



# MARATHON COUNTY EXECUTIVE COMMITTEE AGENDA

Date & Time of Meeting: **Tuesday, January 26, 2021, at 6:00 p.m.**

Meeting Location: Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI

**Committee Members:** Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Tim Buttke; Randy Fifrick; Sara Guild, Jacob Langenhahn, Alyson Leahy, John Robinson, E.J. Stark

**Marathon County Mission Statement:** *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

**Executive Committee Mission Statement:** *The Executive Committee of the Marathon County Board exists for the purpose of implementing the County's Strategic Plan by coordinating policy formation among the Committees, and providing leadership for all County Board policies through supervision of Administrative staff.*

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Executive Committee members and the public to attend this meeting remotely. Instead of attendance in person, Committee members and the public may attend this meeting by **telephone conference**. If Committee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number: 1-408-418-9388. Access Code: 146 1597938** No other number is required to participate in the telephone conference

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

1. **Call Meeting to Order**
2. **Public Comment (15 Minutes)**
3. **Approval of the January 14, 2020 Executive Committee Meeting Minutes**
4. **Policy Issues for Discussion and Possible Action**
  - A. CDBG-CV Program Funds Application
    - 1) Resolution to Approve Community Development Block Grant Citizen Engagement Plan
5. **Next Meeting Date & Time, Location, Future Agenda Items**
  - Committee members are asked to bring ideas for future discussion and educational presentations for the County Board.
  - Next Meeting: **Thursday, February 11, 2021, at 4:00 p.m.** in the Courthouse Assembly Room
6. **Announcements**
7. **Adjournment**

\*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 one business day before the meeting.

SIGNED /s/ Kurt Gibbs

Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: T. Ranallo  
FAXED DATE: \_\_\_\_\_  
FAXED TIME: \_\_\_\_\_

NOTICE POSTED AT COURTHOUSE  
BY: T. Ranallo  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_



# MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Date & Time of Meeting: **Thursday, January 14, 2021, at 4:00 p.m.**

Meeting Location: WebEx/Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI

Attendance:	Present	Absent	Vice-Chairs	
Kurt Gibbs, Chair	X			
Craig McEwen, Vice-Chair	X			
Matt Bootz	W		Brent Jacobson	W
Tim Buttke	W		Michelle Van Krey	W
Randy Fifrick	W		Sandi Cihlar	W
Sara Guild	X		Ka Lo	W
Jacob Langenhahn	W			
Alyson Leahy	W			
John Robinson	X			
E J Stark	W			

**Also Present:** Lance Leonhard, Jason Hake, Scott Corbett, Yee Lang Xiong, Bill Conway, Bee Her, Joanne Leonhard, Toshia Ranallo, Valerie Carrillo and Meg Ellefson.

**Web/Phone:** Vicki Tylka, Jill Geoffroy, Dave Mack, Liz Holbrook, Becky Teichroew, Kim Trueblood, Chris Dickenson, Becky Buch, Betty Ariens, Jean Maszk, Sandi Cihlar, Moira Scupien, others from the general public.

**1. Call Meeting to Order**

Meeting was called to order by Chair Kurt Gibbs at 4:00 p.m.

**2. Public Comment (15 Minutes)**

A. Citizens Joanne Leonard, Becky Teichroew, and Betty Ariens expressed opposition to the Resolution Declaring Marathon County "A Community for All", and requested the board to not approve it.

**3. MOTION BY LANGENHAHN; SECOND BY ROBINSON, TO APPROVE THE NOVEMBER 12, 2020, AND DECEMBER 10, 2020 EXECUTIVE COMMITTEE MEETINGS MINUTES. MOTION CARRIED.**

**4. Policy Issues for Discussion and Possible Action**

A. Board Size Task Force Report Recommendations

**Discussion:**

Vice Chair McEwen and Supervisor Robinson presented a final report for the Board Size Task Force. The current board size task force was formed after a resolution to reduce the size of the board offered during the budget hearing failed. The Board Size Task Force included a member from every standing committee and two citizens, previous Deputy Administrator Deb Hager and Dave Eckmann, President/CEO of the Wausau Chamber of Commerce. It was explained that the task force held a public hearing to provide the public the opportunity to express comments in addition to letters, phone calls, and emails received. A total of 118 individuals provided input. Of the 118 responses, 78% desired the board to keep its current 38 membership, 19% identified the desired for a 27 member board and 3% desired a 32 member board.

