

8. Review and discussion of Tuesday meeting agenda items:
 - a) Appointments by County Board Chair:
 1. Board of Adjustment
 2. County Board Size Task Force
 3. Golden Sands Resource
 4. MCDEVCO
 5. Metallic Mining
 6. North Central WI Regional Planning
 7. Northwood's Rail
 8. Regional Morgue Task Force
 9. WCA Steering Committee
 10. WCA CAP Team
 11. NACo Representatives
 - b) Appointments by County Administrator:
 1. Board of Health
 2. Community Development Block Grant Housing Regional Board
 3. Highway Safety Commission
 4. Park Commission
 5. Public Library Board
 6. Solid Waste Management Board
 - c) Resolutions:
 1. Health and Human Services Committee:
 - A. Acceptance of the Trauma Informed Care Assessment Report #R-34-20
 2. Human Resources, Finance, and Property Committee:
 - A. Resolution Approving the Grant by Marathon County of a Permanent Easement and Perpetual Right of Entry - 400 East Thomas Street and a Temporary Easement and Perpetual Right of Entry - 400 East Thomas Street to the City Wausau #R-35-20
 - B. To expand one PT Custodian from .50 (20 hours/week) to .725 (29 hours/week) Full-Time Equivalent for the Sheriff's Office effective 4/05/2020 #R-36-20
 - C. Approve 2020 Budget Transfers for Marathon County Department Appropriations #R-37-20
 3. Infrastructure Committee:
 - A. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by Central Wisconsin Joint Airport Board Marathon and Portage County, WI #R-38-20
9. Announcements and/or Requests
10. Adjourn

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 261-1500 or e-mail infomarathon@co.marathon.wi.us one business day before the meeting.



**Marathon County
Environmental Resources Committee Minutes
Tuesday, May 5, 2020
210 River Drive, Wausau WI**

Attendance:	Member	Present	Not present
<i>Chair</i>	Jacob Langenhahn.....	X	
<i>Vice-Chair</i>	Sara Guild.....	X	
	Rick Seefeldt	X	
	Bill Conway	X	
	Allen Drabek	X	
	Randy Fifrick.....	X	
	Arnold Schlei	X	
	Dave Oberbeck.....	X	
	Marilyn Bhend	X	
	Eric Vogel		X

} via Webex or phone

Also present via Webex or phone: Paul Daigle, Rebecca Frisch, Dominique Swangstu, Dave Decker, Lane Loveland, Jeff Pritchard, Cindy Kraeger– Conservation, Planning, and Zoning (CPZ); Tom Lovlien – Park, Recreation, and Forestry (PRF), Meleesa Johnson – Solid Waste and Craig McEwen.

1. **Call to order** – Called to order by Chair Langenhahn at 3:00 p.m. via WEBEX.
2. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
3. **Introduction of Committee members, discussion of future meeting dates, time and location and mission statement, bylaws and procedures pursuant to Chapter 2.01 (16) (a) 11.**
Discussion: Committee members introduced themselves and gave a short narrative of the districts they represent. CPZ, Solid Waste and Forestry staff introduced themselves. Frisch stated Jamie Polley is the Director of PRF and was unable to attend the meeting due to prior commitments.
4. **Approval of April 2, 2020 Committee minutes**
Motion / second by Drabek / Fifrick to approve of the April 2, 2020 Environmental Resources Committee minutes as distributed. Motion **carried** by voice vote, no dissent.
5. **Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Public Hearings, Review, Possible Actions, and Possible Recommendations to the County Board for its Consideration (County Zoning changes) – None.
 - B. Review and Possible Recommendation to County Board for its Consideration – None.
 - C. Review and Possible Action
 1. Revisions to Land Division Fee Schedule
Discussion: Decker discussed the Revisions to the Land Division Fee schedule is to allow for the collection of payments via credit card through the Point and Pay system. This would simplify the fees for online payments.
Action: **Motion** / second by Seefeldt / Fifrick to approve the revisions to the Land Division Fee Schedule. Motion **carried** by voice vote, no dissent.
Follow through: CPZ will implement updated Land Division Fee schedule.
 - D. Consider date for reopening Animal Waste and Nutrient Management Ordinance public hearing
Discussion: Langenhahn discussed County Board referred the Animal Waste and Nutrient Management Ordinance back to the Committee to allow for more public comment. Daigle sent out a letter to over 550 farmers which included an online link to a narrated presentation. Daigle stated the letter asked for written comment prior to the June ERC meeting which would be included in the public record. Daigle had discussion with a member from the Farm Bureau Agency whom previously expressed concerns and requested they have discussion and provide written opinion to CPZ before the public hearing. Discussion occurred about informing County Board Supervisors of

the public hearing in order to clarify any questions and having the hearing audio available.

Action: **Motion** / second by Fifrlick/ Seefeldt to reopen the Animal Waste and Nutrient Management Ordinance public hearing at the ERC meeting scheduled on June 2, 2020. Motion **carried** by voice vote, no dissent.

Follow through: CPZ will reopen the public hearing for the Animal Waste and Nutrient Management Ordinance at the June 2, 2020 ERC meeting.

6. **Educational Presentations/Outcome Monitoring Reports and Committee Discussion**

A. Committee Roles and Responsibilities: Chapter 2

Discussion: Loveland provided a brief introduction to the Committee's statutory requirements. Chapter 2 of the General Code of Ordinance defines the roles and responsibilities of committees, as well as the relationships between committees and the County Board. Daigle discussed one of the tasks of the Committee is to discuss, develop, and improve policies and review administrative guidelines. Daigle provided insight on the roles of the Committee; Chair works with the staff and reviews the agenda prior to it being sent out; listens to the County Board Supervisors and understands their concerns and to guide the committee when to take action. Administration helps support the committee through the CPZ staff and helps guide staff on policy questions for the committee. Staff support: Cindy Kraeger – Recording Secretary; Lane Loveland – works with other departments to incorporate agenda items and is the liaison with the Chair. Core values are important –all are encouraged to be respectful, thoughtful, and listen to understand. Also consider core values of shared purpose and good stewards of resources.

Action: **None.**

B. Program Education: Options for Committee Member education

Discussion: Daigle discussed several options to educate the supervisors. Options included:

- reviewing educational items individually
- holding a special committee educational meeting
- set up training time to discuss various topics
- Coach one on one for 3 new members

Langenhahn discussed that educational presentations could be presented the previous month before the policy is being presented, but would also like the meetings streamlined. Additional ideas included:

- Introductory Packet
- WEBEX Introductory meeting with recording
- Staff could record each section individually post on the web
- Highlights of the ERC achievements
- Short informational video sessions which would be beneficial to public, Committee Members, County Board Supervisors
- Identify top three topics for information video sessions

Action: **Motion** / by Fifrlick to have staff put together simple high level summary videos made available on the County website.

Motion failed due to lack of a second.

Discussion: Discussion occurred regarding the programs that ERC deals with the most and making those informational presentations first. Fifrlick stated this should not be an overcomplicated process and move through the process quicker.

Consensus of the committee to have CPZ staff work with the Chair on the informational presentations available to the members and public.

C. Land and Water Resource Management Plan

1. Review of past meeting discussions
2. Review of land goals and discussions of Goal #1

Discussion: Daigle discussed the first goal of the Land and Water Plan with the Committee. The objective would be to present one goal per month with action at the August meeting. The goals will be included in the Land and Water Resource Management Plan. Daigle reflected on Goal 1

objectives, strategies and outcomes that were included in the meeting packet. There was no feedback or comments from the Committee. Goal 2 will be presented at the June ERC meeting.

Action: **None.**

D. Department Updates: Parks, Recreation and Forestry (PRF), Conservation, Planning and Zoning (CPZ), and Solid Waste

Discussion: Daigle stated CPZ is keeping the Committee updated on information that is being sent out to the citizens.

Action: **None.**

7. **Policy Issues Discussion and Committee Determination to the County Board for its Consideration - None**

8. **Next meeting date, time & location and future agenda items:**

Tuesday, June 2, 2020 3:00 p.m. 212 River Drive Room 5 Wausau WI

A. Committee members are asked to bring ideas for future discussion

- Bring ideas to staff to move meetings along faster
- The idea was suggested to have staff develop findings of fact/conclusions of law to speed up the rezone decision process for the committee.

B. Set meeting times

- Consensus of the Committee to retain the 3:00 p.m. meeting time.

C. Announcements/Requests/Correspondence

9. **Adjourn – Motion** / second by Seefeldt / Fifrick to **adjourn** at 4:53 p.m. Motion **carried** by voice vote, no dissent.

Rebecca Frisch, CPZ Director

For Jacob Langenhahn, Chair

cc: (via email/web site) ERC members; County Administrator; Deputy County Administrator; Corporation Counsel; County Clerk

RF/cek



Draft

MARATHON COUNTY EXTENSION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE

MINUTES

Thursday, May 7, 2020, at 4:00 p.m.

