



MARATHON COUNTY EXECUTIVE COMMITTEE

AGENDA

Date & Time of Meeting: **Tuesday, September 3, 2019, 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.*

- 1. Call Meeting to Order**
- 2. Public Comment**
- 3. Approval of the August 13, 2019 Executive Committee Meeting Minutes**
- 4. Policy Issues Discussion and Committee Determination**
 - A. Request from Supervisor Bootz Discuss the Downsize of the County Board
 - B. Recruitment of the County Administrator Position and Role of the Executive Committee in Identifying a Candidate to Bring Before the County Board for Confirmation
 - C. Progress Report on Jail Repairs
 - D. Cost Recovery Policy
 - E. Resolutions on Matters of Primarily State or Federal Government Concerns
- 5. Operational Functions Required by Statute, Ordinance, or Resolution – None**
- 6. Educational Presentations/Outcome Monitoring Reports**
 - A. Consideration by the Infrastructure Committee Whether to Recommend that the County Board Create a Task Force/Workgroup to Develop a Long-term Transportation and Capital Improvement Plan
- 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: Tuesday, October 8, 2019 at 4:00 p.m. 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

Tuesday, August 13, 2019, 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	X	
Jacob Langenhahn	X	
Allen Opall	X	
John Robinson	X	
E J Stark	X	
Jeff Zriny	X	

Also Present: Brad Karger, Lance Leonhard, Nan Kottke, Scott Corbett, Michael Lotter, Scott Parks, Chad Billeb, Mike Moran, Media, 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 July 9, 2019, Minutes

MOTION BY ZRINY; SECOND BY OPALL TO APPROVE THE JULY 9, 2019, EXECUTIVE COMMITTEE MINUTES. MOTION CARRIED.

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

A. Potential Resolution Supporting Appointment of the Unvacated Term for County Clerk

Discussion:

Nan Kottke tendered her resignation as County Clerk effective September 13, 2019. The committee agrees that a person should be appointed by the Board to fulfill the remainder of the unexpired term of the current Marathon County Clerk until January 6, 2021. We have 45 applicants.

This is similar to how the County Treasurer's vacancy was handled. We filled the unexpired term. Then that person ran and was elected.

Action:

MOTION BY ROBINSON; SECOND BY MCEWEN TO FORWARD A NAME TO THE FULL BOARD TO BE APPOINTED TO FILL THE POSITION OF THE UNEXPIRED TERM OF MARATHON COUNTY CLERK UNTIL JANUARY 6, 2021. MOTION CARRIED.

Follow through:

Take to County Board.

B. Recruitment of the County Administrator Position

1. Establish Recruitment Process and Timeline
2. Create an Employment Agreement
3. Update Job Duties and Qualifications

Discussion:

A variety of ideas were shared on how to proceed with the recruitment of the County Administrator. These are what the committee is considering:

- Update the job description (review the current one and see if WCA (Wisconsin Counties

Association) has other resources

- Determine who will be on the task force, keep the number low
- Develop talking points for the timeline
- Advertise through NACo, WCA, WCMA, ICMA, etc. This would save a lot of money than going through a company to do a national recruitment.
- Have two screenings one with a mix of community and the second by County Board.

Depending on who is selected we could have someone ready to start on December 31st or it could be much later.

There will be a Special Executive Committee meeting at 5:30 on August 27th prior to County Board in the Employee Resources Conference Room to continue this discussion. Kurt will provide additional information from WCA, and the committee will discuss the County Administrator Recruitment Task Force.

Action:

No action was taken.

Follow through:

- A charter will be drafted for the task force
- Kurt Gibbs will provide additional information from WCA if they have an existing model for guidance.

C. Funding for Non-Profit Agencies in the 2020 County Budget

a. Program Ranking Utilizing Priority Based Budgeting

- Q 3= Women's Community, United Way, NC Community Action Program
- Q 4= MCDEVCO, Historical Society, Entrepreneurial Bootcamp, Boy and Girls Club, Fair, PPA, Civil Court Mediation, Crime Stoppers

Discussion:

Various options were discussed regarding the quartile 3 and 4 programs. Three additional requests for Civil Court Mediation (\$15,000), MCLIT (\$45,000) and KATZ (\$50,000 – housing for runaway teens) were also discussed. These would total an additional \$110,000.

