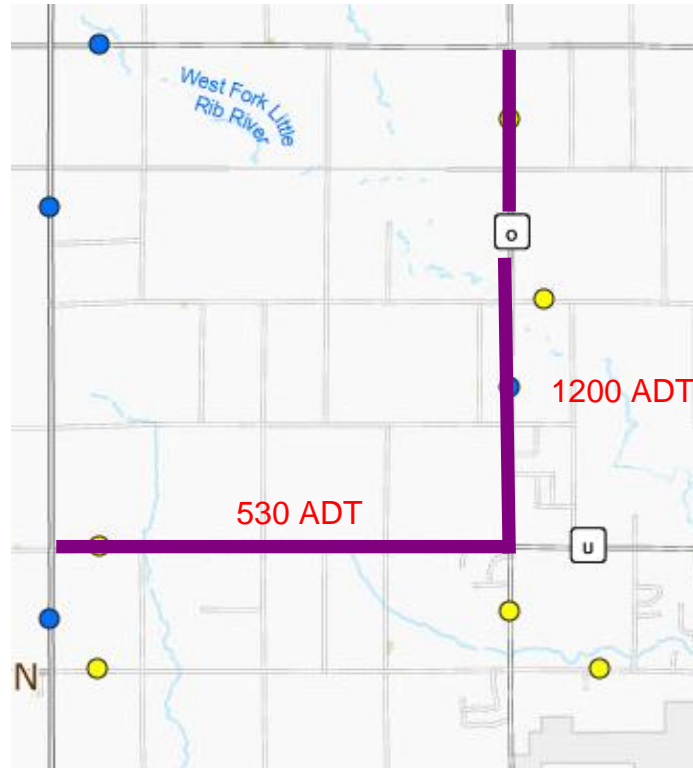
ALL ATV/UTV ROUTES MUST BE
SIGNED FOR ATV/UTV USE

- | | |
|---------------------|------------------|
| ATV/UTV COUNTY ROAD | ALL LOCAL ROADS |
| ATV/UTV LOCAL ROAD | SOME LOCAL ROADS |
| ATV/UTV TRAIL | NO ROADS |
| STATE & US HIGHWAYS | COUNTY ORDINANCE |
| COUNTY ROADS | |
| LOCAL ROADS | |

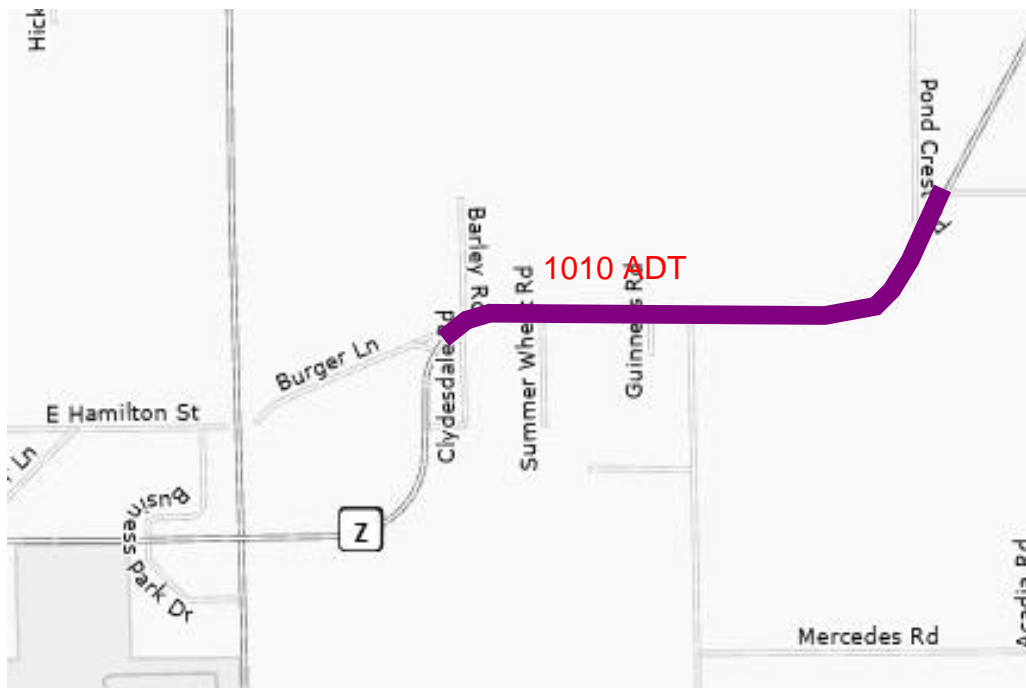
Map Date: 1/25/2024

Additional ATV/UTV Routes

CTH "O" & CTH "U"



CTH "Z"















**COUNTY ADMINISTRATION
2023 WORK PLAN
(End of Year Update) (new information in RED)**



Project Complete	
Moderate to Significant Progress	
Minimal to Moderate Progress	
No Progress or Project No Longer Being Pursued	



Activity	Deliverables/Expected Outcomes	Key Upcoming Dates	Dependencies	Progress	Progress – New In Red
<p>1. Facilities Related Projects</p> <p>A. Continue Renovation of NCHC Spaces on Lake View Drive Campus</p>	<ul style="list-style-type: none"> ▪ Improved Financial Performance (aim of initial project) ▪ Consolidated footprint for NCHC ▪ Complete needed facility renovations ▪ Vacate portions of campus for County utilization 	<ul style="list-style-type: none"> ▪ Specific Dates noted in progress section ▪ NCHC portion of Lake View Campus project should be complete by end of 2023. 	<ul style="list-style-type: none"> ▪ General construction dependencies ▪ Debt Service – NCHC ability to service debt is tied to financial performance 		<p>Ongoing</p> <p>Timeline – project continues to proceed according to plan. NCHC portion of project is effectively complete</p> <p>NCHC Administrative Staff, Pharmacy, Outpatient, and Community Treatment have moved into new space, vacating A/B.</p> <p>Demolition of C-wing completed and new parking lot completed for back-of-house (staff) parking.</p> <p>MMT is open, waiting for CMS billing approval.</p> <p>Northern Reflections nursing home renovations complete.</p>
<p>B. Complete approved Lake View Campus renovation projects and relocate Social Services Department, Veterans Office, and conference room facilities to the Lake View Drive Campus.</p>	<ul style="list-style-type: none"> ▪ Human Services - Enhance Lake View Campus as the county’s human services campus, with Health, DSS, Veterans, ADRC, and Community Programs on single site. ▪ Financial savings – reduced overhead/facility costs with single site; potential consolidation of future positions; consolidated footprint based on the remote work/hybrid work. Renovated DSS space is approximately 70% of size of Thomas Street site 	<ul style="list-style-type: none"> ▪ DSS – None – project complete but for permanent exterior signage, which will be addressed after all facility relocations. ▪ MCECU, and Conference Center completion August 2023 	<ul style="list-style-type: none"> ▪ Veterans relocation is part of A/B building renovation that is currently in design. Funding will be included in Administrator’s Proposed 2024 budget 		<p>Complete</p> <p>DSS move Complete – relocation was highly successful</p> <p>Emergency Management relocated from West Street to Lake View area.</p> <p>Lake View Conference Center complete</p> <p>Credit Union space substantially completed – finalizing lease amendments</p> <p>County Board approved A/B renovation phase in November as part of budget. Tour provided to Board members in December 2023.</p> <p>Veterans Service Office is being relocated to A/B building upon completion of construction.</p>