Courthouse Assembly Room, 500 Forest Street, Wausau WI

Attendance:	Present	Absent
Sara Guild, Chair	W	
Ka Lo, Vice Chair	W	
Gary Beastro	W	
Becky Buch	W	
Tom Rosenberg	X	
Rick Seefeldt	W	
Chris Voll	W	

Others Present: Lance Leonhard, Mary Palmer, Scott Corbett, Jason Hausler (W), Vicki Resech, Ann Herda-Rapp (W), Becky Frisch (W), Brian Kowalski (W), Ralph Illick (W), Michelle Van Krey (W)

1. **Call Meeting to Order**

The Extension, Education & Economic Development Committee meeting was called to order at 4:00 p.m. by Chair Guild.

2. **Public Comment:** The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-18-20, dated March 17, 2020.

3. **Approval of the Minutes** of the February 18, 2020, Extension, Education & Economic Development Committee (EEED) Meeting.

Action:

MOTION BY LO, SECOND BY SEEFELDT, TO APPROVE THE MINUTES OF THE FEBRUARY 18, 2020, EXTENSION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE MEETING. MOTION CARRIED.

Chair Guild asked each member to give a brief introduction and their background.

4. **Policy Issues Discussion and Potential Committee Determination:** None

5. **Operational Functions required by Statute, Ordinance or Resolution:** None

A. Discussion and Possible Action by Committee to Forward to HR, Finance & Property Committee for Consideration

1. UWSP Wausau Campus – Security Camera Project

Discussion:

Ann Herda-Rapp, Campus Executive in Wausau, The County owns all the UWSP Wausau Campus buildings and the programming and interior furnishings are UWSP Wausau's. This proposal is on security cameras because of an incident (that ended up being non-threatening) at the Marshfield Campus. They are asking Marathon County to either pay for phase 1 purchase of \$38,920 or phase 2 which would be \$6,620 per year. The system would be owned and maintained by UWSP. They are looking at hiring someone internally to do the wiring to save money. The money UWSP is allocating must be spent by June 30 when their fiscal year ends.

Wisconsin Counties Association (WCA) has given a gloomy forecast for counties. At HR/Finance next week the 2020 and 2021 budget deficits will be discussed. The County's deficits will be approximately \$4 million in 2020 and \$7 million in 2021. If we would go with phase 1 a budget amendment would

need to be done through HR/Finance and then to County Board. Do we believe that it is in alignment of the goals and mission of our committee and the county to move this forward?

A walk through of the facility was done and the 32 cameras would be placed in key areas both inside and outside the buildings. All universities are planning for face-to-face, total virtual or a combination in the Fall. Hopefully early summer a decision will be made. UWSP Wausau was on track to have a higher enrollment this Fall. The cameras would be tied into the main campus video system. Possibly do a memorandum of understanding.

Law enforcement input was requested so HR/Finance can make a more informed decision.

Action:

MOTION BY LO; SECOND BY VOLL TO CONSIDER PHASE 1 FOR \$38,920 FOR AN ESTIMATED ONETIME COST APPROPRIATE AT THIS TIME, TO MOVE THIS REQUEST TO HR/FINANCE FOR FURTHER CONSIDERATION WITH INPUT FROM LOCAL LAW ENFORCEMENT AND POSSIBLY SEND TO COUNTY BOARD FOR FINAL APPROVAL. MOTION CARRIED.

Follow Through:

Send to HR/Finance for further consideration with law enforcement input.

6. Educational Presentations and Committee Discussion

A. Committee Role and Responsibilities – Guild / Leonhard

1. Committee Overview – Mission, Purpose, & History
2. Operational Decision-Making – Common Committee Operational Functions
3. Reporting Relationships – Departments and Subcommittees Reporting to this Committee (see [Rule 2.04\(1\) of Marathon County Code of Ordinances](#))

Discussion:

Chair Guild went through this committee's roles and responsibilities as stated in the current Board rules. The role of this committee is varied but County Board rule 2.04(1)(f)(5) "Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County education and economic development" sums up the major roles.

Administrator Leonhard gave a brief history of former committees and how the EEED committee came to be. Most frequent operational items you will see are Capital Improvement Project (CIP) requests from UWSP Wausau.

Follow Through:

None needed at this time.

B. Reports from Committee-Affiliated Departments and Organizations

1. UW Madison Division of Extension Update
2. UW-Stevens Point Wausau
3. MCDEVCO
4. Marathon County Library Board

Discussion:

- Jason Hausler – UW Madison Division of Extension – All but one employee are educators. The budget is split 50/50 between the University and the County. He gave a background of the extension and the partnership between the university and the county.
- Ann Herda-Rapp – UW-Stevens Point Wausau – The University and the county have a remarkable relationship. Currently there are seven buildings. Traditionally Wausau had been a two year campus, but have also added three bachelor's degree programs. See 5.A.1 above for more information. The student dorms is an area that will be discussed in the future.
- Vicki Resech, Marathon County Development Corporation (MCDEVCO) – It's a public/private entity. Four county board supervisors sits on their Board. They provide GAP financing, administrators for the Private Onsite Wastewater Treatment Systems (POWTS) loans, economic development education for small business owners, have 35 business mentors, these are several of the many programs MCDEVCO has to offer. Business and workforce development. A great resource for small business throughout the County. Targeting small business with 10 or less employees who cannot get federal or state funding during Covid-19.

MCDEVCO is one of the non-profits who we allocate funding to but it is being reduced.

- Ralph Illick, Marathon County Public Library – Gave an update on what the Library and staff have been doing since closing on March 17th to the public. This past Monday, May 4, started drive by/pick up service. Making amazing process on the facility. Will be working closely with the Department of Public Instruction when things move forward. Have a task force that are looking at memberships in library systems and see where we fit best. The Library is part of the County team. Friends of the Library raises about \$25,000 per year to help with programming.

Chair Guild thanked everyone for their attendance and updates.

Follow Through:

None needed.

- C. Activities & Priorities – Discussion of Committee’s actions during the recent session and potential priorities for the next session in light of Marathon County’s [Strategic Plan](#) and [Comprehensive Plan \(Executive Summary\)](#)

Discussion:

Chair Guild went through the [attachment](#) relating to the Strategic Plan Objectives (8.7, 10.7, 10.8 and 10.10) and the summary of 2018-2020 activities.

Suggestions to be worked on forwarded from the prior committee:

- Broadband/Infrastructure (stay involved with facilities and infrastructure as it relates to broadband)
- Workforce (UWSP-Wausau and North Central Wisconsin Workforce Development Board (NCWWDB))
- Development and redevelopment of employment center (Public and Private Partnerships)
- Entrepreneurial (Fair Board and MCDEVCO)

Thank about the role of this committee and what we can do to make a difference.

Follow Through:

Contact Chair Guild with any issues you would like this committee to consider.

7. Announcements, Next Meeting Date and Time:

A. Future committee calendar

The next meeting will be Thursday, June 4, 2020 at 4:00 p.m.

No announcements.

8. Adjourn

There being no further business to discuss, **MOTION BY VOLL, SECOND BY LO TO ADJOURN THE MEETING. Meeting adjourned at 5:53 p.m. MOTION CARRIED.**

Minutes prepared
by Mary Palmer



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Wednesday, May 13, 2020, 4:00 p.m.

Employee Resources Conference Room, Courthouse, 500 Forest St, Wausau WI 54403

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

Also Present: Lance Leonhard, Scott Corbett, Kim Trueblood, Scott Corbett, Mary Palmer; Web –Jean Maszk, William Harris, Dave Mack, Becky Frisch, Kim Trueblood,

1. Call Meeting to Order

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

2. Public Comment: The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-18-20, dated March 17, 2020

3. Approval of April 7, 2020, Executive Committee Meeting Minute

MOTION BY ROBINSON; SECOND BY MCEWEN, TO APPROVE THE APRIL 10, 2020, EXECUTIVE COMMITTEE MEETINGS MINUTES. MOTION CARRIED UNANIMOUSLY.

Chair Gibbs asked each committee member and vice-chairs of the committees in attendance to introduce themselves and give a brief history. Other attending County Board members were asked the same.

4. Policy Issues Discussion and Committee Determination

A. Discussion on Objective 3.8 from the Marathon County Strategic Plan from the Diversity Affairs Committee

Discussion:

Administrator Leonhard gave background on the Strategic Plan. Objective 3.8 is *to Ensure Marathon County is an open, inclusive and diverse place to live and work*. Diversity Affairs was tasked with developing the strategies and the objectives. They are working on recruiting strategies, implementing the recruiting plan by 12/31/21 and have the number of discrimination reports decreased in the Life Report.

Action:

No action taken.

Follow through:

Will be brought back in June.

B. Orientation of New Board Members and Committee Chairs

1. Thorough Review of Rules
2. Education on Current Issues

Discussion:

B-1 Thorough Review of Rules

Chair Gibbs went through the rules as related to the Committee Chairs. He encourages committee chairs to have an introduction of members at their first meetings.

Some of the Rules explained:

- How items get on the agenda and if questions arise, contact the Board Chair;
- How a committee is run, the importance of a quorum, posting the agenda minimum 24 hours prior to the meeting;
- Develop goals, chairs and vice-chairs discuss the Strategic Plan and vice-chairs will lead one strategy that the committee is assigned, and include all committee members opinions;
- Take recommendations from standing committee to board floor;
- Task Forces occasionally come up;
- All this information is on the website.
- If Board members have questions or issues, do not take it to the Administrator. Take any issues to a Committee Chair, Board Chair, or Board Vice-Chair.