Consensus emerged that all Q 3 and Q 4 programs will be reduced by 25% in 2020 and no new programs will be added. The committee did not find it feasible to keep the current programs at status quo nor be able to add new programs. It was also brought up that non-profit agencies have the ability to fund raise.

Also taken into consideration was the structural deficit which was about \$400,000 at the time of the meeting and there has been a request for 9 new positions in 2020.

Action:

1. **MOTION BY ROBINSON; SECOND BY MCEWEN TO REDUCE THE NONPROFIT ORGANIZATIONS BY 25% THAT ARE IN THE 2019 BUDGET** ~~and that to be allocated on outcome and weighed by administration to determine if there is more value by outcome THEN could receive additional funds.~~ **MOTION CARRIED UNANIMOUSLY.**

This committee would be setting up the Administrator for criticism.

Across the board cut of 25% of Q3 and 4. This committee came up with cut Q4 b 25% and leave Q3 alone.

2. **MOTION BY STARK; SECOND BY LANGENHAHN TO AMEND THE MOTION TO REMOVE THE CRITERIA BASED ON OUTCOMES AND CHANGE MOTION TO REDUCE ALL Q 3 AND 4 IN THE RANKINGS BY 25% REDUCTION TO ALL NON-PROFITS THAT ARE IN THE 2019 BUDGET. MOTION CARRIED 2 NO; 7 YES**
1. **MOTION BY LANGENHAHN; SECOND BY ZRINY TO RECOMMEND TO ADMINISTRATION TO**

NOT FUND THE THREE NEW PROGRAMS.

- 2. MOTION TO AMEND BY BOOTZ; SECOND BY MCEWEN IF ALTERNATIVE FUNDING CAN BE FOUND ELSEWHERE IN THE BUDGET LINE ITEMS FROM ACTUAL SAVINGS IN THE BUDGET, THESE FUNDS CAN BE USED TO FUND THE THREE NEW NON-PROFIT REQUESTS UP TO THEIR REQUESTED AMOUNT. MOTION CARRIED.**

Follow through:

Administrator Karger will contact each non-profit agency to let them know about the 25% reduction.

- D. Reflecting on the County Board discussion of the Pride Month Resolution:
- a. Were there any lessons learned that might help the County Board when a similar issue surfaces in the future?
 - b. County Board Educational Sessions:
 - i. September- Vocabulary and Key Concepts of Diversity and Inclusion
 - ii. October- History of Native Americans in Central Wisconsin
 - iii. December- History of Hmong People Currently Residing in Marathon County

Discussion:

The question was raised asking where the public engagement process was prior to meetings. We need to engage the public and remember the tools that we have. We should take our time and not rush through issues and make sure there is time for discussions to happen.

Do we need a rule for a certain amount of time for a resolution to go from committee to the board? Is this something the Rules Review Committee should look at and determine if there should be certain criteria that should be met before a resolution is sent to the Board.

It was suggested to determine whether issues are a policy issue. If it's not a policy issue, does it need to come to the Board or at least have a process to streamline? Being disrespectful is not acceptable. This board should be apolitical and turn aside any political issues that come forward.

Look at the carbon footprint of the county. Does the resolution move the county forward or does it create divisiveness and disrespectfulness. We need to revisit creating referendums/resolutions. MAPS and child care awareness are issues that some people want brought to committee

We should have a serious discussion on what is our role as county board supervisors and the policy we are to be setting as supervisors representing your constituents. This Board is non-partisan.

Are there process improvement possibilities – put issues on as educational and not policy. Educate ourselves and our committee members.

Action:

No action was taken.

Follow through:

Bring this topic back in September for further discussion.

- E. Create a Task Force to Develop a Cost Recovery Policy

Discussion:

Brad is getting push back on this. Postpone to September

Action:

No action was taken.

Follow through:

Bring back at the September meeting.

- F. Update on Jail Progress and Possible Recommendation to the County Board

Discussion:

Michael Lotter, Facilities and Capital Management Director went over the main issues relating to the jail structure problem. They are starting with shoring up the defective columns under the jail addition to support the floors. They are re-engineering what was initially built. Shoring up should be done by Friday, August 16.

There are some deficiencies in the rebar on the floors that are causing the floors to sag. This was noticed several year ago and that's why they did the first study. Right now the focus is on what is failing.