<p>C. Deliver Summary Facilities Plan to utilize office space on Lake View Drive Campus</p>	<ul style="list-style-type: none"> ▪ Consolidated footprint (relocate Veterans, CPZ, Conference Room facilities to Lake View Drive Campus ▪ Improved Financial Performance – provide for ADRC return to campus ▪ Develop plan consistent with Board’s previous direction to relocate Highway Department from West Street. ▪ Complete Westside Masterplan ▪ Develop a Regional Forensic Science Center ▪ Update of Courthouse Facility Plan 	<ul style="list-style-type: none"> ▪ Emergency Management relocation to Lake View Campus – October 2023 – target move ▪ County Budget – funding for A/B project – November 2023. ▪ Courthouse Facility MP update – not anticipated to be considered until 2024 for 2025 budget consideration. 	<ul style="list-style-type: none"> ▪ None for planning ▪ Dependencies exist for execution (Staff capacity; Funding provision by Board) 		<p>Complete</p> <p>Conceptual Plan for A/B buildings was approved by County Board and funding for project was approved as part of 2024 Annual budget. Plan provides for relocation of several county departments (i.e., CPZ, Veterans, Finance, UW Extension, and portions of HR and Admin) and affiliated organizations (i.e., ADRC of Central Wisconsin and NCHC Adult Protective Services)</p> <p>ADRC – ongoing – design of prospective space is ongoing. Draft lease is currently being reviewed by ADRC leadership and Administrator. Goal is to have a lease signed in Q1 of 2024. ADRC Executive Director and Administrator will engage respective committees in Q1 to move this forward.</p> <p>Parks Recreation & Forestry alternative relocation to Lake View A/B space is available to ensure River Drive campus space vacated within same timeframe as CPZ, Veterans, and UW Extension to ensure County Board can redevelop/divest property. Previous direction was to relocate PRF on shared site with Highway; however, direction from Infrastructure (see 1.D.) was to pivot, based on significant cost implications.</p>
<p>D. Present County Board with theoretical financial plan for new Highway Department Shop Construction</p>	<ul style="list-style-type: none"> ▪ Strategic – lay out at a high level the options for the Board relative to relocation of Highway Department and financial (tax levy) implications. 	<ul style="list-style-type: none"> ▪ Presentation to County Board in Q3 	<ul style="list-style-type: none"> ▪ Logistics for PFA support 		<p>Ongoing</p> <p>Presented summary plan to the Infrastructure Committee in Q1 of 2023, consensus from committee was to further evaluate relocation of Highway Department only, as opposed to joint facility.</p> <p>Highway Commissioner and Administrator received direction to continue to evaluate properties for potential relocation. Presentation to full board is envisioned in Q1 of 2024. Infrastructure Committee gave direction to staff to attempt to determine the ‘costs’ associated with remaining on current site. Staff have attempted to have our existing site evaluation consultant develop this information.</p>
<p>E. Present Board a plan for relocation of PRF Admin to vacate River Drive Properties</p>	<ul style="list-style-type: none"> ▪ Financial & Operational benefit ▪ Revenue from redevelopment of River Drive properties 	<ul style="list-style-type: none"> ▪ August 22, 2023 – Finalization of 2024 CIP 	<ul style="list-style-type: none"> ▪ Time – developing a long-term solution may move us beyond 2024 budget process ▪ Funding – significant renovation to Operations Building may be necessary to accommodate Admin. 		<p>Substantially Complete</p> <p>Staff have developed a plan for PRF Admin staff to move into Lake View A/B space vacated by NCHC. (see 1.C.)</p>





<p>F. Update the Westside Masterplan and move forward as Board directs</p>	<ul style="list-style-type: none"> Updated Plan to provide direction for staff relative to facility planning and maintenance. 	<ul style="list-style-type: none"> Plan is complete – staff will work to develop future potential projects for funding consideration by the Board. 	<ul style="list-style-type: none"> N/A 		<p>Complete</p> <p>Westside MP was adopted by the county board in February 2023.</p> <p>Emergency Management has been relocated off of West Street to Lake View Campus based on Westside MP. Space is adjacent to Conference Center, which works well for virtual EOC capability.</p> <p>Working to relocate ME Department through the Forensic Science Center project.</p> <p>County Board approved the acceptance of grant funds for purposes of completing study relative to the operation of ice facilities, including the local demand for service, operational cost evaluation, potential funding sources, and potential use as a community 'safe room.'</p>
<p>G. Assist HRFC in its effort to develop a Policy/Process relative to the divestment of County-owned facilities and properties (non-tax deed)</p>	<ul style="list-style-type: none"> Creation of a Divestment policy beyond our procurement code 	<ul style="list-style-type: none"> None have been established by HRFC – other issues have been a priority of the committee 	<ul style="list-style-type: none"> HRFC prioritization Staff capacity 		<p>Ongoing</p> <p>Administration met with representatives from UW Extension (outside local office) to understand potential assistance of UW staff in developing redevelopment plans.</p> <p>Administrator submitted an application for an economic development fellow through the Economic Recovery Corps program on June 30, 2023; however, application was unsuccessful.</p> <p>As part of budget, County Board adopted an amendment providing that the county board will be considering sale of properties vacated through A/B renovation and department consolidation.</p> <p>Administration has sought examples of property development/divestment RFPs from other local governments to aid in process.</p> <p>Staff stand ready to assist as requested.</p>
<p>H. Negotiate and Complete Land Transaction and Tenant-lease for property adjacent to Courthouse</p> <p>(ADDED in July 2023 – following Board action to approve OTP – workplan not formally</p>	<ul style="list-style-type: none"> Strategic – acquire property pursuant to existing courthouse master plan (2011-13) Financial – execute lease with existing tenants 	<ul style="list-style-type: none"> Office to purchase – returned signed on 7.21.23. Closing – August 2023 Tenant meeting to negotiate lease – TBD 	<ul style="list-style-type: none"> Staff capacity 		<p>Complete</p> <p>County Board authorized acquisition via OTP in July 2023. Offer conveyed and returned signed on July 21.2023.</p> <p>Closing was completed on 8/15/2023.</p> <p>Leases were executed with two entities in December of 2023. Gross revenue projections from leases are higher than those initially presented to board. Law office entity desired a smaller footprint, which allowed Administration to lease to Marathon County Court-Appointed Special Advocates, an entity that works with Marathon County</p>


amended to reflect)					Courts. Administration & FCM will continue to evaluate options for vacant 525 and 525 ½ Washington Street properties and report same to Board as appropriate.
2. Budget Related Projects A. Improve Budget Process as requested by the County Board and HRFC.	<ul style="list-style-type: none"> Strategic – improved experience for Board members through enhanced understanding of budget process and greater opportunities for direction to Administrator in crafting budget 	<ul style="list-style-type: none"> Set forth in Timeline adopted by County Board in R-15-23 in March 2023 	<ul style="list-style-type: none"> Internal (Board/staff) 		<p>Complete</p> <p>Budget process and timeline documents developed with guidance of HRFC, based on other county processes.</p> <p>Budget kickoff meetings conducted</p> <p>Standing committee meetings have recurring budget topics</p> <p>Administration compiled Mandatory/Discretionary summary document, Rate/Fee document, and Levy 5-year document, which were provided and reviewed by all committees.</p> <p>Budget Priorities were adopted at June 2023 Board meeting.</p> <p>2024 Annual Budget was considered and adopted on November 9, 2023. County Board standing committees are soliciting feedback on process for future enhancements.</p>
B. Deliver a Presentation to the Board on Mandatory v. Discretionary Programs	<ul style="list-style-type: none"> Strategic – improved understanding of our programs/services in light of statutory mandates 	<ul style="list-style-type: none"> Set by HRFC and Board 	<ul style="list-style-type: none"> None – complete 		<p>Complete</p> <p>Document will continue to be revised on annual basis to reflect changes made by Board or Legislature and to be more comprehensive based on directives from the Board of Supervisors.</p>
C. Complete the NCHC Debt Repayment and lease documents	<ul style="list-style-type: none"> Strategic – memorialize the facility use agreements for the renovated campus. Financial – create a viable plan for NCHC to service the project debt, allowing County to develop better future financial plans. 	<ul style="list-style-type: none"> Prioritized through 2023 Budget adoption process 	<ul style="list-style-type: none"> None – complete 		<p>Complete</p> <p>Lease signed in March 2023.</p> <p>Revised debt service schedule was incorporated into lease and approved by NCHC Executive Committee.</p> <p>Terms of the schedule were presented to County Board during the April Budget Orientation Kickoff.</p>
D. Regional Forensic Science Center – support task force and engage local representatives following Governor’s development of biennial budget	<ul style="list-style-type: none"> Strategic – develop a local facility that will allow us to collaborate with local partners in the completion of our mandated work Financial – stabilize costs, reduce non-productive staff time, reduce levy allocation over time. 	<ul style="list-style-type: none"> September 2023 – local stakeholder / leader informational meeting Schematic design complete by 12/2023 RFB for construction – Jan/Feb 2024 	<ul style="list-style-type: none"> Funding 		<p>Ongoing</p> <p>Marathon County Board approved the utilization of a portion of the previously allocated \$2 million of ARPA to be used for schematic design.</p> <p>State of Wisconsin allocated \$7M of funding to project through the annual budget process.</p> <p>Community Foundation of North Central Wisconsin was secured to serve as fiscal agent.</p> <p>At direction of Task Force, staff have executed and applied</p>




