



MARATHON COUNTY EXECUTIVE COMMITTEE

AGENDA

Date & Time of Meeting: **Tuesday, April 7, 2020, at 4:00 p.m.**

Meeting Location: Marathon County Courthouse Assembly Room –500 Forest Street, Wausau WI

Committee Members: Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Sara Guild, Jacob Langenhahn, Allen Opall, John Robinson, E J Stark, Jeff Zriny

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: 1-650-215-5226. Access Code: 146 722 892** **If you are prompted to provide an "Attendee Identification Number," enter the "#" sign.** 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. The Public Comment Portion of the Agenda has Been Temporarily Suspended.**
- 3. Approval of the March 10, March 19 and March 24, 2020, Executive Committee Meeting Minutes**
- 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)
 - 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.
 - C. MOTION TO RETURN TO OPEN SESSION (Roll Call Not Necessary) and Possible Announcement(s) or Action Resulting from Closed Session items.
- 6. Educational Presentations/Outcome Monitoring Reports**
 - A. Update on Marathon County Government Operational Changes as a Result of COVID-19 and State/Federal Guidance
 - B. Discussion on how and where to conduct the upcoming Organizational Meeting
- 7. 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, May 14, 2020 (time to be determined) in the Assembly Room

8. Announcements

9. 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 or e-mail infomarathon@mail.co.marathon.wi.us 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: M. Palmer _____
 FAXED DATE: _____
 FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE
 BY: M. Palmer _____
 DATE: _____
 TIME: _____



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Monday, March 10, 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	X	
Matt Bootz	X	
Sara Guild		EX
Jacob Langenhahn	X	
Allen Opall	X	
John Robinson	X	
E J Stark	X	
Jeff Zriny		EX

Also Present: Lance Leonhard, Scott Corbett, Jonette Arms, Michael Rhea, Brenda Christian, Steve Prell, Jon Graveen, Brian Kowalski, Frank Matel, Mary Palmer

1. Call Meeting to Order

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

2. Public Comment: None

3. Approval of the February 11, 2020, Minutes

MOTION BY ROBINSON, SECOND BY MCEWEN, TO APPROVE THE FEBRUARY 11, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

- A. Potential Transfer of Adult Protective Services from North Central Health Care (NCHC) to the Aging and Disability Resource Center of Central Wisconsin

Discussion:

Jonette Arms, Director of the Aging and Disability Resource Center of Central Wisconsin (ADRC-CW), highlighted items in the report that were in the packet. ADRC-CW was approached in late spring of 2018 by NCHC to see if there was a possibility of them taking over Adult Protective Services for Langlade, Lincoln and Marathon Counties which are part of our APS region. Wood County, which is part of the ADRC-CW consortium, is not in our APS region.

APS focus is on the safety of older adults. Many APS and ADRC-CW clients are the same ages 18 – 59 with disabilities and the aging population over 60. NCHC's funds would come to ADRC with the program. There is secured space where ADRC is located which will be right across the hall from ADRC. Anticipated move in date is May of 2020. This will be an easy support of customers and referral of cases. There are five ADRC's that have APS under them and four are regional.

Administrative costs (overhead) would be about \$100,000 to spread across the programs. It might delay coming back to the 4 County Boards to ask for an increase in funds. NCHC will pay all transition costs, the move, the lease is aligned to match ADRC's lease with Ghidorzi, the lease would just be transferred and concurrent with theirs.

The ADRC-CW Board has some concerns relating to the cost to customers and services on APS. She wants to make sure her board is factually informed. Costs are covered by the county outside the operational costs. It is the county's responsibility for placement. It won't jeopardize ADRC. NCHC will continue their after-hours crisis line. The same thing would happen under ADRC. It

would be put in the contract.

Jonette is meeting with each county's leadership. The Executive Committee was the first stop to take this to our Board. Even if Wood County isn't a part of NCHC – ADRC has to go to all four boards to get permission. \$765,000 will come over from APS from grants and budget. RCA identified APS and Birth to 3 were programs that worked better under other programs than they are currently placed (ADRC and Special Education respectively).

If Wood County would leave the ADRC-CW, they would lose a lot of services that are now provided. Marathon County provides the best level of care and services for those in need.

Action:

MOTION BY ROBINSON; SECOND BY OPALL TO FULLY SUPPORT THE SHIFT OF APS FROM NCHC TO ADRC-CW. MOTION CARRIED.

Follow through:

No follow through needed.

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

This agenda item was moved to the end of the agenda:

- A. Motion to go into Closed Session (Roll Call Vote Suggested) Pursuant to s.19.85(1)(c) Wis. Stats. for the purposes of “[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: conduct interviews for the County Administrator position.