Vice-chair McEwen, the change of standing committee days was a big rule change. The goals each standing committee should consider – Comprehensive Plan, Strategic Plan and the Administrator’s Work Plan. It may be beneficial to review the 2019 Administrator’s Work Plan. Remember we are a policy Board (and committees) not operations. The Administrator’s 2020 Work Plan is overloaded and will have to be re-prioritized.

Leonhard relayed that the draft minutes from standing committees will be in the Board packet.

B.2 – Education on current issues:

- Budget – we are staring at a shortfall of about \$5 million for 2020. We do have reserves which we have rarely used. Last year we used reserves funding for shoring up the jail. We currently have a \$1.6 million deficit according to the amount we should retain in our reserve fund according to our rules. The Administrator has to come back to the HR/Finance/Property committee with recommendations on how to cut \$2.5 of the \$5 million for the rest of 2020. The other \$2.5 million will come from reserves. What can departments do?
- Covid-19 is another item that was not anticipated. Leonhard acknowledged the strong team that is in place to address these issues. Employee policies, IT perspective, evaluating state policies, etc. are being review and revised as needed.
- Members need to get acclimated to the current Rules. Meet with the vice-chairs to mentor them. Vice Chairs will run the meetings if the Chair is not available and they should know Robert’s Rules of Order.

Action:

No action taken.

Follow through:

None needed.

C. Committee Chair Responsibilities to New Board Members

Discussion:

See 4.B.1 above.

Action:

No action taken.

Follow through:

None needed.

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

A. Appointments to National Association of Counties (NACo)

Discussion:

Two supervisors have contacted the Board Chair with interest. The application goes to the Board Chair for approval and then to WCA for final approval before submission to NACo. The County Board Vice-Chair (Craig McEwen) and the Public Safety Chair (Matt Bootz) have expressed interest. We have one more vacancy. If Gibbs is not elected to the NACo Board, he would like to fill the third vacancy. If he is selected, the third vacancy would be available if anyone has interest.

Action:

No action taken.

Follow through:

None needed at this time.

B. Appointments to Wisconsin Counties Association (WCA) Steering Committees

Discussion:

Chair Gibbs listed the WCA Steering committees: Agriculture, Environment and Land Use; Health and Human Services; Judicial and Public Safety; Personnel, Finance, and County Organization; and Transportation and Public Works.

Chair Gibbs serves on Personnel, Finance and County Organization committee and there are two other vacancies available for our county. You can go to the WCA website for more information on the committees. Let him know if you are interested.

Action:

No action taken.

Follow through:

Let Chair Gibbs know if you are interested.

C. Appointment to WCA County Ambassador Program (CAP)

Discussion:

CAP program was explained. More information is available through the WCA website. Discussions with area Legislators are on those issues that affect the state, not just a single county. Let Chair Gibbs know if you are interested.

Action:

No action taken.

Follow through:

Let Chair Gibbs know if you are interested.

D. Appointments to Task Force on County Board Size

Discussion:

Each standing committee was asked to bring a recommendation from their committee who is interested in serving on the County Board Size Task Force. Conservation, Planning & Zoning will staff this Task Force. Those interested from the Standing Committees are: HR/Finance, **Craig McEwen and John Robinson**; Public Safety, **Arnie Schlei**; Health & Human Services, **Tim Buttke**; Infrastructure **TBD**; Extension, Education, and Economic Development, Environmental Resources, **Rick Seefeldt and Gary Beaström**; Environmental Resources, **Allen Drabec and Jacob Langenhahn**;

The chair and vice-chair will meet to choose a diverse group with wide representation.

Action:

No action taken.

Follow through:

None needed.

E. Discussion on Parking in Lot E by Supervisors when at the Courthouse

Discussion:

Chair Gibbs' recollection was that when security went into effect, the Board decided that the parking in Lot E would be reserved for the public prior to 4:30 p.m. During courthouse hours board members are asked to park in the Mall parking ramp lot for meetings, unless you have handicap parking.

Stark said in the 2016 and 2018 sessions something changed and Board Supervisors were issued passes. He doesn't think it's an issue that they get a pass.

Encourage supervisors to park in the mall when we are fully operational. The clerk was told by the Sheriff's Department that she may not issue passes. They will not be recognized by the Sheriff's Department.

Everyone has a right to park in Lot E up to two hours, passes are not valid and all supervisors are encouraged to park in the mall during normal business hours at the courthouse. After hours anyone can park there.

Action:

MOTION BY ROBINSON; SECOND BY BUTTKE TO ENCOURAGE SUPERVISORS TO USE THE MALL PARKING STRUCTURE WHEN THE COURTHOUSE IS BACK TO NORMAL OPERATIONS, UNLESS THERE ARE EXTENUATING CIRCUMSTANCES.

MOTION WITHDRAWN BY ROBINSON; SECOND BY BUTTKE DEFERRING TO THE SHERIFF'S DEPARTMENT POLICY.

Follow through:

None needed.

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:

The Supreme Court decision just came through that there is no stay. The majority opinion says it's effective immediately. There could be an emergency rule coming out by the Governor to go to the Legislature. The local Health Officer may have authority to set orders. Discussions will have to take place with contiguous counties so we can enforce any upcoming orders. Hopefully the orders will be regional or state-wide and enforceable.

Follow through:

Put educational update where we are at on the educational meeting agenda.

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, June 11, 2020 at 4:00 p.m. in the Employee Resources Conference Room and Webex

8. Announcements:

9. Adjournment

There being no further business to discuss, **CHAIR GIBBS ADJOURNED THE MEETING** at 6:07pm

Respectfully submitted by,
Mary Palmer



DRAFT

MARATHON COUNTY HEALTH AND HUMAN SERVICES COMMITTEE MEETING

MINUTES

Wednesday, May 6, 2020 at 4:00 p.m.

Courthouse Assembly room, 500 Forest Street, Wausau WI 54403

Attendance:	Present	Absent
Tim Buttke, Chair	X	
Michelle Van Krey, Vice Chair	W	
Dennis Gonnering	W	
William Harris	X	
Donna Krause	X	
Tom Seubert	W	
Romey Wagner	W	

Also Present: Lance Leonhard, Craig McEwen (W), Joan Theurer, Jill Geoffroy (W), Michael Loy (W), Scott Corbett, Mary Palmer

1. Call Meeting to Order

Chair Tim Buttke called the meeting to order at 4:0 p.m.

2. Public Comment: The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-18-20, dated March 17, 2020.

3. Approval of the February 24, 2020, Committee meeting minutes.

MOTION BY HARRIS, SECOND BY KRAUSE, TO APPROVE THE FEBRUARY 24, 2020, HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES. MOTION CARRIED.

4. Policy Issues for Discussion and Possible Action: None

5. Operational Functions required by Statute, Ordinance, or Resolution: None

6. Educational Presentations and Committee Discussion

A. Update from Health Officer Theurer on status of COVID-19 in Marathon County and the specific role of the Health Department

Discussion:

Joan Theurer, Health Officer gave an update on the Status of Covid-19 in Marathon County and the Health Department’s role. To date Marathon County has reported 21 cases and 1 death. Almost 1,000 people were tested. She contributes this to the Safer at Home order. We are entering our 10th week and 70-80% of the Health Department staff are dedicated to COVID-19. Joan continued going through the Power Point [presentation](#) that was in the packet.

Marathon County is using the “Boxing It In” strategy (page 6 of the Power Point) by following these four quadrants: testing, isolation, contact tracing, and quarantine. Following the Gating Criteria (page 7), Symptoms is now green since Monday. The State is making progress on criteria.

If the Supreme Court makes a decision to take back the order passed by the Governor, is Marathon County prepared? The Badger Bounce Back plan is a roadmap to start from. State will continue to bring forth important information that we can use. As the local Health Officer, Joan has the ability to issue orders. We are fortunate not to have an outbreak.

Follow up:

None needed.

B. Committee Role and Responsibilities – Buttke / Leonhard (see [Rule 2.04\(5\) of Marathon County Code of Ordinances](#))

1. Committee Overview – Mission, Purpose, & History
2. Operational Decision-Making – Common Committee Operational Functions

Discussion:

Administrator Leonhard went through the Health and Human Services Committee role. He talked about operational duties such as approving new position requests or reclassifications versus policy making decisions. How you spend money and how much you spend are policy decisions. Policy discussions usually find their way into the budget. Policy issues discussed in the past two years came under the Objectives 3.3, 3.7 and 7.2 of the Strategic Plan.

The Health Department, Veterans Services and Social Services are the department that have a reporting relationship to the Health & Human Services Committee. There are other boards, committees, commissions and councils that work through this committee when needed.

Follow up:

None necessary.

- C. Reporting Relationships – Departments, Subcommittees, and other Entities Reporting to this Committee

Discussion:

Information on this agenda item was relayed in 6B above.

Follow up:

None necessary.