					<p>for numerous grants. As of 12/27/2023, we have been notified of the following local grant awards:</p> <ul style="list-style-type: none"> - \$1 million in funding from BA & Ester Greenheck - \$60,900 Wausau Marathon County Fund - \$23,400 James & Susan Lundberg Fund - \$ 9,000 Tom & Marilyn Kraemer Fund for Wausau Marathon County - \$ 7,900 North Central Health Protection Plan Fund - \$ 7,800 Marvin & Ruth (Rudie) Schuette Fund - \$10,000 Murco Foundation - \$10,000 WPS Foundation <p>County Board adopted R-76-23 in December 2023, providing further direction to staff relative to project. A copy of the resolution is available here - https://www.marathoncounty.gov/home/showpublisheddocument/11726/638378919168500000 (see page 245-47)</p>
<p>3. Financial Related Projects</p> <p>A. Continued Implementation of Workday ERP System to replace Cayenta financial system and develop a plan to centralize finance staff</p>	<ul style="list-style-type: none"> ▪ Operational – previous financial system was beyond useful life. ▪ Strategic – centralization of financial functions is better practice; will allow for enhanced training and consistency, and restructure is likely to provide cost savings. 	<ul style="list-style-type: none"> ▪ Implementation of budget module must be complete as necessary for generation of 2024 proposed budget. Go live for the budget module is set for August 4. 	<ul style="list-style-type: none"> ▪ Staff capacity 		<p>Ongoing</p> <p>Per CCITC report, project continues to be moving on schedule. We closed our Cayenta data maintenance at the end of July and have moved all needed data into our record tool (Prism Analytics).</p> <p>Ancillary projects (Teller Phase II– point of sale tool) are similarly referenced as moving according to CCITC schedule. Other additional interfaces between Workday and other software currently in use will be developed as needed.</p> <p>Planning for centralization of finance professionals, including potential realignment of payroll functionality with HR department was delayed with significant Annual Budget process improvements. Planning for centralization must begin post audit. Execution timeline is yet to be determined, likely as part of 2025 budget.</p>
<p>B. Provide staff support for Board in American Rescue Plan Act funding deployment</p>	<ul style="list-style-type: none"> ▪ Strategic – Board has expressed desire to utilize ARPA funds to mitigate future capital needs. ▪ Financial – resources will allow the county to make meaningful investments in capital in a manner that will reduce need to utilize bonding. 	<ul style="list-style-type: none"> ▪ 2024 Capital Improvement Project process is underway – adoption by Board is slated for August 22, 2023 per adopted process timeline. ▪ Anticipate recommendation relative to reconciliation of ARPA funds previously allocated from the HRFC in July 2023. 	<ul style="list-style-type: none"> ▪ Board Policy development – staff are developing CIP plans based on direction from Board and HRFC. 		<p>ONGOING</p> <p>County Board, through HRFC, conducted robust listening sessions relative to use of funds. A public application process was developed to allow for further public input; however, the portal was removed in January 2023 following committee discussion.</p> <p>In November 2023, in connection with adoption of Annual Budget, the Board allocated a significant amount of remaining ARPA funds.</p> <ul style="list-style-type: none"> - Sheriff TRC facility upgrades - Eau Claire Dells park dump station - East Gate Hall renovations <p>Additional updates on funding utilization to be provided as</p>



					<p>requested.</p> <p>Significant projects have been completed in 2023:</p> <ul style="list-style-type: none"> - Courtroom Audio Video project - Marathon Park water upgrade
<p>C. Provide staff support for development of Opioid Settlement Fund Deployment plan (added in February 2023)</p>	<ul style="list-style-type: none"> ▪ Strategic – investments in opioid-mitigation/response programs may present an opportunity for mitigation of future expense and/or improved quality of life for residents. 	<ul style="list-style-type: none"> ▪ Target date of August 17, 2023 for completion of facilitated process. Report to be compiled thereafter and presented to Public Safety Committee for consideration. 	<ul style="list-style-type: none"> ▪ Deadline is aggressive 		<p>Complete</p> <p>A charter was developed for the project that called for facilitation by the Health Department.</p> <p>Monthly CJCC meetings have been devoted to accomplishing the goals of the charter. To this point a “result statement” has been identified – Marathon County residents are free from the physical, emotional, social, and economic impacts of opioid misuse.</p> <p>The following indicators were selected to communicate progress/success of interventions: Drug Overdose Deaths due to Opioids (Medical Examiner data); Non-fatal overdoses (DHS data source from Ambulance runs).</p> <p>Stakeholders classified potential uses of funding based on (1) the influence that the strategy would have on the indicators and (2) our ability to implement the strategy.</p> <p>Staff delivered report from CJCC to both Public Safety and HHS Committees in December regarding the process described above. The committees are scheduled to have a joint meeting January 9th. Report available here - https://www.marathoncounty.gov/home/showpublisheddocument/11607/638373855034470000 (beginning at page 3).</p> <p>Staff will work to effectuate direction of the board relative to next steps.</p>
<p>D. Develop a Parks, Recreation, & Forestry Sustainability Plan</p>	<ul style="list-style-type: none"> ▪ Strategic/Financial– additional revenue generating strategies and operational efficiency strategies may provide opportunities to reduce long-term tax levy allocations necessary to operate/maintain our park, recreation, and forestry system. 	<ul style="list-style-type: none"> ▪ Levy Support Analysis document for PRF was delivered to ERC committee at 5.30.2023 meeting in connection with budget discussion. 	<ul style="list-style-type: none"> ▪ Park Commission policy recommendations to 		<p>Ongoing</p> <p>The Levy Support Analysis delivered to the Environmental Resources Committee provides a roadmap for potential policy revisions by the Park Commission and other policy bodies.</p> <p>Conversation at HRFC has supported Administration’s perspective that we should move in a direction of developing a funding strategy for capital replacement through a reserve built from a portion of operational revenues.</p>
<p>E. Solid Waste Department Landfill Gas Rights Acquisition</p>	<ul style="list-style-type: none"> ▪ Strategic / Financial – terminating the pre-2023 agreement will provide Marathon County with the opportunity to monetize the LFG asset, which can move SWD to a revenue generator for general fund, 	<ul style="list-style-type: none"> ▪ No key dates upcoming for this specific project, as it is complete. However, Administration will be working with SWD to have the department make a general fund contribution in 2024 budget (reflect overhead contributions) 	<ul style="list-style-type: none"> ▪ NONE 		<p>Complete</p> <p>Administration, Corporation Counsel, and SWD worked diligently through December and January to complete Landfill Gas Purchase Agreement and a corresponding lease. The lease has been amended since originally signed.</p>


	as opposed to generally neutral.				SWD is receiving \$25K per month pursuant to the LFGPA, with increased revenues projected once RNG is being produced. 2024 Adopted budget provided for a \$200,000 contribution from the SWD operation revenue to the county's general fund operations.
F. Assist HRFC in Developing and Implementing solution to Tax Deed and Property Description Backlogs	<ul style="list-style-type: none"> ▪ Financial – backlogs in tax deed process reduces revenues ▪ Operational – backlogs in property description negatively impacts tax collection, as bills are sent to previous owners. Municipalities are negatively impacted, as residents are frustrated 	<ul style="list-style-type: none"> ▪ Adoption of Revisions – August 2023 ▪ First Round of In Rem Foreclosure – started July 2023; court anticipated in November 	<ul style="list-style-type: none"> ▪ Committee capacity ▪ Staff capacity 	 (Parcel Listing)  (Tax Deed)	Property Description – Complete – Parcel Listing and Assessment rollover The transition of the listing and mapping positions to CPZ (from Treasurer), along with process improvements implemented through the efforts of CPZ, have significantly reduced the backlog of listing. With respect to standard/non-problematic transactions, we are processing through current day. We engaged utilized a LTE with experience in the area of Assessment Rollover and State Submission processes to aid us in 2023 and it was worked exceedingly well. Feedback from local assessors was positive. Envision continuing CPZ's operational leadership on the assessment process. Tax Deed Ongoing Staff evaluated and recommended the amendment of our Code of Ordinances to allow us to utilize In Rem Foreclosure process, in addition to Tax Deed. Approved by the Board in April of 2023. In Rem – first (of three) notice publications started in July for first wave of filings, with the second and third respective notices occurring as required thereafter. Further information is needed from the County Treasurer's Office for the court process to move forward relative to the first wave of filings; however, staff turnover within the office at the end of October has inhibited progress. Per Treasurer, necessary information should go out in January. The second wave of filings should follow. Treasurer reports that a number of owners of properties subject to this process have come in to pay off balances owed.
4. Human Resources Related Projects A. Continue implementation of	<ul style="list-style-type: none"> • Operational – our previous HR operations were conducted through the utilization of manual 	<ul style="list-style-type: none"> • Performance Management – Appraisal module operational for year end appraisals 	<ul style="list-style-type: none"> ▪ Staff capacity ▪ Consultant availability 		ONGOING See Notes from 3A. above.