There are ceilings open, duct work and electrical showing through. Solutions are being worked on. Until it's torn apart the engineers can't come up with a solution. Recommendation at the County Board meeting was to allow them to continue to move forward because we don't know what they will run into. Findorff will try to have solid numbers next month.

The building will be salvageable and we won't have a problem when it's done. It can be fixed. If we can keep going, we should be done by the end of November. We have to because insulation has been torn out.

We re fixing the deficiencies that have been monitored to this point. The engineer feels they are a safety concern. We will err on the safety of the citizens, inmates and employees of Marathon County so we aren't in imminent danger. If we go with the RFP option delaying up to 5 to 6 months adds another level of costs. We will fix it and fix it right so we have structural integrity.

Tomorrow is a meeting with the jail inspector and will do all fixes/updates such as ceiling tiles, etc. It will clean up other minor deficiencies we've had for years. DOC (Department of Corrections) has downgraded the facility from 279 to 164 beds.

The recommendation from this committee should be to continue with the process to get this corrected as soon as possible in a cost effective manner. Besides project costs there will also be operational costs like moving the inmates, overtime and etc. That will be part of the money needed.

Action:

No action was taken.

Follow through:

No follow through.

5. Operational Functions Required by Statute, Ordinance, or Resolution – None

6. Educational Presentations/Outcome Monitoring Reports - None

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 Resolutions and Referendums – how handled.
- Next Meeting: Tues August 27 at 5:30 in the Employee Resources Conference Room
- Next regular meeting: Tuesday, September 3, 2019, at 4:00 p.m. in the Assembly Room

8. Announcements

A. Compromise Discussion with Regard to Administrator's Request

Discussion:

The Executive Committee has reached an agreement and will be presented to the full board for ratification which includes everything authorized by the board.

Follow through:

No follow through needed.

9. Adjournment

There being no further business to discuss, **MOTION BY OPALL; SECOND BY BOOTZ TO ADJOURN THE MEETING. MOTION CARRIED.** Committee adjourned at 6:28 p.m.

Respectfully submitted by,
Mary Palmer

The 2020 Census at a Glance

Counting everyone once, only once, and in the right place.

The U.S. Census Bureau is the federal government's largest statistical agency. We are dedicated to providing current facts and figures about America's people, places, and economy. Federal law protects the confidentiality of all individual responses the Census Bureau collects.

The U.S. Constitution requires that each decade we take a count—or a census—of America's population.



The census provides vital information for you and your community.

- It determines how many representatives each state gets in Congress and is used to redraw district boundaries. Redistricting counts are sent to the states by March 31, 2021.
- Communities rely on census statistics to plan for a variety of resident needs including new roads, schools, and emergency services.
- Businesses use census data to determine where to open places to shop.

Each year, the federal government distributes hundreds of billions of dollars to states and communities based on Census Bureau data.

In 2020, we will implement new technology to make it easier than ever to respond to the census. For the first time, you will be able to respond online, by phone, as well as by mail. We will use data that the public has already provided to reduce followup visits. And, we are building an accurate address list and automating our field operations—all while keeping your information confidential and safe.

KEY MILESTONES

- 2018**
- 2018 End-to-End Census Test
 - 2020 Census questions sent to Congress by March 31, 2018
 - Six regional 2020 Census offices and 40 area census offices open
-
- 2019**
- Partnership activities launch
 - Complete Count Committees establish
 - Remaining 248 area census offices open
-
- 2020**
- Advertising begins in early 2020
 - Public response (online, phone, or mail) begins
 - **Census Day**—April 1, 2020
 - In-person visits to households that haven't responded begin
 - Apportionment counts sent to the President by December 31, 2020
-
- 2021**
- Redistricting counts sent to the states by March 31, 2021

Overview of Census Bureau Programs

CENSUSES

- The **decennial census** is the once-a-decade population and housing count of all 50 states, the District of Columbia, Puerto Rico, and the Island Areas. The results of the census determine the number of seats for each state in the U.S. House of Representatives and are used to draw congressional and state legislative districts. Federal agencies use the results to distribute more than \$675 billion in federal funds each year.
- The **economic census** measures the nation's economy every five years, providing vital statistics for virtually every industry and geographic area in the country.
- The **Census of Governments** provides comprehensive data about the 90,000 state and local governments in the nation every five years.