- D. Activities & Priorities – Discussion of Committee’s actions during the recent session and potential priorities for the next session in light of Marathon County’s [Strategic Plan](#) and [Comprehensive Plan \(Executive Summary\)](#)

Discussion:

County Board Vice-Chair McEwen, spoke briefly on the Comprehensive Plan adopted in 2016, which is a 20 year broad view and the Strategic Plan which was adopted in 2018 for a 3 to 5 year plan. Some of the accomplishments of the Health & Human Services Committee over the past two years are:

- Requests from the Department of Social Services for some positions to be increased and abolish some positions to create a more cohesive work flow in the department.
- Booking procedures in the Jail for Alcohol and Other Drug Abuse (AODA) considerations and follow up services
- Reviewed Start Right Program funding reduction and how it relates to the 20-22 Strategic Plan
- Health Officer’s report to mitigate drug use and misuse
- Birth to 3 program moved from North Central Health Care (NCHC) to Marathon County Special Education
- Supports Adult Protective Services moving from NCHC to the Aging and Disabilities Resource Center of Central Wisconsin (ADRC-CW)
- Keeping Teens Safe
- Board of Health presentation on the potential impact of Medicaid expansion
- NACo conference update by Chair Bootz
- February was recognized as Teen Violence Awareness Month. Passed by committee and the County Board.

Public Safety and Health and Human Services work together frequently and have joint meetings.

Follow up:

The Administrator will share the recap of the Strategic Plan with the full board.

7. Next Meeting Logistics and Topics:

- A. Committee members are asked to bring ideas for future discussion

- Future items for discussion:

- Next meeting Wednesday, June 3, 2020, at 4:00 p.m.

8. **Announcements:** Chair Gibbs is looking for names of committee members to serve on the Marathon County Board Size Task Force. He is also looking for interested person to be appointed to the WCA Steering Committees, WCA County Ambassador Program Team, and NACo. Let Chair Gibbs know if you have any interest. Also you may contact Administrator Leonhard via e-mail if you are interested in other committee appointments.

9. **Adjournment**

There being no further business to discuss, **MOTION BY HARRIS, SECOND BY KRAUSE, TO ADJOURN THE HEALTH & HUMAN SERVICES COMMITTEE MEETING. MOTION CARRIED, MEETING ADJOURNED AT 5:13 p.m.**

Minutes Prepared
By Mary Palmer



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, April 27, 2020 3:00 p.m.**

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

Members: Jon Robinson, Chair, Alyson Leahy, Vice-Chair, Jonathan Fischer, EJ Stark, Kurt Gibbs, Yee Leng Xiong-excused, Craig McEwen

Others: Scott Corbett, Kristi Palmer, Jean Kopplin, Maryanne Groat, Audrey Jensen, Kim Trueblood, Katie Rosenberg, Lance Leonhard, Peter Weinshecnk

1. Call to Order-Please silence your cellphones at 3:10 pm

2. Public Comment-None

3. Approval of the Minutes of the April 9th, 2020 Human Resources, Finance and Property Committee Meeting
Motion by Gibbs seconded by Stark to approve the minutes of April 9, 2020; Vote unanimous

4. Educational Presentations/Outcome Monitoring Reports-Budget Update on 2020 Budget- 2021 Projections
Palmer provided a short synopsis of where the County is at in regards to the 2020 projections. Gibbs asked the chair to monitor these items closely as the emergency continues. Robinson we make need to do a mid-year adjustment to the Budget. Gibbs-Where we are at for Budget vs Actual on a monthly budget?

Operational Functions required by Statute, Ordinance, or Resolution:

A. Discussion and Possible Action by Human Resources and Finance and Property Committee

1. Tax Deed Properties

a. Tax Deed Property Bid Opening #2020-2 513 Vane Street, Mosinee, WI

Bid for 513 Vane Street in the amount of \$30,171 and a 10% cashier's check. This exceeds the required minimum bid \$25,000

Motion McEwen by seconded by Gibbs to accept the bid for \$30,171; vote unanimous

b. Tax Deed Property Bid Opening #2020-3 307 N 9th Ave, Wausau, WI

County Clerk Trueblood-There are three bids for this property with a minimum bid price of \$19,000

First bid is \$22,600 and there is a 10% deposit included with the bid

Second Bid for \$20,300 and there is a 10% deposit included with the bid

Third bid is for \$ 21,500 and there is a 10% deposit included with the bid

Motion by Stark seconded by McEwen to accept the highest bid of \$22,600 for the property at 9th Ave Wausau; vote unanimous

c. Approval of City of Wausau Purchase of Tax Deed Property-1407 N 2nd St, Wausau, WI

The City of Wausau, WI is exercising its right to offer to purchase the property. Corbett-This is not a simple transaction. There is an issue with this property because of a substantial amount of unpaid utilities. The County has settled with the City for unpaid taxes for \$14,000, and approximately \$17,300 of unpaid utility bills added to property taxes as special assessments. There are also approximately \$10,000 in interest and penalties due and owing. The assessed value is \$46,900 but the FMV of the property, pursuant to Marathon County's appraisal, is \$10,000. The City has brought a joint resolution and offering to buy the property for \$10,000 (the appraised value) plus \$12,117.70 (which is equal to the last special assessment added to the property in 2019). The County's ordinance permits the sale of the property to another municipality for the appraised value. The county would forego \$4,000 in unpaid taxes and would receive no payment for penalty and interest. Our ordinance permits this sale at a lower amount because otherwise a property could just sit and not be able to be sold. Another option is to try to sell the property at public sale and try to bill the City back for \$17,395. Robinson-This is a very distressed property. It has a tree growing from the roof and is filled with abandoned property including a motor vehicle. Corbett-We have not advertised this property to the public. There is also an outstanding utility bill of approximately \$2400 that has not yet been placed on the taxes. Stark-It sounds like an undesirable property and will the City level and make it more attractive. Maryanne Groat has indicated that the City is looking at demolishing the property and there is a partial condemnation order on the property. Fischer -Is it really worth the remaining \$9,000 if we have to clean up the property and then advertise the property on tax bid. There is no interest and penalty on the assessment of \$17,300. Accept the city's offer with the contingency that the additional year would not be the responsibility of the County.

Motion by Stark seconded by Gibbs to accept City's offer contingent on the County not paying the outstanding utility bill; vote unanimous

- d. Potential Bid Opening for Other Tax Deed Properties that are listed on the Marathon County Website with a Deadline and Opening Date of April 27, 2020

606 Adams Street There are 2 bids for this property with the minimum bid being \$29,000

The first bid is for \$29,000 with a 10% down payment included with the bid

Second Bid \$ 33,500 with a 10% down payment included in the bid

Motion by Gibbs and seconded Leahy by to 608 Adams Street in Wausau, WI for \$33,500; vote unanimous

There is a bid for a parcel of land in the City of Marshfield. The Minimum Bid is \$3,000. The City of Marshfield has a bid for \$6,000 with 10% down payment

Motion by Stark and seconded by McEwen to accept the bid from the City of Marshfield for \$6,000; vote unanimous

B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration

1. Resolution Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Payments Installments due on or After April 1, 2020

The County would have to adopt an enabling resolution in order for the City of Wausau to be able to have to enact this resolution. The City has an installment that is due by April 30. The remaining municipalities would be included in the July 30 installment. Would the County have enough cash flow to pay out the governmental entities for the amount that is due in total in September? Would municipalities be willing to settle for the collected portion of the taxes as of September? The City of Wausau is interested in the County passing this resolution. Individuals that do not make their last installment by July 31, the payments is considered late.

Robinson –We do not need any action at this time. We placed it on the agenda in case there was a need to pass this resolution yet in April. If there is no objection we will delay action on this item.

Motion by Gibbs and seconded by McEwen to delay until we can get further information to determine the impact and bring back to the Human Resources, Finance and Property Committee; vote unanimous

The Chair will place this item on the next HRFC agenda.

5. Policy Issues Discussion-Human Resources, Finance and Property Committee Meeting Time and the 2020 Committee Calendar

The new rules require the committee to meet in the week of the second Tuesday if there is a second Thursday. Robinson would like to know if we can meeting at 3:30 instead of 3 pm.

Stark can support at 3:30 pm meeting. Leahy I can swing a 3:30 pm and 4 pm will work for my work schedule. Fischer I agree with Leahy and 4 would be great and 3:30 would be acceptable. Gibbs is flexible. Based on the conversation, Chairperson Robinson determined that the monthly action meeting at take place at 3:30 and the monthly educational meeting at 4. It is recommended that the educational meeting will be limited to 1 hour. A revised committee calendar will be send out and when the rooms are confirmed then an outlook appointment will be sent to all committee members.

6. Announcements:

Next Meeting Date-May 12, 2020 at 3:30 pm

7. The meeting adjourned at 4:25 pm by unanimous consent



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: Tuesday, May 12, 2020 3:30 p.m. **DRAFT MINUTES**

Meeting Location: Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau WI 54403

Members: Jon Robinson-on site, Chair, Alyson Leahy-on site, Vice-Chair, Jonathan Fischer-WebEx, EJ Stark-WebEx, Kurt Gibbs-on site, Yee Leng Xiong-WebEx, Craig McEwen-WebEx

Others: On call-Ka Lo, Becky Frisch, Tom O'Neil, Diane Hanson, in person-Scott Corbett, Eric Lineman, Allen Wesolowski, Brain Kowalski, Frank Matel, Kristi Palmer, Lance Leonhard, Jean Kopplin, Gerry Klein, Ann Herda-Rapp

1. Call to Order by Chairperson Robinson at 3:30 pm
2. Public Comment Portion of the Agenda has been temporarily suspended, pursuant to Marathon County Resolution #R29-20, dates April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, its subgroups, during public comment is difficult to guarantee, if a large number of individuals have elected to call in.
3. Approval of the Minutes of the April 27th, 2020 Human Resources, Finance and Property Committee Meeting Motion approve the minutes by Gibbs and Seconded by Leahy, vote unanimous

Chairman Robinson requested that item 6 move up to this time on the agenda.