The chair read from the statute whether to go into closed session or remain in open session.

MOTION BY LANGENHAHN; SECOND BY OPALL TO GO INTO CLOSED SESSION PURSUANT TO S.19.85(1)(C) WIS. STATS. FOR THE PURPOSES OF “[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: CONDUCT INTERVIEWS FOR THE COUNTY ADMINISTRATOR POSITION. ROLL CALL VOTE TAKEN AND FAILED TO GO INTO CLOSED SESSION 4 (MCEWEN, BOOTZ, ROBINSON, STARK) NO AND 3 (LANGENHAHN, OPALL, GIBBS) YES.

Supervisor Robinson opposes going into closed session and wants transparency. Supervisors Bootz and Stark agree.

Discussion:

Chair Gibbs thanked the Task Force: Romey Wagner, Dr. Lori Weyers, Mike Tomsyck, Mary Ellen Schill, Adam Payne, and Craig McEwen. Gibbs then went through the steps taken for the recruitment. Seventeen applications were received and back ground checks were done on the three applicants that were interviewed. Thank you Sheriff's department for doing a very thorough investigation. The Interview Task Force met once to finalize the job description, then to review the applications. On February 25 the three finalists were interviewed for 1.5 hours each. Only one name was moved forward to this committee for its consideration and it was unanimous by the Task Force – Lance Leonhard

Action:

MOTION BY ROBINSON/ SECOND BY BOOTZ TO APPROVE THE TASK FORCE RECOMMENDATION TO APPOINT LANCE LEONHARD, THE INTERIM ADMINISTRATOR, TO BECOME THE NEXT COUNTY ADMINISTRATOR FOR MARATHON COUNTY AND NEGOTIATE AN AGREEMENT BY APRIL 5, 2020 AND SEND THE APPOINTMENT TO THE FULL BOARD FOR CONSIDERATION. MOTION CARRIED UNANIMOUSLY.

Follow through:

Send to County Board.

- B. Motion to return to Open Session (Roll Call Vote Unnecessary) and possible announcements and/or Action regarding closed session items (approximately 5:00 p.m.)

Discussion:

None needed. Didn't go into closed session.

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

Discussion:

This can be taken to the full Board in April as is or changes can be made in April. Leonhard went through the changes and housekeeping, as indicated in the attachment to the March 10, 2020 Packet. Rule 20 on reimbursements and travel are major changes. 2.04 and other standing committees relationships are realigned (reporting, governance, non-governance).

Rule 4.20 Allocated positions. It's an operating rule. Upon approval by the County Administrator, the request goes to the department's standing committee and then to HR/Fin. All new position requests need to be considered in March, August or part of the annual budget request. The exception is if a position(s) funded in its entirety by grant funds, it does not need to follow these dates.

Action:

MOTION BY MCEWEN; SECOND BY STARK TO POSTPONE ACTION ON RULES REVIEW REVISION RECOMMENDATIONS TO THE APRIL EXECUTIVE COMMITTEE MEETING. MOTION CARRIED.

Follow through:

Put this item back on the April Agenda

- D. Updated 2020 Administration Work Plan

Discussion:

The 2020 Administration Work Plan has been grouped by priority and activity. A column of Dependencies has been added.

Action:

MOTION BY ROBINSON; SECOND BY LANGENHAHN TO SEND THE 2020 ADMINISTRATION WORK PLAN TO THE COUNTY BOARD IN MARCH. MOTION CARRIED.

Follow through:

No follow through needed.

6. Educational Presentations/Outcome Monitoring Reports

- A. Discussion on the Timeline on Downsizing the County Board

Discussion:

Consensus emerged that the timeline for the Task Force should be changed to December 31, 2020.

This will still allow enough time for presentations to the Board so they can make an informed decision. Since this is an educational item today, a special meeting will need to be held on Thursday, March 19, 2020 at 6:30 p.m. prior to County Board to take to the full Board on the 19th.

Follow through:

Set a special meeting for Executive on March 19 at 6:30 p.m.

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: Tuesday, April 7, 2020 at 4:00 p.m. in the Assembly Room

8. Announcements:

9. Adjournment

There being no further business to discuss, **MOTION BY MCEWEN; SECOND BY LANGENHAHN, TO ADJOURN THE MEETING. MOTION CARRIED.** Committee adjourned at p.m.

Respectfully submitted by, Mary Palmer



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Thursday, March 19, 2020, 6:30 p.m.
Employee Resources Conference Room, 500 Forest St, Wausau WI 54403

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

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

1. Call Meeting to Order

Meeting was called to order by Chair Kurt Gibbs at 6:30 p.m.

2. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

A. Amending the Charter of the Task Force to Study County Board Size

Discussion:

The recommendation is to move the deadline for the task force to make their recommendation to December, 2020. They will present to the Executive Committee in November and have a discussion and presentation at the December meeting to the full board. The resolution would be ready to go in February to the Board.

Action:

MOTION BY ZRINY; SECOND BY MCEWEN TO APPROVE THE RESOLUTION TO CHANGE THE CHARTER END DATE TO DECEMBER 31, 2020 AND SEND TO THE FULL BOARD FOR APPROVAL. MOTION CARRIED BY ROLL CALL VOTE.

Follow through:

Send to County Board.

B. Resolution to Proclaim the Existence of a County Emergency Related to Covid-19

Discussion:

The proposed change was read and approving this resolution authorizes the county to apply for additional funds, if they become available, from the federal government through FEMA or the legislation being worked on right now.

Rib Mountain has been waiting for some guidelines and asked who will give directions. The Emergency Operations Plan calls for communication to be broken down in a couple ways – external Covid-19 goes through the Health department. What we are doing internally comes through administration.

Opall would like direction to decide if the Municipal Center should stay open. He was advised to work with the Health department. The county will not step on any municipality's toes. Moving elections is nothing definitive to change. We have to plan on it happening on the 7th. Use absentee balloting if at all possible. There has been no guidance yet on workers.

The Wisconsin Counties Association (WCA) has been doing webinars. He encourages municipalities to attend some of those.

WCA and The Towns Association are putting together some letters and the information is available online.

Action:

MOTION BY ROBINSON; SECOND BY BOOTZ TO APPROVE THE RESOLUTION WITH THE CHANGES PROVIDED AND SEND TO COUNTY BOARD FOR APPROVAL. MOTION CARRIED UNANIMOUSLY.

Follow through:

Send to County Board.

- 3. Operational Functions Required by Statute, Ordinance, or Resolution -None**
- 4. Educational Presentations/Outcome Monitoring Reports - None**
- 5. 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: Tuesday, April 7, 2020 at 4:00 p.m. in the Assembly Room
- 6. Announcements:**
- 7. Adjournment**

There being no further business to discuss, **the meeting was declared adjourned by Chair Gibbs at 6:46 pm**

Respectfully submitted by,
Mary Palmer



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Tuesday, March 24, 2020, 6:30 p.m.
Employee Resources Conf Rm, 500 Forest St, Wausau WI 54403

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

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

1. Call Meeting to Order

Meeting was called to order by Chair Kurt Gibbs at 6:30 p.m.

2. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

- A. Amending Sec. 2.01 of the General Code of Ordinances: To Create an Emergency Rule Continuing the Seating of Existing Members of the Marathon County Board of Supervisors in the Event the 2020 Spring Election is Postponed from April 7, 2020

Discussion:

Attorney Andy Phillips provided research that it's appropriate to amend the Code of Ordinances for this purpose. If the State would rule otherwise, that State's rule would supersede the County's emergency rule.

Action:

MOTION BY ROBINSON; SECOND BY MCEWEN TO APPROVE THE RULE CHANGE AND MOVE TO COUNTY BOARD FOR CONSIDERATION. MOTION CARRIES UNANIMOUSLY.

Follow through:

Take to County Board.

3. Operational Functions Required by Statute, Ordinance, or Resolution -None

4. Educational Presentations/Outcome Monitoring Reports - None

5. 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: Tuesday, April 7, 2020 at 4:00 p.m. in the Assembly Room

6. Announcements:

7. Adjournment

There being no further business to discuss, **the meeting was adjourned by Chair Gibbs at 6:44 pm.**

Respectfully submitted by,
Mary Palmer

EMPLOYMENT AGREEMENT

This agreement made and entered into on this ____ day of _____, 2020, by and between Marathon County (“County”), by its Board of Supervisors (“Board”), and Lance Leonhard (“Administrator”). The parties agree as follows:

1. TERM OF AGREEMENT. The term of this agreement shall be continuous from April 5, 2020 until such time as terminated by either party, and shall be enforceable by successive Boards.

2. DUTIES OF ADMINISTRATOR.
 - A. The Board agrees to hire the Administrator to perform the duties of Marathon County Administrator as set forth in Wisconsin Statutes, Chapter 59, and other related statutes, the job description for the County Administrator, which is made part of this agreement by reference hereto, and the County Board Rules of Procedure as they pertain to County Board/County Administrator Relations (hereinafter, “Rules”) or other such legally permissible and proper duties and functions as the Board by itself or through its subgroups shall from time to time assign.
 - B. The Board also reserves the right to create new Rules or modify existing Rules from time to time, which shall be enforceable within the context of this agreement.
 - C. The Administrator agrees to perform the functions and duties of the position with the degree of skill, competence, professionalism and diligence normally employed by an individual performing the same or similar services.
 - D. The Administrator shall be indemnified and held harmless by the County from any and all demands, claims, suits, actions and legal proceedings brought against the Administrator in his individual or official capacity for actions within the scope of his employment as an agent and/or employee of the County.