Workday ERP System (our first HCM System), including Learning Management System	processes, leading to inefficiency.				
B. Evaluate Health Care Insurance Delivery methodology (fully insured vs. self-funded)	<ul style="list-style-type: none"> Financial – Health Insurance cost is a significant financial expense for all businesses, including the County corporation. Operational – a strong health care benefit is critical to an overall compensation and benefit plan, which is essential to retention and recruitment. 	<ul style="list-style-type: none"> Presentation from USI week of July 24 on responses to RFP. Future actions dependent upon information learned. 	<ul style="list-style-type: none"> Staff capacity Market (RFP responses) 		<p>ONGOING</p> <ul style="list-style-type: none"> Past - Contracted with USI beginning in 2021 to provide formal review of health care insurance delivery costs, relationship has been highly successful from a financial perspective and in 2021, recommended that we evaluate whether to return to self-funded status in 2022 and 2023, after building reserve strategy. 2023 – adopted consultant recommendation to remain insured with GHT. Continue evaluation of self-funded transition in 2024 based on claim experience.
C. Aid HRFC in review of existing employment policies and practices to enhance retention and recruiting.	<ul style="list-style-type: none"> Operational / Financial – strong employment policies and practices are essential to operational and financial performance based on their impact on retention and recruiting. 	<ul style="list-style-type: none"> Presentation to HRFC on internal policies / practices relative to child care benefits for staff in August 2023 Hours of Public Access discussion continue – August 2023. 	<ul style="list-style-type: none"> Funding 		<p>Complete</p> <p>HRFC has received several presentations from staff relative to our current state relative to retention, recruiting and benefits. Discussion has coalesced around two concepts: (1) modifying public access hours to enhance public service and employee benefit and (2) child care benefits. Staff continue to maintain class compensation plan and evaluate necessary modifications.</p> <p>MCSO modified internal advancement process for Corrections Officer staff to more closely resemble sworn staff process, implementation in 2024. Sheriff Billeb recently indicated that recent recruitment efforts have resulted in increased applications.</p> <p>Administration engaged local judges regarding potential adoption of modified hours of operation (i.e., expanded hours M-Th and ½ day Friday); however, courts indicated they would not be in a position to make such a change. Several counties (e.g., Chippewa, Price, Washington) have modified schedules in some of their departments. Based on the judicial feedback, Administration recommendation is to continue this discussion and evaluate options in connection with relocation of Departments to Lake View campus.</p> <p>Staff will continue to provide information to the HRFC and full board as requested.</p>
5. Intergovernmental Partner Work A. North Central Health Care	<ul style="list-style-type: none"> Operational – work toward achieving desired future state – “work seamlessly together in delivering human services to vulnerable individuals in our communities. Inpatient services deliver treatment and stabilization 	<ul style="list-style-type: none"> NCHC Budget letter received on 7.12.2023, calling for 3% tax levy increase (\$143,436) NCHC is building budget currently. 	<ul style="list-style-type: none"> Pine Crest sale by Lincoln County – substantially impacts overhead allocation. Significant financial impact State of WI 		<p>Ongoing</p> <p>Relationship and functioning of the NCHC leadership team and NCHC Executive Committee is strong. There have been strides made to improve operational and financial performance for Social Services CCS program.</p>

	<p>to support individuals with an organizational priority focus on providing care and services in our communities.”</p> <ul style="list-style-type: none"> Financial – NCHC is delivering programs that Marathon County is statutorily obligated to deliver. Those programs can significantly impact MC budgets. Similarly, the debt service relative to the renovation is substantial. 		<p>Supplemental Aid payment – without restoration there will be a significant shortfall</p>		<p>Evaluation of the impact of State of WI budget on NCHC operations and financials will be necessary. The county board will likely need to make working with WCA and other impacted counties to contact legislators and the Governor to a priority to address the need to restore the supplemental aid payment to county nursing home facilities.</p> <p>NCHC Executive Committee is working with staff to develop strategies to ensure that our staff are targeted to our core (mandated and/or county priority) programs.</p> <p>NCHC Lease and Debt service schedules were completed – see above. However, the impact of the supplemental aid payment loss and the Pine Crest sale are significant areas of concern relative to overall financial performance. Continued evaluation of NCHC debt service ability to take place.</p> <p>County Budget provided increased support for NCHC programs aimed at maintaining existing services.</p> <p>Administrator, County Board Chair, and NCHC leadership held a meeting with State elected leaders to discuss significant impact that supplemental payment reduction in 2023 had on NCHC and Marathon County, requesting legislative action to address the reduction. While meeting went very well, legislative action on 2023 supplemental payment reduction is not envisioned. Update on meeting provided to HHS on 12.6.2023 by NCHC Executive Director and County Administrator.</p> <p>NCHC will be transferring real property located on 3rd Avenue to County for disposition. NCHC Executive Committee expressed that intent is to have county allocate revenue from divestment toward NCHC’s debt service obligation.</p>
<p>B. City/County Information Technology Commission</p>	<ul style="list-style-type: none"> Operational/Financial – serve as the chair of the CCITC and work to ensure that MC receives necessary IT support, while we control IT spending. 	<ul style="list-style-type: none"> Budget Development is ongoing CCITC audit presentation in August 2023 	<ul style="list-style-type: none"> Staff capacity for project completion Funding for retention 		<p>ONGOING</p> <p>Historical - County Administrator was elected as Chair of the CCIT Commission in April 2021. Priorities:</p> <ul style="list-style-type: none"> Security – local government cyber attacks are ever increasing, significant investments made to bolster protection and ensure capacity to recover, while also limiting Cyber Insurance costs. Funding – Revised chargeback model to more appropriately fit member business operations, particularly hybrid work. Director Appraisal – made enhancements to process and develop annual work plan to emphasize goals of member partners Project/Portfolio management tool implementation

					<p>was completed in 2023. Focus has been on limiting IT project work to top priorities based on large number of ongoing items (Workday/Teller; Facility moves; courthouse A/V). Significant challenge, as all members have large IT needs.</p> <p>County's 2024 allocation for CCIT was reduced due, in part, to revised charge-back model.</p>
C. Marathon County Public Library	<ul style="list-style-type: none"> Operational / Financial – Review and revise agreements relative to facility, legal, HR, and financial services 	<ul style="list-style-type: none"> Update all agreements in 2023 	<ul style="list-style-type: none"> Staff capacity and prioritization of the project 		<p>ONGOING</p> <p>Library Director has submitted revised MOUs/Contracts for service to Administration for review and discussion.</p> <p>Lack of Administration capacity at this time.</p>
D. CJCC	<ul style="list-style-type: none"> Operational / Financial – Justice system is a significant cost center for county spending (continue to lead the system budgeting discussions with stakeholders to enhance resource allocation decisions; participate actively in CJCC and ensure adequate staff support to all efforts). 	<ul style="list-style-type: none"> Details of CJCC annual plan of work, with timelines, available here, beginning on page 28 - https://www.co.marathon.wi.us/Portals/0/Departments/MCB/Archives/Boards%20Committees%20Commissions/Criminal%20Justice%20Coordinating%20Council/2023/CJCC_20230615_Packet.pdf 	<ul style="list-style-type: none"> Continued support of Sheriff, DA, Clerk of Court, and Judges in the structure provided in § 2.05(13) of the County ordinances, and supporting bylaws. 		<p>ONGOING</p> <p>Presentation on progress on workplan provided to Public Safety on 7.11.2023.</p> <p>Attorney Whitepaper finalized and presented to Public Safety. No action taken.</p> <p>Data Officer hired in September 2023, working to develop dashboard for justice system. Programmatic infographics delivered to CJCC in November for review and comment.</p> <p>Opioid funding recommendation development – see above section 3.C.</p> <p>Justice Alternative Programming contract – vendor selection complete, informational update provided to Public Safety in closed session; contract negotiations are ongoing.</p> <p>2024 Workplan adopted in November 2023 – available here - https://www.marathoncounty.gov/home/showpublisheddocument/11473/638355687909600000 (beginning on page 4).</p>
E. Develop a Countywide Dashboard, displaying data regarding Department-based and Program-based performance measures to aid in department and program assessment	<ul style="list-style-type: none"> Operational – provide insight into our performance relative to KPIs for our various programs. Strategic – provide insight to elected officials as to performance and ROI/community benefit relative to programs. Transparency – allow the public to better understand the work of County government Identified aspirational example – Montgomery County, Maryland 	<ul style="list-style-type: none"> Data Officer hiring to be complete by July 31, 2023. Future milestones to be developed based on onboarding plan 	<ul style="list-style-type: none"> Staff capacity; funding for various data tools 		<p>ONGOING</p> <p>Data Officer hired in September 2023, working to develop dashboard for justice system. Programmatic infographics delivered to CJCC in November for review and comment.</p> <p>Dashboard of select program KPIs to be operational by end of Q2 in 2024. Initial focus is justice system involved departments; however, due to data access and quality issues, some non-justice involved departments will be selected to move forward earlier than envisioned while we address the access and quality issues.</p>