Easement to the City of Wausau – 400 Thomas Street

The requests from the City of Wausau for the City to have the County approve the easement at 400 Thomas Street. There are some details on alternative parking at 400 Thomas Street that we need to work out with the City as we will be 75-80 parking stalls short during construction.

Motion by Gibbs and seconded by Leahy to approve the easement contingent upon working out suitable for appropriate parking plan for all concerned including the public and staff; vote unanimous

4. Educational Presentations/Outcome Monitoring Reports-Overview of Financial Metrics-Budgeting During a Crisis: Responding to the COVID19 Recession

Palmer provided information in regards to the current budget projections based on the latest economic information available-No formal action taken

5. Policy Issues Discussion and Possible Action by Committee to Forward to the County Board

A. Consideration of Mid-year 2020 budget Adjustments in light of COVID-19 impacts

Robinson discussed the need to look at a 2020 budget adjustment with a proposed 50/50 split-50% of the deficit coming from budget reductions and 50% of the deficit addressed through the use of Working Capital. Robinson-We asking Administration to go back and look at alternatives, develop a plan and bring it back to the Committee.

Motion by Stark and seconded by McEwen directing Administration to develop of mid-year 2020 budget plan with 50% of the reduction coming from 2020 budget adjustments and 50% coming from General Fund Working Capital and bringing the plan back to the committee at the June action meeting; vote unanimous

B. Resolution Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Payments Installments due on or After April 1, 2020 – (Act 185)

Robinson discussed some of the implications of passing this resolution. This will also create delinquent property taxes with the interest and penalty eliminated from February through September time period. The taxes are delinquent but the property owner will not be accruing interest or penalties on the property during this time. The property taxes are delinquent and there will be a tax certificate will be issued on the property. Gibbs-The County has in place a provision in place to work with property owners when they get into financial difficulties and we would continue to work out payment arrangements with individual property owners.

Motion by Gibbs and seconded by McEwen not to pursue the Act 185 Resolution and not forward to County Board and continue to utilize the payment plan process in place at the County Treasurer's office.

C. Development of a Uniform County License/User fee response due to COVID-19 (e.g., Retail Food Licenses)

Leonhard discussed several departments that collect license and fees which make up a substantial amount of their budget. The Health department takes in restaurant inspection fees of approximately \$450,000 a year. The Sheriff's department takes in fees and does not believe that there will be any hardships in collecting these fees. The most significant annual fees that would be impacted would be fees collected by the Parks Department. This issue came from DATCAP due to the postponement of the restaurant inspection fees which



we set at the County level. There is no recommendation and the status quo will be maintained.

MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Tuesday, May 12, 2020 3:30 p.m.**

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D. Consideration of the UWSP Wausau Campus-Security Camera Project Proposal

Ann Herda-Rapp discussed the request from UWSP-Wausau for the camera project request. This request has been forwarded to the HRFC from the EEEDC committee. The UWSP-Wausau has to encumber these funds during the current state fiscal year (by June 30) and would like the County to pay a portion of the project. Gibbs-How do we ensure that if the County pays their share of phase 1 how do we know that the UWSP will allocate funds to cover the costs in future years? Herda-Rapp-We will have to find the funds for the cameras. Phase 2 will not be covered by the UW system, it will be built into the UWSP-Wausau annual budget. Where would the County portion of the \$27,720 come from? There is no funding source identified at this time for the project. Stark- There is an issue with public safety and I would rather have Finance find the funds rather than have a potential liability.

Motion by Leahy and seconded by Stark to fund the project under Phase 1 at \$27,720.

An amendment from Stark and seconded by Leahy to fund the UWSP-Wausau camera project from the contingency fund, Leahy-aye, Fischer-aye, Stark-aye, Gibbs-no, Xiong-aye, McEwen-no, Robinson-aye vote 5 ayes, 2 nays

Vote on the original motion as amended Roll Call Vote-Leahy-aye, Fischer-aye, Stark-aye, Gibbs-no, Xiong-aye, Robinson-no, McEwen-no, vote passes 4 ayes, 3 no

6. Operational Functions required by Statute, Ordinance, or Resolution:

A. Discussion and Possible Action by Committee to Forward to the County Board for its consideration

1. Easement to the City of Wausau – 400 Thomas Street-This item was discussed earlier in the meeting
2. Expand current .50 PT Custodian to .725 FTE PT Custodian in Sheriff's Office effective 4/5/2020. This position was been working in the jail and the Employee Resources and County Administration support the position

Motion by Gibbs and seconded by Xiong to approve this position expansion; vote unanimous

3. Interdepartmental Budget Transfers

Motion by Gibbs and seconded by Stark to approve the interdepartmental budget transfers; vote unanimous

B. Discussion and Possible Action by Human Resources and Finance and Property Committee

1. Approve Claims and Questioned Costs – April 2020

Motion to approve Stark and seconded by Fischer to approve the April claims; vote unanimous

2. Determination of 2021 Budget Assumptions-These items will be discussed in detail at the May 26 Educational Meeting-No formal action taken
 - a. Reclassifications and New Positions
 - b. Revenue/Expenditure Assumptions

7. Motion to Go into Closed Session (Roll Call Vote Suggested), pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating the possible purchase of a certain piece of real estate adjacent to the Marathon County Courthouse, located in the City of Wausau, Marathon County, State of Wisconsin.

Motion by Gibbs and seconded by Xiong to go into closed session pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating the possible purchase of a certain piece of real estate adjacent to the Marathon County Courthouse, located in the City of Wausau, Marathon County, State of Wisconsin.

Roll call Leahy-aye, Fischer-aye, Stark-aye, Gibbs-aye, Xiong-aye, McEwen-aye, Robinson-aye

8. Motion to Return to Open Session (No Roll Call Vote Required)

Motion by McEwen and seconded by Xiong to go into open session; vote unanimous

1. Announcements and possible action on matters discussed in closed session-The committee did not



take any action in the closed session

MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Tuesday, May 12, 2020 3:30 p.m.**

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9. Announcements (Next Meeting Date and Topics)

A. Next Meeting Date – May 26, 2020, 4:00pm

1. Committee roles and responsibilities
2. Strategic Plan
3. Capital Improvement Planning
4. 2021 Budget Assumptions

Gibbs-Request to add an educational opportunity –What if any action will the county take in association with the cost of emergency repairs to the jail?

10. Adjourn by the Chairman Robinson at 6:26 pm



MARATHON COUNTY INFRASTRUCTURE COMMITTEE MEETING MINUTES

Thursday, May 7, 2020, 9:00 a.m.
Marathon County Highway Department, Wausau, WI

Attendance:	Present	Excused	Absent
Randy Fifrick, Chair	x		
Sandi Cihlar, Vice-Chair	x		
John Robinson	x		
Jeff Johnson	x		
Alan Christensen	x		
Richard Gumz	x		
Chris Dickinson	x		

Also Present: James Griesbach, Kevin Lang, Kendra Pergolski, Gerry Klein, Lance Leonhard, Craig McEwen, Brian Grefe, Miranda Osterberg, Dave Mack

- 1. Call Meeting to Order:** The meeting was called to order by Chair Fifrick at 9:02 a.m.
- 2. Public Comment:** N/A
- 3. Approval of the Minutes of the April 2, 2020, Infrastructure Committee Meeting**
MOTION BY ROBINSON, SECOND BY CHRISTENSEN, TO APPROVE THE MINUTES OF THE APRIL 2, 2020, INFRASTRUCTURE COMMITTEE MEETING. MOTION CARRIED.
- 4. Policy Issues Discussion and Potential Committee Determination:** N/A
- 5. Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Central Wisconsin Airport Resolution for Airport Improvement**
Discussion: Brian Grefe, Director of Central Wisconsin Airport, advised the committee of the ongoing master plan projects and looked to the committee for support regarding Airport Improvement Aid.
Action: MOTION BY JOHNSON, SECOND BY CIHLAR, TO RECOMMEND THE RESOLUTION MOVE FORWARD TO THE COUNTY BOARD FOR APPROVAL. MOTION CARRIES.
Follow through: N/A
 - B. County Road "E" Driveway Variance Clarence Oertel, Town of McMillan**
Discussion: Commissioner Griesbach informed the committee of the request made by Mr. Oertel regarding the driveway permit. Griesbach also informed the committee of the visual impairment and dangers of the potential driveway access as well as the Highway Department's strict driveway policy. Griesbach advised the committee that Mr. Oertel has the right to appeal the denial of his proposed permit to the committee even though the driveway does not meet the standard requirements.
Action: MOTION BY GUMZ, SECOND BY JOHNSON, TO DISAPPROVE THE CURRENT APPLICATION REQUEST MADE BY MR. OERTEL REGARDING THE DRIVEWAY ACCESS PERMIT. MOTION CARRIES.
Follow through: N/A
- 6. Educational Presentations and Committee Discussion**
 - A. Overview of Airport Operations**
Discussion: Brian Grefe gave the committee a broad overview of the Central Wisconsin Airport's daily operations; how revenue is generated; the current status on travel impacted by Covid-19; the current runway configuration and eventual goals of configuration; the concourse rehabilitation; new equipment purchased; and a brief description of the new Ascension hangers.
 - B. Overview of Highway Operations**
Discussion: Commissioner Griesbach provided the committee with a broad overview of the Highway Department including: maintenance of highways, bridge projects, types of work they're currently involved with, their paving program, emergency systems and trailers, winter service, and culvert projects.
 - C. Committee Role and Responsibilities**

1. Operational decision-making – areas where this committee frequently approves operational functions

Discussion: Lance Leonhard gives the new members an overview of the mission and purpose of the committee; how policies are developed; implications of the strategic plan; and an overview of how the agendas are constructed.

