



## MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Tuesday, April 7, 2020, 4:00 p.m.  
Courthouse Assembly Room B-105, 500 Forest St, Wausau WI 54403

Attendance:	Present	Absent
Kurt Gibbs, Chair	X	
Craig McEwen, Vice-Chair	Webex	
Matt Bootz	Webex	
Sara Guild	Webex	
Jacob Langenhahn		X
Allen Opall	Webex	
John Robinson	Webex	
E J Stark	Webex	
Jeff Zriny	Webex	

**Also Present:** Lance Leonhard, Scott Corbett, Mary Palmer

**1. Call Meeting to Order**

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

**2. Public Comment:** Temporarily suspended.

**3. Approval of the March 10, March 19 and March 24, 2020, Executive Committee Meeting Minute MOTION BY MCEWEN; SECOND BY STARK, TO APPROVE THE MARCH 10, MARCH 19 AND MARCH 24, 2020, EXECUTIVE COMMITTEE MEETINGS MINUTES. MOTION CARRIED.**

**4. Policy Issues Discussion and Committee Determination - None**

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

A. Consideration of Proposed Revisions to Chapter 2 and Section 4.20 of the Marathon County Code of Ordinances from the Rules Review Committee (Vice-Chair McEwen)

**Discussion:**

The Committee was very satisfied with the recommendations. There was discussion on announcements and what constituted an announcement. The committee agreed that announcements should be added to the rules and that an announcement would not be longer than 30 seconds per supervisor.

**Action:**

**MOTION BY BOOTZ; SECOND BY ZRINY TO ACCEPT THE PROPOSED RULES FROM THE RULES REVIEW COMMITTEE AND FORWARD THEM TO COUNTY BOARD FOR APPROVAL AS AMENDED. MOTION CARRIED UNANIMOUSLY**

**MOTION BY BOOTZ; SECOND BY MCEWEN TO AMEND THE PROPOSED RULES TO INCLUDE A 30 SECOND TIME LIMIT ON ANNOUNCEMENTS PER SUPERVISOR. MOTION CARRIED UNANIMOUSLY**

**Follow through:**

Send to County Board.

B. MOTION TO GO INTO CLOSED SESSION (Roll call vote suggested.) Pursuant to Wis. Stat. sec. 19.85(1)(c) "[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," to wit: Employment Contract for County Administrator.

**Action:**

**MOTION BY STARK; SECOND BY ZRINY TO GO INTO CLOSED SESSION PURSUANT TO**

**WIS. STAT. SEC. 19.85(1)(C) “[C]ONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY,” TO WIT: EMPLOYMENT CONTRACT FOR COUNTY ADMINISTRATOR. ROLL CALL VOTE TAKEN:**

McEwen – Yes	Robinson - No
Bootz – Yes	Stark - Yes
Guild – Yes	Zriny - Yes
Opall – Yes	Gibbs – Yes

**C. MOTION TO RETURN TO OPEN SESSION AND POSSIBLE ANNOUNCEMENT(S) OR ACTION RESULTING FROM CLOSED SESSION ITEMS.**

***Action:***

**MOTION BY ROBINSON; SECOND BY ZRINY TO RETURN TO OPEN SESSION AND POSSIBLE ANNOUNCEMENT(S) OR ACTION RESULTING FROM CLOSED SESSION ITEMS. MOTION CARRIED.**

***Announcement:***

The agreement was completed to be effective April 5, 2020 and compensation was set at \$140,000 per year.

***Action:***

**MOTION BY MCEWEN; SECOND BY OPALL TO APPROVE THE COUNTY ADMINISTRATOR’S EMPLOYMENT AGREEMENT TO BEGIN APRIL 5, 2020 WITH COMPENSATION OF \$140,000 PER YEAR UPON APPROVAL OF THE FULL BOARD. MOTION CARRIED UNANIMOUSLY.**

***Follow through:***

Send to County Board.

**6. Educational Presentations/Outcome Monitoring Reports**

**A. Update on Marathon County Government Operational Changes as a Result of COVID-19 and State/Federal Guidance**

***Discussion:***

Administrator Leonhard gave an update on operational changes. A Covid-19 Response Team started meeting several times a week in early March. An Employment Operations structure was activated and federal and state charges are reviewed and updated each meeting.

- Public Health Investment and Operations – The Health Department is working on contact tracing for close contacts to determine if quarantine or isolation is needed and make sure people are compliant. They are also working on Information Sharing to supply dispatch with information to protect emergency responders. They also supply general information to the public through the web, the Health Department Facebook and also with United Way 2-1-1.
- Operational – Since March 12 there have been many Executive Orders. We are staying on top of them from the state and federal government. Governor Evers has deployed the Safer At Home order. Each county department has updated their Continuation of Operations Plan (COOP) which was last done in 2003 if we needed to move people to a different facility. This plan is now a pandemic plan. We have implemented temporary Telework Agreements, and expanded the Virtual Private Network (VPN) for those working from home. Thank you to CCIT for making this happen and for creating 63 usable computers from old parts for those that do not have laptops. He have implemented social distancing and staggered start times. Custodial practices have increased throughout the day with high-touch surfaces cleaned regularly. Use of Webex or Zoom for meetings/court. Reallocation of staff to other departments, if necessary.
- General Communication – Administration is handling the internal communications along with the Health Officer. MCDEVCO is taking the lead if municipal meetings need to be held.
- Policy Development – Policies are being developed or revamped to assist with time off for child care; school closings; travel and pre/post Covid Life.
- Financial – At the time of this meeting financials have not been the primary focus. However it’s going to have a big impact on sales tax and interest income.

Chair Gibbs thanked the Response Team for going above and beyond. He also acknowledged that

hiring Lance Leonhard as the Administrator was the right person and he has surrounded himself with the best of the best to make us the best County!

***Follow through:***

The above is ongoing.

B. Discussion on how and where to conduct the upcoming Organizational Meeting

***Discussion:***

New Board orientation will be between April 13 and 21. All committees and the County Board members are encouraged to use Webex. There will be a vote on the rules and an anonymous vote for Chair and Vice-Chair if needed. Supervisor Bootz reminded the chair that Webex is OK, but there are concerns in some rural areas. Supervisor Robinson was concerned about swearing in via video or audio, but Corporation Counsel has approved this. The Organizational meeting on the 21<sup>st</sup> will be at 3:30 p.m. so we don't have conflicts with Town meetings. The meeting is open to the public.

***Follow through:***

No follow through needed.

**7. Next Meeting Time, Location, Agenda Items and Reports to the County Board**

- Committee members are asked to bring ideas for future discussion and educational presentations for the County Board
- Next regular meeting: Thursday, May 14, 2020 at 4:00 p.m. in the Assembly Room

**8. Announcements:**

**9. Adjournment**

There being no further business to discuss, **MOTION BY OPALL; SECOND BY MCEWEN, TO ADJOURN THE MEETING. MOTION CARRIED.** Committee adjourned at 6:03 pm

Respectfully submitted by,  
Mary Palmer