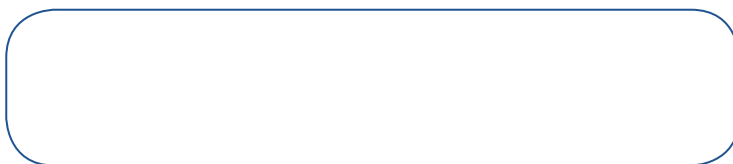
SURVEYS

- The **American Community Survey** (ACS) is an ongoing national survey—sampling approximately 3.5 million addresses annually—that provides vital information about our nation's housing and people. The ACS is the only source of comparable, quality information about the people in all our communities. These data show what the U.S. population looks like and how it is changing. ACS data are used to assess the past and present and to plan for the future.
- **Demographic surveys** measure income, poverty, education, health insurance coverage, housing quality, crime victimization, computer usage, and many other subjects.
- **Economic surveys** are conducted monthly, quarterly, and yearly. They cover selected sectors of the nation's economy and supplement the economic census with more-frequent information about the dynamic economy. These surveys yield more than 400 annual economic reports, including principal economic indicators.
- **Sponsored surveys** are demographic and economic surveys that we conduct for other government agencies. They include the Current Population Survey, the National Health Interview Survey, and the National Survey of College Graduates.

For more information, go to [census.gov](https://www.census.gov).

Follow us [@uscensusbureau](https://twitter.com/uscensusbureau)

Contact us at:



Your information is protected by law

The law requires the Census Bureau to keep your information confidential and use your responses only to produce statistics. We cannot publicly release your responses in any way that could identify you. We will never share your information with immigration enforcement agencies such as ICE, law enforcement agencies such as the FBI or police, or allow it to be used to determine your eligibility for government benefits.

Our Mission

To serve as the nation's leading provider of quality data about its people and economy.

Our Vision

To be the trusted source for timely and relevant statistical information, and the leader in data-driven information.

Census History

Thomas Jefferson directed the first decennial census in 1790. As required by the U.S. Constitution, a census has been taken every 10 years thereafter. In 1840, the Census Act authorized the establishment of a centralized Census Office. In 1902, the Census Office became a permanent organization within the Department of the Interior. A year later, it was renamed the Bureau of the Census and moved to the new Department of Commerce and Labor.

Census & Redistricting

This sheet provides a brief overview of the Census and Redistricting process.

Census 2020

The U.S. Constitution requires that each decade we take a count – or a census – of America’s population.

As established in the U.S. Constitution, the census is the basis for determining the number of representatives each state has in the U.S. House of Representatives.

Redistricting

Redistricting is the process of revising the geographic boundaries within a state from which people elect their representatives to the House of Representatives, but also state legislatures, county boards, city councils, among others.

Although this process involves all levels of government, the districts are completed separately.

Redistricting at the Local Level

This is a three step process that requires cooperation and coordination among the county and its local municipalities.

Step One: Within 60 days of receiving the census data, the county will submit a tentative County Supervisory District Plan to each municipality.

Step Two: Municipalities adjust ward boundaries in line with the proposed county plan.

Step Three: Within 60 days of receiving the municipal ward adjustments, counties are required to adopt a final supervisory plan consisting of whole municipal wards.