3. COMPENSATION OF ADMINISTRATOR. The Administrator will be paid an annual base salary of _____, less deductions and withholdings, payable in equal installments in accordance with the normal payroll practices and schedule of the County. The Administrator may also be included in any applicable compensation increases extended to County employees and otherwise as determined in the discretion of the Board. The Administrator shall also receive all other benefits provided to other County employees.

4. WORKING HOURS. The Administrator shall work a minimum of 40 hours per week, and all other additional hours as necessary to perform his duties. The Administrator shall not be paid for or receive compensatory time of any kind for those hours required in addition to the 40 hours per week.

5. PROFESSIONAL DEVELOPMENT, OUTSIDE PROFESSIONAL ACTIVITIES, AND GENERAL WORK-RELATED COSTS.
 - A. Professional Development: Subject to the Board’s discretion to adopt and amend the budget, the Board agrees to pay for professional dues and subscriptions on behalf of

the Administrator which are reasonably necessary, as determined by the Board, for the Administrator's full participation in national, regional, state, or local associations and organizations necessary and desirable for the Administrator's continued professional participation, growth, and advancement, or for the good of the County.

- B. Outside Professional Activities: The Administrator agrees to remain in the exclusive employ of the county during the term of this agreement. This section shall not prohibit occasional teaching, writing, or speaking for compensation, provided that the Administrator provides advance notice to the Executive Committee of the Board of such teaching, writing, or speaking engagements. Any teaching, writing, or speaking engaged in by the Administrator during the term of this Agreement shall not interfere with the Administrator's performance of the duties and obligations under this agreement.
 - C. General Work-Related Costs: The Administrator shall be reimbursed for general work-related expenses, including travel related to professional development activities, in the same manner and at the same reimbursement levels as other County employees and in accordance with the County's existing procedure for expense documentation and reimbursement. The Administrator shall not be provided a County vehicle.
6. PERFORMANCE REVIEW. The Board may review the performance of the Administrator at any time, and such review and evaluation shall not be limited to the normal evaluation and review requirements, as defined in the County Board Rules. The Board, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints, suggestions, and other feedback called to their attention to the Administrator for study and/or appropriate action.
7. REMOVAL OF ADMINISTRATOR. The Board may remove the Administrator with or without cause, as follows:
- A. Should the Board decide to remove the Administrator for "misconduct," pursuant to Wis. Stats. § 946.12, or its successor, no special severance benefit shall be provided.
 - B. Should the Board decide that the job performance of the Administrator is unsatisfactory, the Board will follow its Rules regarding an Administrator Performance Improvement Plan, including a reasonable period of time for the Administrator to meet expectations. Should the Board decide to remove the Administrator after following the procedure described above, due to a failure to meet expectations, a three-month wage and benefit continuation shall be provided as a severance benefit to the Administrator.
 - C. If the Board removes the Administrator without cause, a six-month wage and benefit continuation shall be provided as a severance benefit.
 - D. The County's obligation to pay the wage and benefit continuation amount to the Administrator shall be conditioned upon the Administrator executing and delivering to the County a full, final, and complete release of any and all claims that the Administrator may claim against the County, including but not limited to, any claims of wrongful discharge, discrimination or other employment related claims. The

release shall be in a format and shall contain such terms as shall be required by counsel for the County. The Administrator shall not be required to release any pending Worker's Compensation claim nor shall the Administrator be required to release any claim that the Administrator may have as to entitlement for unemployment compensation benefits arising out of the Administrator's termination.

8. RESIGNATION OF ADMINISTRATOR. Should the Administrator wish to resign this position, he shall provide a minimum of 60 days' written notice to the Board. Failure to provide such written notice to the Board shall constitute a breach of contract, and the Board may withhold any termination pay or benefits due to the Administrator.
9. TERMINATION BY MUTUAL CONSENT. Upon mutual written agreement by the County and the Administrator, this contract and employment of the Administrator may be terminated without penalty or prejudice against either the County or the Administrator. In this event, the County shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.
10. ENTIRE AGREEMENT. This writing constitutes the entire agreement between the parties and may only be amended by the written and duly approved agreement of the parties. In case of direct conflict between any rules, regulations or policy of the County and any specific provision of this contract, the contract shall control.

MARATHON COUNTY:

Lance Leonhard, Marathon County Administrator

Kurt Gibbs, Chair
Marathon County Board of Supervisors

Kim Trueblood, Marathon County Clerk