D. Infrastructure Long Term Transportation & Capital Improvement Plan

Discussion: Commissioner Griesbach provided the committee with a summary of previous events and an update of things to come. The initial steps have been taken in performing a safety audit with the only part left being the actual signing of the contract. Griesbach identified this to be a 12-18 month project.

E. County's Role in Ensuring Access to 911 Service

Discussion: Robinson recapped the committees work on this issue over the past year honing in on the March 5, 2020, meeting with Frontier to address issues. Robinson addressed the areas of importance moving forward to be: to develop a better database to try to identify needs, to work with other Marathon County departments to track high-risk areas for lack of service, and enhance broadband by fostering the expansion.

F. Broadband Update

Discussion: Melinda Osterberg explained the process of hiring Design 9 and the study of broadband feasibility they provided. Osterberg touched on outstanding education gaps regarding broadband, forming a task force, and potential grant funding. She stated that the overall goal is to provide affordable, reliable internet throughout the county.

G. Wisconsin County Highway Association Summer Road School Update

Discussion: Commissioner Griesbach advised that the road school has been moved to August 10-12, 2020.

H. ATV/UTV Policy/ Update

Discussion: Commissioner Griesbach updated the committee advising that more applications have been received; it has been an easy transition; and there has been a prominent positive response from the townships.

I. Wisconsin County Highway Association Update

Discussion:

J. Highway Commissioner's Report

Discussion: Commissioner Griesbach provided the committee with the report.

K./L. Current IT Projects/ City County Information Technology Commission Report

Discussion: Klein provided the committee with the report.

7. Announcements:

A. Future meetings and location, agenda topics
June 4, 9:00 AM, 1430 West Street, Wausau

8. Adjourn

MEETING ADJOURNED AT 11:41AM.

Minutes prepared

By Kendra Pergolski on May 12, 2020.

DRAFT



MARATHON COUNTY PUBLIC SAFETY COMMITTEE MINUTES

Wednesday, May 6, 2020, at 2:00 p.m.
Courthouse Assembly Room – B-105, 500 Forest St, Wausau

Attendance:

<u>Members</u>	<u>Present</u>	<u>Absent</u>
Matt Bootz, Chair	X	
Brent Jacobson, Vice-Chair	W	
Kelley Gabor	W	
Bruce Lamont		EX
Jean Maszk	W	
Allen Opall	W	
Arnie Schlei	W	

Others Present: Lance Leonhard, Sandra LaDu, Chad Billeb, Craig McEwen (W), Kurt Gibbs (W), Mary Palmer, others appeared via Web.

1. Call Meeting to Order

The meeting was called to order by Chair Matt Bootz at 2:00 p.m.

2. Public Comment (15 minute limit) – The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-18-20, dated March 17, 2020.

Chair Bootz asked each committee member to introduce themselves, briefly explain their background and why they ran for public office.

3. Approval of the Minutes of the Public Safety Meeting on April 8, 2020

MOTION BY MASZK; SECOND BY SCHLEI TO APPROVE THE MINUTES OF THE April 8, 2020 COMMITTEE MEETING. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration - None

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

A. Expanded Position Request from Sherriff's Office for Jail Custodian

Discussion:

Sandra LaDu explained about the request for an expanded position for the Jail custodian. Additional areas were added to the cleaning position and there isn't enough time to get everything completed. The position is going from .50 to 72.5 hours.

Action:

MOTION BY MASZK; SECOND BY GABOR TO APPROVE THE EXPANSION OF THE JAIL CUSTODIAN POSITION FROM 50% TO 72.5% AND SEND TO HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE FOR APPROVAL PRIOR TO SENDING TO COUNTY BOARD. MOTION CARRIED.

Follow through:

Forward to Human Resources, Finance and Property Committee.

6. Educational Presentations/Outcome Monitoring Reports

A. Committee Role and Responsibilities – Bootz / Leonhard

1. Operational decision-making – areas where this committee frequently approves operational functions
2. Reporting Relationships – which Departments and subcommittees report to this Committee (see [Rule 2.04\(8\) of Marathon County Code of Ordinances](#))

Discussion:

Administrator Leonhard went through the Public Safety Committee duties and responsibilities from the County Board rules.

Position requests and reclassifications are operational. Receipt of the Byrne Grant from the Sheriff's Department is one example. Uniform Addressing, fee changes, resolutions relating to state funding on prosecutor positions, regional forensic science center are some of the issues addressed over the past term.

Chair Bootz explained how the Standing Committees work and how committees work together. We are a policy board – not an implementation Board.

County Board Chair Gibbs – if a supervisor has an issue they want to bring forward, they should take it to the County Board Chair. The Chair has 60 days to send the issue to the appropriate standing committee to decide what action is appropriate. No standing committee may block any issue. If a committee doesn't satisfy the request at the committee level, two county board members may request that the issue be put on the full County Board agenda to be discussed.

Follow through:

No follow through requested.

- B. Department Heads – Provide a brief overview of the primary work of your department and what issues, if any, do you see bringing to the Committee in the next two years?

Discussion:

The following Departments provided information on their priorities coming up in the next two years:

- Chad Billeb, Chief Deputy Sheriff, The Sheriff's Department is one of the largest departments in the County. The Jail is the largest division. Committee members were invited to come for a tour of the jail and dispatch areas after Covid-19 opens areas back up. The five divisions are the Jail, Communications (911 Center), Patrol, Administration, and Investigations. A big project coming up is body cameras for the deputies. A grant was submitted to help fund that program. They also need two additional dispatchers, as approved in the last session.
- Theresa Wetzsteon, District Attorney (DA), We have twelve assistant district attorneys, ten assistants (secretaries, para legal, office manager, technical support, victim witness staff, etc) and one deputy district attorney. She shared what types of cases they handle in Marathon County which add up to approximately 6,000 cases a year. The Diversion Program has been very successful over the last decade. Immediate issues are court operations limited due to Covid19; staff shortage; programs are being reviewed; budget shortage; Marcy's Law is going into effect which redefines victim's rights, how they are notified, as everything has to be on the record now. The DA is working with the judges to get this implemented correctly.
- Phil Rentmeester, Emergency Management Director, Phil coordinates and assists various municipalities with their local emergency management plans. We are currently in a public health emergency and he supports the Health Department which takes the lead in this situation. He manages multiple teams on what is needed to assist with emergencies within Marathon County and beyond. Immediate issues are: severe weather will be coming. He will be creating a severe weather siren outreach (education) program to standardize siren use, more Instant Command training, working on the Emergency Operations Center to have trained personnel, which is a challenge.
- Clerk of Courts (Shirley Lang) – We will get a sixth judge next year which will bring staffing issues and facilities plan challenge.
- Medical Examiner's Office (Jessica Blahnik) – This department has grown substantially. A Business Plan from the Morgue Task Force will be available in the near future and what it looks like with partnership with other counties for a Regional Forensic Science Center (Morgue).

Follow through:

No follow through requested.

- C. What are the Committee's priorities for the next two years in light of the [Strategic Plan](#) and [Comprehensive Plan \(Executive Summary\)](#) – discussion

Discussion:

County Board Vice-Chair Craig McEwen – He will meet with each standing committee at least four times per year on the Strategic Plan. Public Safety is the lead committee on Objective 7.1. This is our primary objective and you should keep this in mind as we move forward. Some of the accomplishments of the Public Safety Committee in the past two years are:

- Support the sixth Judge position in Marathon County
- Support Public Defender's pay increase
- Support Assistant District Attorneys (ADA) positions and resolution on fund the gap
- Consider and pass a new alarm system fee policy consistent throughout the County
- Support civil court mediation programs
- Review and increase secure detention daily rates for juveniles
- Support and eliminate residency requirements for quality deputy candidates
- Support deputy hires without going through the Civil Service Commission
- Funding new dispatch positions to get the new police communications channel up and running
- Drug task location remodeling

Uniform addressing and the Morgue Task Force (Forensic Science Center) are two big accomplishments. Uniform addressing is complete the Task Force is moving forward.