<p>F. Support the EEED Committee's efforts to examine the county's potential role in addressing the shortage of available Child Care resources (from employer and community perspective)</p> <p>- Role of Marathon County government relative to addressing Housing access, added based on adoption of Strategic Plan amendments by Board.</p>	<ul style="list-style-type: none"> Strategic - EEED Committee expressed that the local child care shortage is an issue it would like to focus on during the remainder of the term, due to economic development impacts. Operational – see discussion above relative to HRFC employment benefit review. 	<ul style="list-style-type: none"> Strategic Plan section 10.6 amended to provide that EEEDC shall (3) by August 31, 2023, with input from non-EEED Supervisors and other Marathon County Stakeholders, the EEED Committee will prepare recommendations for Marathon County Government's role in supporting affordable high-quality childcare. (4) by August 31, 2023, with input from non-EEED Supervisors and other Marathon County Stakeholders, the EEED Committee will prepare recommendations for Marathon County Government's role in supporting safe and affordable housing options. 	<ul style="list-style-type: none"> External partner capacity Internal capacity Funding 		<p>Ongoing – near complete</p> <p>Housing – County Board adopted resolution R-66-23 – Marathon County Government's Response to Housing – on December 14, 2023. Administration will provide additional support as directed by the Board of Supervisors through the 2024 Workplan.</p> <p>Child Care – County Board is continuing to consider this issue, as R-55-23, was referred to the EEED Committee on December 14, 2023, for further discussion. Administration will provide additional support as directed by the Board of Supervisors through the 2024 Workplan.</p>
<p>6. Projects NOT PRIORITIZED, Identified for Future Year Prioritization</p>					
<p>A. Work to develop a County Event Policy governing the allocation of county resources to support private events</p>	<ul style="list-style-type: none"> Strategic – the regulation of these activities is an important policy question, with significant public safety and emergency preparedness implications. Operational – staff need guidance for carrying out regulation in this area 	<ul style="list-style-type: none"> TBD 	<ul style="list-style-type: none"> Staff capacity 		<p>Ongoing – Nearly Complete</p> <p>Project elevated this to a current year priority based on repeated discussions at committee levels and the decision of the Board to delay implementing zoning regulations relative to events until this effort can be concluded.</p> <p>Administration sought volunteers for a workgroup from Public Safety, Infrastructure, and Environmental Resources Committees to lead in the updating of the ordinance.</p> <p>CPZ staff led workgroup and drafting effort. Effort nearing completion, with presentation to committees in February and Board consideration tentatively scheduled for February/March.</p>
<p>B. Secure an external forensic audit resource to conduct periodic reviews of departmental budgets to assess compliance with existing Marathon County ordinances and best practices.</p>	<ul style="list-style-type: none"> Operational – assure compliance with best practice and identify financial opportunity; supplement the annual audit which is aimed at financial reporting as opposed to business practices 				
<p>C. Evaluate the current</p>	<ul style="list-style-type: none"> Operational – Rolling stock funding 	<ul style="list-style-type: none"> Expanding program to Sheriff's Office – 	<ul style="list-style-type: none"> Staff Capacity 		

benefit of our existing vehicle leasing program and evaluate expanding to include DSS and Health Department	has not kept pace with needs. Hasn't increased in over 10 years.	<p>July 2023.</p> <ul style="list-style-type: none"> Evaluation for Health / DSS in connection with 2024 budget 			<p>Ongoing</p> <p>We made movement in Q2/3 due to significant fiscal shortfalls projected relative to rolling stock needs. Administration/FCM arranged for various departments, including Sheriff's Office, to review Enterprise approach (already existing contract).</p> <p>Sheriff's Office entered into the Enterprise contract.</p> <p>HRFC adopted a revised Rolling Stock policy on September 26, 2023, and funding was provided commensurate with the updates in the 2024 annual budget.</p> <p>The discussion with DSS and Health will focus on the creation of a vehicle reserve/pool through the redirection of IRS reimbursement for personal vehicle use. Administration to include an item on the 2024 workplan for consideration relative to the establishment of a shared fleet at the Lake View campus and the Courthouse campus.</p>
D. Conduct Needs Assessment and Feasibility Study relative to delivery of Emergency Medical Services through countywide system	<ul style="list-style-type: none"> Strategic – this is an important policy question, with significant public safety and emergency response implications. 				
E. Engage Library Board to identify appropriate use for 3 rd Floor and corresponding CIP plan					<p>Suggestion – provide direction to County Board members that serve on the Library Board relative to the board's preferences regarding the deliverables for a successive utilization of the space:</p> <ul style="list-style-type: none"> - Financial ? - Operational ?
F. Provide staff support for development of Opioid Settlement Fund Deployment plan (added in February 2023) – SEE 3.C above					
G. Secure a Telecommunications Audit					<p>Historical - In 2016, Marathon County utilized a 3rd party vendor (Spyglass) to complete a telecommunications audit.</p> <p>Administrator has identified two additional potential vendors, obtaining contract terms from one vendor.</p>
H. Incorporate a Comprehensive Fee Schedule in the Annual Budget Process	<ul style="list-style-type: none"> Strategic – keeps Board aware of growing operational costs in budget adoption process Financial 	<ul style="list-style-type: none"> Budget Adoption calendar 	<p>Staff capacity; Board direction relative to rate increases</p>		<p>Ongoing</p> <p>Fee schedules were compiled and shared with all standing committees through the budget process. .</p>

					<p>The revised Health Department fee schedule was recommended for inclusion in the budget by the HHS Committee. The full board adopted the projected revenues under the revised schedule in November through the budget process.</p> <p>Administration will work to better include a comprehensive schedule in the budget as an appendix.</p>
<p>I. Assist the Board in clarifying the long-term relationship with UWSP-Wausau and identifying a sustainable funding strategy for capital improvement projects on the campus</p>	<ul style="list-style-type: none"> ▪ Strategic ▪ Financial – significant CIP expenses in 2024 and beyond. 	Unknown	<p>UW leadership –UWSP / Board of Regents willingness to change the longstanding relationship with the satellite campuses</p> <p>Funding – financial needs for campus facilities is significant.</p>		<p>Historical background – there is significant discussion statewide regarding the future of the satellite campuses. Bounty Board Chair and Administrator met with local and UWSP leadership to get update.</p> <p>Administrator and Board Chair have participated in meetings with several other counties with satellite campuses relative to these issues and is aware of similar long-term facility maintenance funding sustainability concerns expressed at their respective campuses.</p> <p>Washington County Board recommended combining Tech and UW campuses, received funding through JFC, but vetoed through budget.</p> <p>The 2024 annual budget provided for significant improvements to the boiler system at the campus.</p> <p>Next steps – Administration needs direction. In the absence of UW Regents voluntarily agreeing to share in the facility maintenance costs, Administration needs direction relative to the service level that should be maintained relative to campus academic buildings.</p> <p>UWSP leadership is preparing a space needs analysis and report for the County Board in 2024.</p> <p>A task force may be a good mechanism for the Board to provide direction and/or engage the UW system, as the issue impacts multiple standing committees (i.e., EEED and HR Finance & Property).</p>
<p>J. Aid in the Comprehensive Review of Marathon County Ordinances</p>	<ul style="list-style-type: none"> ▪ Operational ▪ Chapter 2 and Zoning Chapters are reviewed frequently (Rules Review, Zoning reviews); however, a complete review of all ordinance sections for a significant period of time. ▪ Price quote received from potential vendor to assist in the comprehensive review 	<ul style="list-style-type: none"> ▪ To be determined if prioritized 	<ul style="list-style-type: none"> ▪ Staff capacity within Corporation Counsel, Administration, and County Board leadership 		<p>Historical background - This project has not been prioritized by the Board and staff capacity is limited. That said, staff have moved forward revisions to Chapter 6 of the code of ordinances and Administration envisions revisions to the Chapter 12 Assembly Ordinance to address legal and practical concerns.</p> <p>Options: (1) Taskforce—composed of board members, staff, and other individuals—to move this forward; (2) Vendor/FTE review, could provide funding in 2024 budget.</p>