Guiding Principles

Population sizes in districts should be substantially equal

Districts should be compact

Districts should respect communities of interest

When possible, district boundaries should retain the core of existing districts

Cooperation with local governments

COUNTY ADMINISTRATOR RECRUITMENT AND SELECTION TASK FORCE

1. Mission/Purpose Statement: The Task Force is created to establish and oversee a recruitment and selection process to fill the position of Marathon County Administrator. Additionally, the Task Force shall engage outside counsel to draft and negotiate an Employment Agreement with the top candidate to fill the County Administrator position. Ultimately, both the County Administrator position appointment and the Employment Agreement must be approved by majority vote of the County Board consistent with 59.18 County Administrator, (8) Vacancy, How Filled.
 2. Membership: The County Board Chair shall chair the Task Force. Additional members shall include:
 - A. Vice Chair of the County Board
 - B. A County Board member still in their first term of office.
 - C. A representative of the business community, preferably with human resource management experience.
 - D. A representative of higher education.
 - E. A representative of the County Executives and Administrator's Association
 - F. A representative of the legal community, preferably with experience in municipal law.
 3. Statutory Responsibilities: Task Force members shall conduct their work consistent with Wisconsin Statutes 59.18 County Administrator with particular notice to these subsections:
 - (2) Duties and Powers
 - (6) Qualifications for Appointment
 - (7) Removal
- Additionally, the Task Force is responsible for seeing that candidate employment applications/materials are held confidential until a determination of finalists for the position is made. Once the list of applicants is narrowed to less than five candidates Section 19.36(7) Identities of Applicants for Public Positions may require the public release of the applicants' materials of the finalist candidates by the Task Force.
4. Term: The Task Force shall begin its work immediately following the adoption of its charter and confirmation of its membership. The term will extend to March 1, 2020.
 5. Reporting Relationships: The Task Force reports to the Executive Committee and shall provide a monthly update on progress each month that the Task Force exists. The County Board Chair shall be responsible for keeping the County Board of Supervisors updated on the progress of the recruitment and selection process.
 6. Duties and Responsibilities: The Task Force shall:

- A. Update the Marathon County Administrator job description to ensure that the most important job duties and responsibilities are listed and that the educational and experiential requirements of the position are substantially related to success in the position.
- B. Establish and oversee a process where educational degrees are confirmed, prior and current employers are contacted and asked for **job** related information about the candidate, personal references are contacted and all of the information is compiled into a report that can be considered by the County Board of Supervisors in the process of confirming an appointment.
- C. Identifying a list of competencies critical to success in the position. An example of “competencies” developed for the Deputy County Administrator position are:

As a leader in the County system, the Deputy County Administrator needs a broad range of competencies. Those listed in this section are particularly important to success on the job:

Influencing skills including:

- Promoting own position and ideas with confidence and enthusiasm.
- Anticipate the positions and reactions of others accurately.
- Knowing whom to involve and when.

Promoting collaboration by:

- Building team cohesiveness by establishing communications and reinforcing shared values.
- Inviting and building on the ideas of others.
- Promoting teamwork among groups and discouraging “them vs. us” thinking.

Engaging and inspiring others by:

- Fostering a sense of urgency, ownership, and personal commitment to work.
- Creating a work environment that encourages others to do their best.

Financial skills including:

- Ability to prepare realistic estimates of budget, staff and other resources.
- Make prudent decisions regarding significant expenditures.

Additionally, the selected candidate must be able to:

- Effectively prioritize their own work and manage their time.
- Identify underlying issues and root causes of problems.
- Make decisions based on sound logic and rationale.

- Understand the unique role of County Government in Wisconsin and our relationships with other units of government.
- Understand the legal environment and make decisions that are consistent with local, state and federal laws, rules and regulations.

These competencies shall be considered when creating interview questions and evaluating the responses of candidates.

- D. Establishing an interview team to do an initial screening interview of candidates with the goal of identifying the top 3 – 5 finalists who will advance to a second interview conducted by the Executive Committee. The interview team shall include representatives of the Marathon County community and shall not be limited to officials or employees of Marathon County.
- E. Suggest a set of job related interview questions and evaluation guidelines to both the initial screening interview team and the Executive Committee that are consistent with all laws prohibiting discrimination in employment.
- F. Establish a process for attracting job applicants including and not limited to:
 - Advertisements of the position with the Wisconsin Counties Association, National Association of Counties and Wisconsin City-County Managers Association.
 - Development of recruitment materials that markets both the Marathon County Administrator position and also Marathon County community, as a desirable place to live, and the accomplishments of Marathon County government **in** building a strong work culture and in providing high quality public services to its residents.

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 5. Reporting Relationships: The Task Force reports to the Executive Committee and shall provide a monthly update on progress each month that the Task Force exists. The County Board Chair shall be responsible for keeping the County Board of Supervisors updated on the progress of the recruitment and selection process.
 6. Duties and Responsibilities: The Task Force shall develop recommendations to Executive Committee regarding the following:

- A. Update the Marathon County Administrator job description to ensure that the most important job duties and responsibilities are listed and that the educational and experiential requirements of the position are substantially related to success in the position.
- B. Establish and oversee a process where educational degrees are confirmed, prior and current employers are contacted and asked for job related information about the candidate, personal references are contacted and all of the information is compiled into a report that can be considered by the County Board of Supervisors in the process of confirming an appointment.
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