Vice-Chair McEwen believes the top priorities for the next year are:

- Hiring the additional 2 dispatcher positions to get the 6th channel up and running
- Dealing with the State Legislators to fund the ADA positions.
- Opioid and Mental Health Concerns and establish policies to deal with that.
- Jail issue – there may be additional costs to make sure it's fully functioning.

Follow through:

No follow through requested.

7. Next Meeting Time, Location, Announcements and Agenda Items

- A. Next meeting: June 3, 2020 at 2:00 p.m.
- B. Announcements: None

8. Adjournment

**MOTION BY SCHLEI; SECOND BY GABOR TO ADJOURN THE MEETING. MOTION CARRIED.
(3:26 pm)**

Respectfully submitted by,
Mary Palmer

2020 PREFERENCE PRIMARY
04/07/2020

T,V,C	Ward	# of Person Ballots	In Absentee Ballots	Total # of Ballots In Ward
TOWN				
Bergen	1	132	109	241
Berlin	1,2	153	154	307
Bern	1	89	29	118
Bevent	1,2	155	162	317
Brighten	1	67	62	129
Cassel	1	153	148	301
Cleveland	1,2	210	207	417
Day	1,2	164	136	300
Easton	1,2	187	165	352
Eau Pleine	1	98	97	195
Elderon	1	111	86	197
Emmet	1,2	171	112	283
Frankfort	1	88	48	136
Franzen	1	90	72	162
Green Valley	1	110	67	177
Guenther	1	60	68	128
Halsey	1	85	50	135
Hamburg	1	140	89	229
Harrison	1	44	42	86
Hewitt	1	93	64	157
Holton	1	110	69	179
Hull	1	95	52	147
Johnson	1	119	65	184
Knowlton	1,2,3	238	423	661
Marathon	1,2	185	154	339
McMillan	1,2,3	263	374	637
Mosinee	1,2,3	327	326	653
Norrie	1	142	149	291
Plover	1	99	84	183
Reid	1,2	194	122	316
Rib Falls	1	159	150	309
Rib Mountain	1-10,	1246	1114	2360
Rietbrock	1	177	57	234
Ringle	1,2	265	309	574
Spencer	1,2	189	170	359
Stettin	1-5,	329	472	801
Texas	1,2	231	272	503
Wausau	1,2,3	269	434	703
Weston	1	94	110	204

2020 SPRING ELECTION &
PRESIDENTIAL PREFERENCE PRIMARY
04/07/2020

T,V,C	Ward	# of In Person Ballots	# of Absentee Ballots	Total # of Ballots In Ward
TOWN				
Bergen	1	132	109	241
Berlin	1,2	153	154	307
Bern	1	89	29	118
Bevent	1,2	155	162	317
Brighten	1	67	62	129
Cassel	1	153	148	301
Cleveland	1,2	210	207	417
Day	1,2	164	136	300
Easton	1,2	187	165	352
Eau Pleine	1	98	97	195
Elderon	1	111	86	197
Emmet	1,2	171	112	283
Frankfort	1	88	48	136
Franzen	1	90	72	162
Green Valley	1	110	67	177
Guenther	1	60	68	128
Halsey	1	85	50	135
Hamburg	1	140	89	229
Harrison	1	44	42	86
Hewitt	1	93	64	157
Holton	1	110	69	179
Hull	1	95	52	147
Johnson	1	119	65	184
Knowlton	1,2,3	238	423	661
Marathon	1,2	185	154	339
McMillan	1,2,3	263	374	637
Mosinee	1,2,3	327	326	653
Norrie	1	142	149	291
Plover	1	99	84	183
Reid	1,2	198	122	320
Rib Falls	1	159	150	309
Rib Mountain	1-10,	1246	1114	2360
Rietbrock	1	177	57	234
Ringle	1,2	265	309	574
Spencer	1,2	189	170	359
Stettin	1-5,	329	472	801
Texas	1,2	231	272	503
Wausau	1,2,3	269	434	703

Weston	1	94	110	204
Wien	1	161	44	205
Totals:		7296	6917	14213

VILLAGE				
Athens	1,2	86	219	305
Birnamwood	2	4	4	8
Dorchester	2,3	0	0	0
Edgar	1,2	158	223	381
Elderon	1	33	5	38
Fenwood	1	37	7	44
Hatley	1	92	65	157
Kronenwetter	6-10,	289	831	1120
Kronenwetter	1-5,	235	745	980
Maine	1-4,	345	826	1171
Marathon City	1-4,	170	265	435
Rothschild	5,6	150	383	533
Rothschild	1-4,7	299	644	943
Spencer	1,2,3	204	205	409
Stratford	1,2	194	195	389
Unity	1	34	15	49
Weston	1,2,4,5	240	710	950
Weston	3,8	158	518	676
Weston	6,7	146	531	677
Weston	9-13,	335	1035	1370
Total:		3209	7426	10635

CITY				
Abbotsford	1,6	33	18	51
Colby	1	44	79	123
Marshfield	12,20,21,24	61	148	209
Mosinee	1,2,6,7	233	329	562
Mosinee	3,4,5	250	369	619
Schofield	1-4,	201	326	527
Total:		822	1269	2091

Marathon County Strategic Plan –Objective 3.3

Trauma Informed Care Assessment

Evaluating Where We Are and Where We Should Be



SAMHSA'S 6 PRINCIPLES

of a

TRAUMA-INFORMED APPROACH



SAFETY

Prevents violence across the lifespan and creates safe physical environments.

TRUSTWORTHINESS

Fosters positive relationships among residents, City Hall, police, schools and others.

EMPOWERMENT

Ensures opportunities for growth are available for all.

COLLABORATION

Promotes involvement of residents and partnership among agencies.

PEER SUPPORT

Engages residents to work together on issues of common concern.

HISTORY, GENDER, CULTURE

Values and supports history, culture and diversity.

OUR PROCESS

Administration

Clerk of Courts

Corporation Counsel

Employee Resources

Marathon County

Sheriffs Office

Social Services

District Attorney's Office

Medical Examiner's
Office

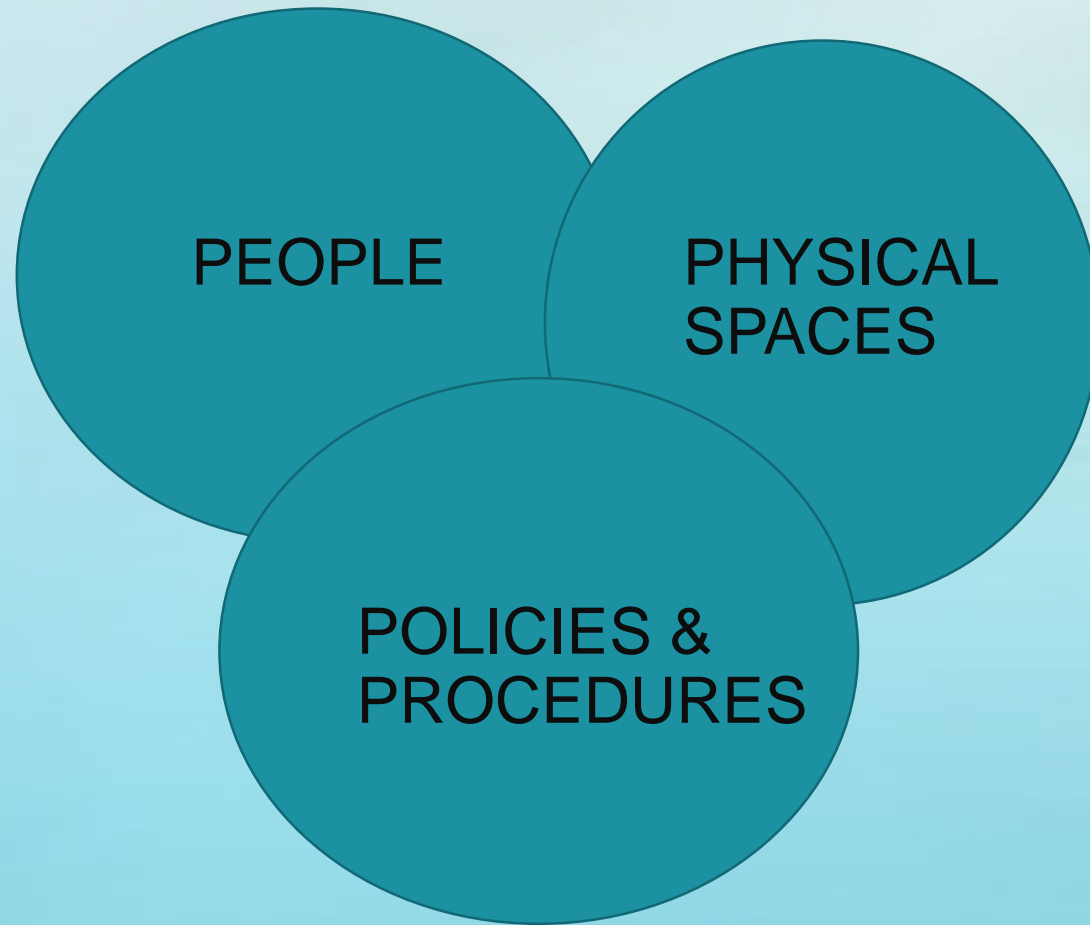
Health Department

OUR PROCESS: continued

- Interviews with 32 leadership/management staff
- Staff survey (n=148 responses)