					<p>Absent change in approach, the ordinance update process will continue in a gradual fashion, as individual ordinances are identified. The benefit of this approach is that the capacity demands are reduced; however, the drawbacks are the speed of completion and potential quality of product.</p> <p>With the increased utilization of hybrid work environments and the impending relocation of staff to the Lake View Campus, the county's parking ordinance (i.e., section 7.07) should be amended. Administration will be working with various departments to bring forward a proposal for consideration by the Board.</p>
<p>K. Aid the Board in updating existing Comprehensive Plan refresh & generation of new 5-year Strategic Plan</p>	<ul style="list-style-type: none"> Strategic (see page 157 of Comprehensive Plan for relevant history (page 163 of the online pdf)– under Plan Evaluation heading). 	<ul style="list-style-type: none"> Time frame to be determined by Policy Makers 	<ul style="list-style-type: none"> Staff Capacity 		<p>Historical Background - (see page 157 of Comprehensive Plan for relevant history (page 163 of the online pdf)– under Plan Evaluation heading).</p> <p>Direction is necessary whether this funding should be provided in Annual Budget for one or both of these items and the timeframe for each.</p>
<p>L. Conduct RFP for General Liability Insurance</p>	<ul style="list-style-type: none"> Operational / Financial – evaluate the options available 				<p>Historical – In Wisconsin, two providers serve nearly all counties (i.e., WMMIC and County Mutual)</p>
<p>M. Evaluation of zoning options regarding marijuana cultivation (requested be considered by a Board Supervisor)</p>	<ul style="list-style-type: none"> Strategic – in the event that marijuana cultivation is legalized at the state level having a proposed ordinance would ensure Marathon County was prepared. 				
<p>N. Report to Executive Committee on review of Program Budgeting Options</p>	<ul style="list-style-type: none"> Summary of information from other peer counties relative to their efforts at providing a “program-centric” budget to their county boards. Summary of the budgeting tools (i.e., software) and mechanisms to deliver such a program centric budget. 	<p>July 2024 – as requested by Executive Committee</p>	<p>Prioritization in Annual Workplan by full board.</p>		

Application Sec. 12.04. Assemblies and Special Events.

(1) *Purpose and Intent.*

(a) The purpose of this section is to:

- i. Regulate the assembly of large numbers of individuals in excess of those who would normally be requiring the services of the health, sanitary, fire, police, transportation and utility agencies which are regularly provided in Marathon County (County); and
- ii. Regulate the assembly of large numbers of individuals in excess of those who regularly occupy the event location to minimize adverse impacts to surrounding properties and uses.

(b) *Intent.* It is the intent of the Marathon County Board of Supervisors that all provisions of this section have an independent existence. Should any section or provision be declared invalid or unconstitutional by a court of competent jurisdiction, that section or provision so declared shall be severable from and shall not affect the validity of the remainder of this section.

(2) *Applicability.* This ordinance shall be in effect in all unincorporated areas of the County.

(3) *Implementation of Policy.* The County recognizes the important role and benefits assemblies, and special events provide to our community. In order to effectuate the purposes of this section uniformly, the Marathon County Board of Supervisors delegates to the Conservation, Planning, and Zoning Department, in coordination with Highway, Emergency Management, Health, the Sheriff's Office, and Parks, Recreation, & Forestry Departments, the power to implement the provisions of this section. In carrying out this delegation, the forementioned departments shall act so as to protect the health, security and welfare of all the residents and visitors of the County.

(4) *Definitions.* As used in this section, the following listed words and phrases are to be understood and defined as follows:

- (a) *Assembly or Special Event.* A gathering of people together in any location at a single time for any purpose, which shall include accessory sites and uses. Accessory sites include but are not limited to start/finish lines, check points, staging areas, and rest stops.
- (b) *Assembly Permit/License.* An official document issued by the Conservation, Planning, and Zoning Department, allowing an event to occur under the approved specifications and plans listed in the application.
- (c) *Event.* A temporary, planned event organized, sponsored, and conducted by any person or entity. These temporary events may be one day, span multiple consecutive days, or occur in series.
- (d) *Extraordinary Services.* Services or equipment provided by the County, its departments, employees, or contractors, above and beyond its normal capabilities and requirements of providing public safety that cause a measurable burden upon County personnel and material, when the provision of such services or equipment becomes reasonable and necessary, in the County's determination, due to the specific needs or requirements of an assembly or special event.
- (e) *Government Sponsored.* An event that is organized/produced and financially supported by a government entity (county, town, state, or federal) where any proceeds are returned to the government entity and the government accepts responsibility for services and liability.

(f) Person. Any individual, natural human being, company, partnership, corporation, firm, association, society, or group of individuals.

(5) *Permit.*

(a) *No person shall permit, hold, undertake, maintain, manage, or conduct an event with an actual or reasonably anticipated assembly of 3,000 or more attendees at any one time, or in aggregate over the course of 8 consecutive hours, without first obtaining a valid Assembly Permit from the Conservation, Planning, and Zoning Department as outlined in this section, application for which must be made at least thirty (30) days in advance of the proposed assembly.*

(6) *Fees.*

(a) The applicant shall submit a fee for an Assembly Permit as specified in the associated Schedule of Fees.

(b) In the event that extraordinary services are required for an event permitted under this section, the applicant shall separately contract with the applicable County department as to the scope of services to be provided and the costs associated with those services.

(c) The Schedule of Fees referenced in this section shall be reviewed and approved from time to time by the Public Safety Committee.

(7) *Size and time restrictions.* A license shall permit the assembly of only the maximum number of people stated in the license. The licensee shall neither sell more tickets than the maximum number permitted by the license nor allow more than the maximum permitted number of people to assemble at the licensed location. The maximum length of time for which any assembly permit may be issued shall be identified in the permit and shall not exceed the permitted length unless an extension is granted by Conservation, Planning, and Zoning.

(8) *Sound.* The licensee shall not permit the sound of the assembly to carry unreasonably beyond the enclosed boundaries of the location of the assembly.

(9) *Hours.* No assembly or accessory activity other than permitted camping shall take place between the hours of 2 a.m. and 6 a.m.

(10) *Exceptions.*

(a) This section shall not apply to the following:

i. Any regularly established permanent place of worship, stadium, athletic field, arena, auditorium, coliseum, fairs on established fairgrounds, or other similar permanently established place of assembly for assemblies which do not exceed by more than 250 people the maximum seating capacity of the structure or location where the assembly is held.

ii. Any business in a township that has adopted County Zoning where the primary product of said business is providing regular event space for commercial gain. Property must be correctly zoned and have all necessary permits (town, county, state, & federal) to accommodate such uses. This exception will also apply in townships which have adopted and enforce their own zoning ordinances to include regulations for businesses who have a primary product of providing regular event space for commercial gain. Persons or organizations will qualify for this exception if they have obtained and remain in compliance with a Conditional Use Permit from Marathon County or the applicable local municipality prior to the effective date of this ordinance. The person or organization must provide documentation proving a Conditional Use Permit was issued

by Marathon County or the applicable local municipality. Evidence that meets this exception is the burden of the applicant to provide.

- iii. This section shall not apply to government sponsored events held on government owned property where the proceeds are returned to the government. NOTE: This section does not exempt organizations from any other local regulations or any zoning ordinances in effect where the event is taking place.