Supervisor Robinson thanked the task force members for their dedication, noting that members approached the process without bias and conducted significant work. Robinson noted that the task force will recommend that the board continue to look at potential improvements as to committee functions and work load balance. In their course of deliberation, Deb Hager did a survey of the chairs of the committees. D. Hager will present these survey results at the February meeting and make the recommendation to maintain the current size of a 38 member board.

**Action:**

**MOTION BY ROBINSON; SECOND BY LANGENHAHN TO RECEIVE AND FORWARD THE REPORT TO THE COUNTY BOARD. MOTION CARRIED.**

**Follow through:**

Forward it to the County Board for January's meeting.

B. CDBG-CV Program Funds Application

1) Should Marathon County proceed with application for Community Development Block Grant funds?

**Discussion:**

Administrator Leonhard provided a brief overview of the issue before the committee, explaining that in

November this committee directed Administration to submit the Notice of Intent to Apply for the CDBG-Corona Virus grant funding. In December, the county received notice that we were invited to formally submit a full application. Funds have been set aside in the amount requested (\$1,100,000) Vicki Tylka and Jill Geoffrey reviewed the CDBG application and put together the scope and timeline information to assist the Committee in making the decision whether to move forward.

In response to questions from committee members, Leonhard indicated that the county would largely rely on our partners MCDEVO and North Central Community Action Program to administer the grant; however, the county will need to identify a county project manager in the event we are selected.

In response to further questions, Leonhard explained his belief that the grant funding would support several of the Strategic Plan Objectives, most notably objectives 3.3, 10.6, 10.8, and 10.10.

**Action:**

**MOTION BY BOOTZ; SECOND BY ROBINSON TO PROCEED AND COMPLETE THE CDBG-CV APPLICATION. MOTION CARRIED.**

**5. Operational Functions Required by Statute, Ordinance, or Resolution**

**A. Proposed Outcome Measures for Objective 3.8 in the Marathon County Strategic Plan**

**Discussion:**

Supervisor Xiong, Chair of the Diversity Affairs Commission, and Supervisor Conway, a member of the commission, appear before the Executive Committee to present the work that the commission has done in response to the request of the Executive Committee. Supervisor Xiong explains the commission's actions relative to developing the outcome measures in the document, specifically noting that the commission reviewed the [Life Report](#) and the [Wausau Chamber of Commerce Economic Development Strategic Plan](#) in developing the measures. Xiong and Conway answer questions from the committee. Members discuss the draft document. Members question whether the timeline of outcome #1 is realistic in light of the Administration work plan and whether the language should include a reference to "most qualified."

**Action:**

**MOTION BY BOOTZ; SECOND BY LANGENHAHN TO REFER OBJECTIVE 3.8 TO THE HR FINANCE COMMITTEE. MOTION CARRIED.**

**Follow through:**

See motion.

**B. Resolution Declaring Marathon County "A Community for All"**

**Discussion:**

Supervisor Xiong, Chair of the Diversity Affairs Commission, and Supervisor Conway, a member of the commission, appear before the Executive Committee to provide background information on the content and development of the resolution currently before the Committee. Xiong and Conway provide specific data from various sources, including the [LIFE Report](#) and the [Wausau Chamber of Commerce Economic Development Strategic Plan](#) that underlies the statements within the resolution. Xiong and Conway discuss wage data, school suspension data, criminal justice data, and other data that demonstrates "systemic inequality of opportunity." Committee members and other board members thank the Diversity Affairs Commission for its considerable work in putting this resolution together. In response to a question regarding the resolution subjecting Marathon County to liability, Corporation Counsel Corbett indicated that it was his assessment that the fourth whereas statement was structured as an acknowledgement of fact and that it did not subject the County to liability, as the reference to "our community" does not equate to any action taken by the County. Moreover, Corbett indicated that the County has previously affirmed diversity as one of its six core values. With respect to the final, "be it further resolved" paragraph, Corbett indicated that the clause would "set a standard" that could have legal implications should the County not meet it.

Committee and board members offer comments and perspectives on the resolution, including the following:

- The importance that the resolution not unnecessarily subject Marathon County to liability.
- Public engagement on this resolution is necessary
- Specific information, including local data, within the resolution would be helpful
- Information on the work Marathon County government is doing to improve diversity, inclusion, and equity would be helpful

Consensus emerges amongst committee members and board members that "bringing the community together" is a primary goal of the resolution.

**Action:**

**MOTION BY ROBINSON; SECOND BY BUTTKE TO REFER THE RESOLUTION BACK TO THE DIVERSITY AFFAIRS COMMISSION TO CONSIDER TODAY'S COMMENTS. MOTION CARRIED.**

There was one opposing vote.

**Follow through:**

The Diversity Affairs Committee is to report back to this committee in February.

C. Administrator's 2021 Work Plan

- 1) Prioritization of Work Plan items and recommendation to be forwarded to the County Board

**Discussion:**

Chair Gibbs explained that he had received ranking information relative to the work plan from committee supervisors and that he worked to identify a list of the top ten priorities that he will provide to Administrator Leonhard. Gibbs explained that he will continue to accept ranking information from Committee members if they have been unable to provide it as of this meeting. Gibbs indicated that the County Board rules require that the work plan be submitted to and approved by the Board at its January meeting.

**Action:**

**MOTION BY ROBINSON; SECOND BY McEWEN TO APPROVE THE 2021 WORK PLAN RECOGNIZING THE TOP 10 ITEMS IDENTIFIED BY THE EXECUTIVE COMMITTEE. MOTION CARRIED.**

**Follow through:**

Forward it to the County Board for January's meeting.

D. New Position Request – Communication and Engagement Strategist

**Discussion:**

Deputy County Administrator Jason Hake explains the nature of the reorganization being sought, including the operational and financial rationale for the reorganization and new position. Hake also explains that this request was approved by the HR, Finance & Property Committee earlier this week. Hake answers questions from the committee.

**Action:**

**MOTION BY ROBINSON; SECONDED BY LEAHY TO MOVE THE POSITION FORWARD TO THE COUNTY BOARD. MOTION CARRIED.**

**Follow through:**

New Position to be considered by the Full County Board.

- E. Discussion and Possible Action: Procedures to be followed to Conduct Public Hearing and County Board Vote in the Event a Proposal to Withdraw from the Wisconsin Valley Library System is Forwarded to County Board by the Marathon County Public Library Board.

**Discussion:**

Chair Gibbs and Corporation Counsel Corbett explain that the Library Board Task force has been evaluating whether Marathon County should withdrawal from the Wisconsin Valley Library System and join the South Central Library System. The Library Board Task force will present its recommendation to the Library Board for consideration on January 25, 2021. Gibbs and Corbett indicate that if the Library Board recommendation is to move to the South Central system, a governing body would be required to hold a public hearing before making its determination relative to withdrawal.

The statute also requires at least 30 days written notice to affected libraries by registered mail and publication of a class 1 notice. A resolution of withdrawal must be reported to the other affected libraries in the WVLS no later than 6 months before the end of the system's fiscal year (June 30). Corbett indicated, the South Central Library System has requested notice of Marathon County's intent to join them no later than June 1.

Supervisor Guild reported the Extension, Education & Economic Development Committee (EEEDC) has been monitoring this matter and is prepared to undertake the Public Hearing.