(11) *Application.* Before a license shall be issued, the applicant shall file a completed application with the Conservation, Planning, and Zoning Department at least 40 business days prior to the scheduled assembly. At the time the complete application is made the Conservation, Planning, and Zoning Department shall review the proposed site and application for a period of no more than 30 business days. A completed application shall contain:

- (a) A statement, made on oath or affirmation, that the information contained within the application is true and correct to the best knowledge of the applicant.
- (b) The name, residence and mailing address of all persons required to sign the application.
- (c) The address and legal description of all property upon which the assembly is to be held, together with the name, residence and mailing address of the record owners of all of such property.
- (d) A list of names and addresses of all adjacent and opposite property owners within 2,640 feet (½ mile) of the parcel of property upon which the assembly is to be held.
- (e) Proof of ownership of all property upon which the assembly is to be held or a statement upon oath or affirmation by the record owner of all such property that the applicant has permission to use such property for an assembly of 3,000 or more persons.
- (f) The nature and purpose of the assembly.
- (g) The specific dates and times when the assembly is to be held.
- (h) A statement as to the maximum number of persons which the applicant can reasonably accommodate at any time. This shall not exceed:
 - i. The maximum number which can reasonably assemble at the location of the assembly, in consideration of the nature of the assembly; or
 - ii. The maximum number of persons allowed to sleep within the boundaries of the location of the assembly according to the applicable state law, Wisconsin Administrative Code, and zoning ordinances of the municipality, if the assembly is to continue overnight.
- (i) A statement describing the need for any Extraordinary Services.
- (j) *Emergency routing.* Applicant shall provide a map showing all access roads to the proposed site, including emergency ingress and egress routes for emergency vehicles, indicate the condition of such roads and what, if any, preparation would be required to put the roads in the condition necessary to handle the estimated amount of traffic.
- (k) *Food and beverage concessions.* If food and beverage concessions are provided, the names, contact information such as phone number and/or email, and addresses of all concessionaires and a copy of their license or permit issued by the Wisconsin Department of Agriculture, Trade, and Consumer Protection, or a Wisconsin Health Department. Permits may be obtained through, and inspections performed by, the County Health Department.

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- (l) *Emergency Action Plan.* The applicant shall develop an emergency action plan consistent with any applicable state and local requirements. Said plan must provide for medical services and on-site first aide, to include the names and hours of availability of the medical support personnel, and provisions for contacting emergency medical service.
 - (m) *Fire and severe weather plan.* The applicant must provide a plan for fire and severe weather protection and emergency response, including on-site capabilities to respond to fire or severe weather emergencies. Fire protection shall include alarms, extinguishing devices and fire lanes and escapes as required to meet all state and local standards.
 - (n) *Security.* The applicant shall provide the name, address, and telephone number of the primary security officer, information on how the personnel assigned to the site will be coordinated, and an outline of the number and location of personnel during the entire length of time that the assembly is to take place which shall include a maximum shift length of 12 hours for each officer. The security plan shall also contain provisions for patrol to occur outside of the gates and fences and what provisions for removal of individuals from the assembly site at the conclusion of the assembly are to be provided.
 - (o) *Highway closure plan.* If an event is anticipated to need road or lane closures or crossing of a County owned road, a statement and a map describing the exact location and duration of closures and crossings shall be submitted with the application.
- (12) *Conditions for Issuing License.* Before a license shall be issued under this section, the applicant shall first meet the following conditions. These conditions are required to ensure that the health, safety and welfare of the citizens of the County and the individuals attending the assembly are protected.
- (a) The applicant shall determine the maximum number of persons who will be assembled or admitted to the location of the assembly, provided that the maximum number shall not exceed the maximum number which can reasonably assemble at the location of the assembly in consideration of the nature of the assembly and provide that, where the assembly is to continue overnight, the maximum number shall not be more than is allowed to sleep within the boundaries of the location of the assembly by the zoning or health ordinances applicable.
 - (b) The applicant shall provide proof that the applicant will furnish the following at the applicant's own expense before the assembly commences:
 - i. *Fencing.* When determined to be reasonably necessary to protect health, safety, and welfare of the attendees, the community, and/or neighboring property owners, a fencing for the proposed assembly location, showing a fence of sufficient height and strength to prevent in excess of the maximum permissible number of people from gaining access to the assembly grounds shall be required. The fence shall completely enclose the assembly grounds and have sufficient gates so that emergency ingress and egress is provided. No fence shall be constructed within two feet of road right of way.
 - ii. *Illumination.* If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly, shall be required. Required lighting equipment shall be installed in advance of the assembly.
 - iii. *Parking.*

1. Parking sufficient to provide parking space for the maximum number of people to be assembled at the rate of at least one parking space for every four persons is required. The parking shall have available parking for the design of the parking area as shown in the below table per vehicle.

Parking Pattern (degrees)	Maneuvering Lane Width	Parking Space Width	Parking Space Length
0° (parallel)	12 feet (one way) 24 feet (2 way)	9 feet	23 feet
1° - 90° (angled)	12 feet (one way) 20 feet (2 way)	9.5 feet	19 feet

iv. *Potable Water.*

1. Potable water sufficient for the maximum number of people to be assembled must be available for the duration of the assembly.
2. For purposes of this ordinance, "Safe Water" complies with NR 809 Wisconsin Administrative Code, specifically Bacteria and Nitrate, though not excluding other contaminants that are identified as a potential concern based on geography, geology, or other information.
3. Any well, whether newly constructed or existing, that is intended to be used for potable water, must meet the current water standards as defined in NR 809 Wisconsin Administrative Code. The source, quality, quantity, and means of dispensing of water shall be stated in the Potable Water plan.

v. *Toilets.* The following toilet and lavatory facilities are required:

1. Permanent toilet facilities, portable toilets, or a combination of both, meeting all State and local specifications, that:
 - a. Have separate enclosed toilets sufficient for the maximum number of people to be assembled.
 - b. Are placed at convenient locations throughout the grounds.
 - c. Have an efficient, sanitary means of disposing waste matter, to include frequency of cleaning or pumping.
2. Handwashing stations and sufficient supply of soap and paper towels shall be provided with each toilet or group of toilets. handwash sink cleaning or maintenance and garbage removal must be provided to ensure an efficient, sanitary means of handwashing sufficient for the maximum number of people to be assembled.

vi. *Solid Waste.* The following is required for disposal of waste:

1. Any garbage or recyclable solid waste must be disposed in compliance with State and local laws and regulations at the rate of at least 2.5 lbs. of solid waste per person per day, together with a plan for holding, collecting, and removing all such waste at least once each day of the assembly. The applicant shall provide sufficient receptacles with lids that can be secured to inhibit the access of pests and shall state specifically how garbage and other refuse is to be disposed.
2. The applicant shall have a plan *for clean-up of the assembly site and surrounding area at the conclusion of the assembly.

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- vii. *Camping.* If the assembly is to continue overnight and includes camping for attendees, campsites must be in compliance with all State and local requirements, specifically ATCP 79.
 - viii. *Fire protection.* Fire protection services, including alarms, extinguishing devices and fire lanes and escapes as required to meet all state and local standards.
 - ix. *Sound control and amplification plan.* The applicant shall provide a plan relative to sound control and amplification.
 - x. *Medical services.* medical services and on-site first aide in a fixed, sheltered location.
 - xi. *Security.*
 - 1. Adequate security for the maximum number of people to be assembled at the rate of at least three on-duty licensed security guards for every 1,000 people during all hours of the assembly. Security personnel shall be either Wisconsin peace officers or private guards licensed in the State of Wisconsin. The application to become a licensed security officer in the State of Wisconsin can be found at <https://dsps.wi.gov/Credentialing/Business/fm2271.pdf>.
 - xii. *Reserved Park spaces.* If an event is scheduled to take place in a County owned park, the applicant shall contact the Parks, Recreation, and Forestry Department to reserve the needed space and provide proof of rental of the facility or space with the application. The applicant shall identify any areas in the reserved location that will not be open to the public and shall provide a statement and map showing the area to be utilized.
 - xiii. *Alcohol.* The applicant shall provide for at least 1 licensed bartender for each separate beverage station that is serving alcohol.
- (13) *Insurance and Indemnification.* An applicant shall execute and file with its application under (11) the following:
- (a) An agreement which shall indemnify and hold harmless the County or any of its agents, officers, servants, and employees from any liability or causes of action which might arise by reason of granting this license. Such agreement is included in the application certification portion of the application document that is required to be signed for a completed application.
 - (b) Certificates of proof of insurance issued by insurance companies licensed to transact business in the State of Wisconsin providing that the applicant and the assembly are covered by a comprehensive general liability policy providing a minimum coverage of \$2,000,000 aggregate coverage; fire legal liability policy in the amount of \$2,000,000; and worker's compensation insurance as required by Wisconsin law.
- (14) *Issuance.* The granting of a license under the provisions of this section shall not in any way be construed as allowing the erection of facilities which will cause the site to be regarded as a regularly established place of assembly. Any structure or building constructed in relation to an activity for which a license has been granted shall not in any way be regarded as permanent or lead to the facility being exempted pursuant to this section.
- (15) *Processing the application.* The completed application for a license shall be processed within 30 days of receipt and shall be issued or denied by the Conservation, Planning, and Zoning Department within that time period.