**Action:**

**MOTION BY ROBINSON; SECOND BY MCEWEN TO DIRECT THE EEEDC TO HOLD THE PUBLIC HEARING AT THE APPROPRIATE TIME AND ACCORDING TO STATE STATUTES. MOTION CARRIED.**

**Follow through:**

None necessary at this time

- F. The Executive Committee may consider a Motion to Go into Closed Session pursuant to §19.85(1) (c) Wis. Stats. to consider performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, namely: the County Administrator. [Roll Call Vote Suggested]

**MOTION BY LANGENHAHN; SECOND BY ROBINSON TO CONVENE IN CLOSED SESSION, PURSUANTT O §19.85(1) (C) WIS. STATS. TO CONSIDER PERFORMANCE EVALUATION DATA OF A PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY, NAMELY: THE COUNTY ADMINISTRATOR. MOTION CARRIED.**

Roll Call Vote was performed:

Kurt Gibbs, Chair	Y
Craig McEwen, Vice-Chair	Y
Matt Bootz	Y
Tim Buttke	Y
Randy Fiffick	Y
Sara Guild	Y
Jacob Langenhahn	Y
Alyson Leahy	Y
John Robinson	Y
E J Stark	Y

- G. Motion to Return to Open Session [Roll Call Vote not necessary]

**MOTION BY McEWEN; SECOND BY ROBINSON TO RETURN TO OPEN SESSION. MOTION CARRIED.**

- H. Possible Announcements or Action Resulting from Closed Session

Announcement by Chair Gibbs that the Administrator's review will be compiled and brought to the next Executive Committee meeting and will be placed in the Administrator's personnel file.

**Action:**

**MOTION BY MCEWEN, SECOND BY ROBINSON, TO INCREASE THE ADMINISTRATOR'S PAY BY 2.3% (\$3,220). MOTION CARRIED.**

6. **Educational Presentations/Outcome Monitoring Reports - None**

7. **Next Meeting Date & Time, Location, Future Agenda Items**

- Next Meeting: **Thursday, February 11, 2021, at 4:00 p.m.** in the Courthouse Assembly Room

8. **Announcements - None**

9. **Adjournment**

There being no further business to discuss, **MOTION BY ROBINSON; SECOND BY McEWEN TO ADJOURN THE MEETING.** Meeting adjourned at 7:29 p.m.

Respectfully submitted by,  
Toshia Ranallo

**Resolution #R-\_\_-\_\_**

**Resolution to Adopt a Citizen Participation Plan**

**WHEREAS**, the County of Marathon has applied for a Community Development Block Grant (CDBG); and

**WHEREAS**, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

**WHEREAS**, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

**WHEREAS**, the County of Marathon has prepared and publicly reviewed a Citizen Participation Plan;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of the County of Marathon officially adopt the Citizen Participation Plan referenced herein.

Dated this \_\_\_\_ day of January, 2021.

**EXECUTIVE COMMITTEE**

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

**Fiscal Impact:** No fiscal impact



## Marathon County

# Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

### **PURPOSE**

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of Marathon County, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

### **PROGRAM OVERSIGHT**

Marathon County shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Marathon County Board. The Health and Human Services Committee of Marathon County shall act as the Citizen Participation Plan Committee and be responsible for the implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

Marathon County shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

1. To insure responsiveness to the needs of its citizens, Marathon County shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

## **CITIZEN PARTICIPATION**

1. The Marathon County Health and Human Services Committee shall serve as the Citizen Participation Committee, and is composed of persons representative of Marathon County demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of Marathon County.

## **NOTICE OF HEARINGS**

1. Official notice of hearings will be by public notice in the *Wausau Daily Herald* at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Marathon County Courthouse. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

## **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
  - a. Community development needs, objectives, and strategies.
  - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.



2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. Marathon County will attempt to have at least one of the public hearings in the service area (if applicable).

### **PROGRAM INFORMATION, FILES, and ASSISTANCE**

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by the Marathon County Administration Department. A Marathon County Administration staff member will meet with citizens on request.
2. Marathon County will maintain, in the Marathon County Courthouse, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

Marathon County staff will respond to all such requests within 15 days after the Marathon County Health and Human Services Committee has met to discuss the request.

### **COMPLAINTS**

Marathon County will handle citizen complaints about the program in a timely manner. By federal regulation the Marathon County Administration Department will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to Jason Hake, Deputy County Administrator.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant  
Wisconsin Department of Administration  
Division of Energy, Housing and Community Resources, 9<sup>th</sup> Floor  
P.O. Box 7970  
Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

### **NON-ENGLISH SPEAKING PERSONS**

Marathon County will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.