(16) *Appeal.*

- (a) Any determination of the Conservation, Planning and Zoning Department relative to the issuance of a license under this section may be appealed in writing to the Marathon County Administrator.
- (b) Any appeal under this subsection must be made within five business days of the determination appealed by requesting an appeal in writing to the Marathon County Administrator. An appeal is considered made at the time it is received by the office of the Marathon County Administrator.
- (c) An appeal under this subsection may be submitted by an individual, group, or organization to whom a license has been denied or by a Township in which an event is intended to take place. The appeal must state, in writing, the grounds upon which the appeal is being made. No party may appeal the issuance of a license under this section based upon a disagreement with the content, message, or viewpoint of the event or assembly.
- (d) Upon receipt of a timely written appeal, the Marathon County Administrator shall issue a written decision relative to any appeal under this subsection within five business days.

(17) *Revocation.* The license may be revoked by the Zoning Administrator, County Health Officer or the Sheriff at any time if any of the conditions necessary for the issuing of or contained in the license are not complied with or if any condition previously met ceases to be complied with.

(18) *Enforcement.*

- (a) The provisions of this section may be enforced by injunction in any court of competent jurisdiction. The Corporation Counsel shall have full power to conduct legal proceedings under this section and shall represent the legal interests of the County throughout the application process.

(19) *Public nuisance.* Holding of an assembly in violation of any provision or condition contained in this section shall be deemed a public nuisance and may be abated as such.

- (a) Any person who violates this section or any condition upon which a license under this section is granted may be fined not less than \$1000 nor more than \$25,000 for each violation. Each day of violation shall be considered a separate offense.
- (b) Citations for violations of this section may be issued by any law enforcement officer or by Zoning Administrator or County Health Officer.

(20) *Deposit of license fees.*

- (a) All license fees shall be deposited with the County Treasurer.

Marathon County Assemblies Ordinance: Applicant Frequently Asked Questions

<p><i>Where is Marathon County's Assemblies Ordinance in effect?</i></p>	<p>Section 12.04 of the Marathon County Code of Ordinances (also known as the Assemblies Ordinance) is in effect in <u>all</u> unincorporated areas of Marathon County, regardless of their zoning status.</p>
<p><i>Is this limiting my right to peaceful assembly?</i></p>	<p>No. The purpose of the Assemblies Ordinance is to protect the health and safety of people attending the event and the people who surround the area of the event. Well-planned and safe events generate positive feedback and ensure people want to return to your event in future years.</p>
<p><i>What does 3,000 people in aggregate mean?</i></p>	<p>This is the threshold for determining if your event needs an assemblies permit. This means that if at any point during an 8-hour timeframe, you will have 3,000 people on an accumulating basis attend the event, you would need a permit. If you are unsure but anticipate you could hit the 3,000-person threshold, please contact Marathon County Conservation, Planning, & Zoning to discuss your event.</p>
<p><i>What does the ordinance mean by "identify the maximum number of people?" What if I don't know how many people will attend my event?</i></p>	<p>This is very similar to the maximum capacity of a building. We are looking for a number that the event holders believe that they can safely accommodate at any one time with the resources and staff they're proposing to have in place. It should be an estimate.</p>
<p><i>How long before my event do I need to submit my application?</i></p>	<p>The minimum deadline to submit your permit application is 40 business days prior to your event. The reason for this is to allow Marathon County staff time to review the permit materials, request additional information, issue the permit, and allow for any appeals, as outlined in the ordinance. However, we recommend that an application be submitted earlier to allow for any changes and give you plenty of time to organize your event.</p>
<p><i>How long is the review process?</i></p>	<p>Up to 40 business days.</p>
<p><i>When does my permit become effective/expire?</i></p>	<p>Your permit will become effective 10 business days after the date of issuance and then only for the dates listed in the application. The reason for this is to accommodate the possibility for an appeal. Your permit expires after the listed hours of the final day of your event.</p>
<p><i>Who do I contact at Marathon County to discuss an event or submit an assemblies permit application?</i></p>	<p>Please contact Marathon County Conservation, Planning, & Zoning (CPZ) at 715-261-6000 or by visiting us at 210 River Drive in Wausau. We are open 8AM-4:30PM Monday-Friday.</p>
<p><i>Is this the only permit I need?</i></p>	<p>The Marathon County Health Department has permitting requirements for camping and food. The Parks Department also has separate permits/contracts related to site rentals. CPZ staff will help you coordinate with other County departments to obtain these</p>

Marathon County Assemblies Ordinance: Applicant Frequently Asked Questions

	<p>permits, if needed. The goal is to try to connect the applicant to all County required permits at one stop.</p> <p>It is always recommended that you speak to an official in your town to see if there are any other requirements you need to meet for town ordinances.</p>
<i>If I don't meet the attendance threshold for this permit/ordinance, do I need any other permits?</i>	Towns in County Zoning may be required to get a Special Event Permit if they are under the 3,000-attendee threshold. If the event is not being held in a County Zoned town, you should speak to a town official about the requirements they may have.
<i>What resources are available to help my plan my event?</i>	Marathon County staff have put together an application packet that includes an application, copy of the Large Assemblies Ordinance, template of an emergency management plan, fee schedule, and help sheets from the Health Department.
<i>Do I have to hire security?</i>	According to the ordinance, you do not have to hire security. However, the requirement for security is a minimum of 3 licensed security personnel per 1000 attendees. They must be licensed through the Department of Safety and Professional Services.
<i>How do I obtain the necessary licenses for security requirements listed in the ordinance?</i>	You can begin this process at: https://dsps.wi.gov/Credentialing/Business/fm2271.pdf .
<i>What if I don't know how many people will be at my event?</i>	Marathon County staff are not asking for an exact number. A general number that you can reasonably expect to accommodate during the event is a good place to start. If more people attend than is anticipated, our department will work with you for your next event for an even more accurate count.
<i>If I don't meet the requirements in this ordinance, can I still hold my event?</i>	If you do not meet the requirements and your event is large enough to require you are compliant with this ordinance, you would NOT be able to hold your event. However, Marathon County staff are always willing to help you navigate the requirements to help you hold a compliant event.
<i>What happens if my event gets cancelled/rained out, etc.?</i>	Marathon County asks that an alternative date for the event be identified on your application. However, we will work with you to navigate the challenges that caused the event to be cancelled and to reschedule if necessary/possible.
<i>If my permit is denied, can I appeal?</i>	Yes. A written appeal must be made within 5 business days of the date of issuance. After a legal appeal has been made, the Marathon County Administrator, or his/her designee, has five business days to issue their final determination in writing. An appeal may be

Marathon County Assemblies Ordinance: Applicant Frequently Asked Questions

	submitted by an individual, group, or organization to whom a license has been denied or by a Township in which an event is intended to take place. No party may appeal the issuance of a license under this section based upon a disagreement with the content, message, or viewpoint of the event or assembly.
<i>Who can appeal the permit issuance decision?</i>	An appeal may be submitted by an individual, group, or organization to whom a license has been denied or by a Township in which an event is intended to take place. No party may appeal the issuance of a license under this section based upon a disagreement with the content, message, or viewpoint of the event or assembly.
<i>Is the town involved in the permitting process?</i>	The town will be notified when a permit is received, and the application material will be sent to the clerk when it is issued. Applicants should always check with their towns to verify if they have any other permitting requirements applicable to the event.
<i>What is meant by extraordinary services and how will I know if I am being asked to cover them for my event?</i>	Applicants will be notified in the application process if they have requested a service that is extraordinary and connected to the appropriate department to discuss services and associated costs. They would be required to enter into a contract with that County department for those services. Again, we recommend applying well in advance of the event to discuss event details and determine your needs and how you will meet those needs.