OUR PROCESS: continued



PEOPLE: Benchmarks

- Strong commitment to Trauma Informed Care principles
- High level of support
- Communication at all levels promotes safety, shared power and trust
- People are empowered to understand & manage their trauma
- Input and feedback are sought and valued
- Customers are referred to trauma informed community partners

PEOPLE

Strengths

- Majority of youth no longer shackled in the courtrooms
- “Bear Goes to Court” coloring book
- Existing programs to support mental health
- Strong teamwork mentality
- Efforts made by staff to consider the impact of trauma

Gaps

- Staff have attended few trainings specifically on Trauma Informed Care
- High caseloads and workloads create time constraints and missed opportunities
- Staff struggle with a trauma informed approach
- We do not know the extent to which community partners are trauma informed

PEOPLE: Recommendations

- Quick Wins
 - Trauma Informed Care sessions during MLK Jr. Day-On
 - Incorporate Trauma Informed Care in staff meetings
 - Provide resources on the intranet
- Designate a lead staff person, with a team, to coordinate efforts
- Ensure adequate staffing levels



PHYSICAL SPACES: Benchmarks

- Minimize exposure to triggers
- Support confidentiality
- Create a sense of physical and emotional safety
- Adequate spaces for breaks and meetings
- Spaces are welcoming to people of all backgrounds, cultures, religions, gender identities, sexual orientations, abilities and ages

PHYSICAL SPACES

Strengths

- Recognition of the need for trauma informed spaces
- Key renovations have occurred

Gaps

- Spaces are not being used for their original purpose
- Signage does not fully reflect diversity of our community
- Existing capital improvement plan and process

PHYSICAL SPACES: Recommendations

- Quick wins
 - Update signage
 - Create and post resources that empower staff and customers
- Identify renovations



POLICIES AND PROCEDURES: Benchmarks

- Written policies exist and are updated regularly
- Personnel policies are rooted in Trauma Informed Care principles
- Written commitment to demonstrate respect for cultural and identity differences
- Procedures promote a trauma informed system of care
- A trauma informed system can be sustained throughout staff changes

POLICIES AND PROCEDURES

Strengths

- Core values align
- Existing programs incorporate principles of Trauma Informed Care
- Flexible scheduling and remote work
- “Handle with Care” initiative

Gaps

- No county-wide Trauma Informed Care policy
- Not every policy and procedure has been examined through the lens of Trauma Informed Care

POLICIES AND PROCEDURES: Recommendations

- Adopt a Trauma Informed Care policy
- Assess policies and procedures
- Process map the customer experience



GENERAL CONCLUSIONS

- Lack a county-wide vision of what Trauma Informed Care looks like
- Varied levels of understanding and buy-in

But . . .

- There is a clear commitment
- County core values align

RECOMMENDED STEPS

Becoming a Trauma Informed Organization

Step 1: Adopt a Trauma Informed Care policy

Step 2: Assemble a “Trauma Informed Care” team

Step 3: Develop a comprehensive, tiered strategy to implement Trauma Informed Care

Step 4: Provide initial and on-going Trauma Informed Care training

Step 5: Systematically update policies & procedures

Step 6: Assess physical spaces & develop plans to implement trauma informed changes

Step 7: Reassess / Evaluate progress.

Step 8: Develop next steps based on re-assessment as well as new emerging & best practices.

THANK YOU



QUESTIONS OR COMMENTS?



Marathon County Strategic Plan - Objective 3.3

TRAUMA INFORMED CARE ASSESSMENT

Evaluating Where We Are & Where We Should Be

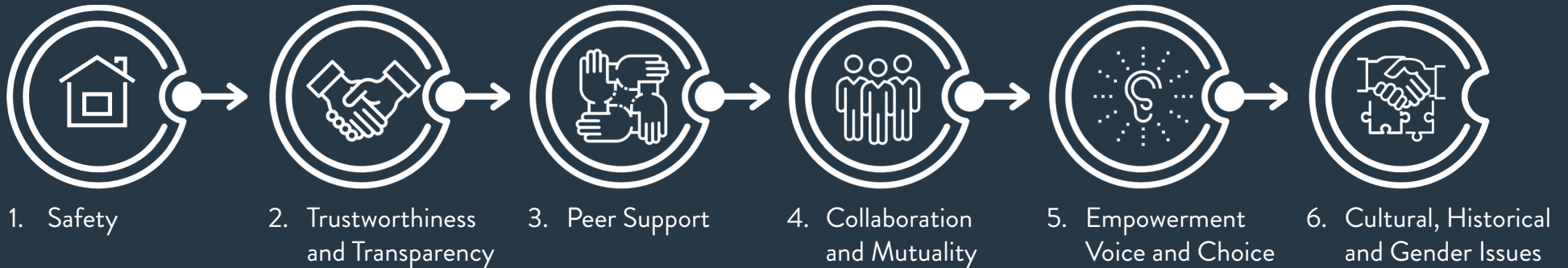


Contents

- *Intro to Trauma Informed Care* 1
- *SAMHSA 6 Principles of Trauma Informed Care* 2
- *Assessment Process* 3
- *General Conclusions* 4
- *Becoming a Trauma Informed Organization* 7
- *People* 8
- *Physical Spaces* 12
- *Policies and Procedures* 16
- *Appendix* 20



SAMHSA 6 Principles of Trauma Informed Care



The **Substance Abuse and Mental Health Services Administration (SAMHSA)** offers these 6 key principles of Trauma Informed Care:

- **Safety:** Acknowledge the importance of physical, emotional, and psychological safety.
- **Trustworthiness and Transparency:** Foster trust through open-communication and transparency in decision-making with people at all levels.
- **Peer Support:** Recognize that people who have experiences with trauma, and the healing process, can help others overcome traumatic experiences.
- **Collaboration and Mutuality:** Value contributions at all level, recognizing that everyone has something to offer in a trauma informed approach. Foster collaborative partnerships between staff and customers.
- **Empowerment, Voice and Choice:** Understand that trauma can impact people at all levels in an organization. Provide opportunities to enhance voices by seeking input from all stakeholders and embracing shared decision-making processes. Empower staff and customers through education about trauma and healing.
- **Cultural, Historical and Gender Issues:** Transcend biases and stereotypes, provide gender responsive services, address historical trauma and recognize cultural needs, as well as the value of cultural connections.

Assessment **PROCESS**

In order to meet the standards for a trauma informed system of care in Marathon County we conducted an assessment of current practices, as well as research, to identify best practices and benchmarks. Our assessment consisted of interviews with members of management teams and a survey administered to staff in the following departments:

- **ADMINISTRATION**
- **EMPLOYEE RESOURCES**
- **HEALTH DEPARTMENT**
- **SHERIFF'S OFFICE**
- **MEDICAL EXAMINER'S OFFICE**
- **SOCIAL SERVICES**
- **DISTRICT ATTORNEY'S OFFICE**
- **CORPORATION COUNSEL**
- **CLERK OF COURTS**

These Departments were selected based on the trauma impacted population they work with, or have staff that are regularly exposed to trauma. In addition to interviewing 32 members of management teams, 148 staff members participated in the survey.

The questions we asked were designed to encourage staff to consider the extent to which their department practices Trauma Informed Care.² When assessing Trauma Informed Care practice, questions were broken into three main categories.

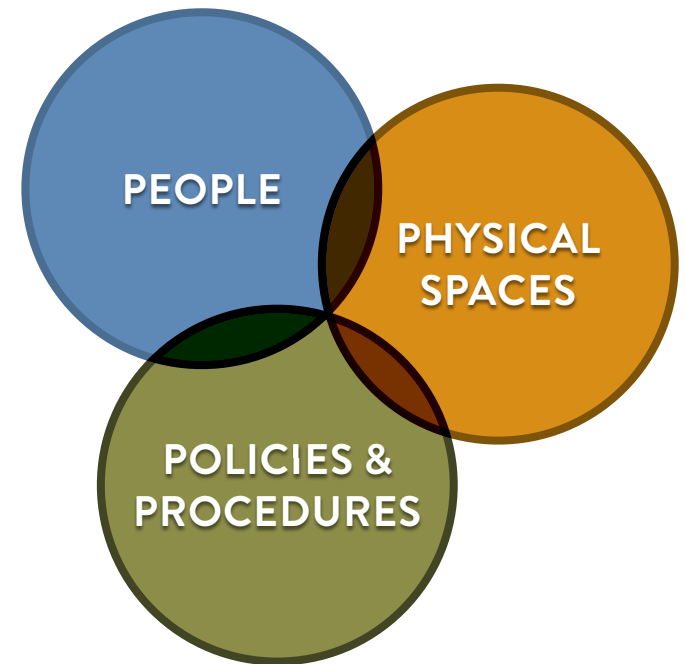
PEOPLE: training, support, communication, and resources to mitigate secondary traumatic stress.

PHYSICAL SPACES:

private and public office spaces with regard to their physical and emotional safety through aesthetic appeal and layout, as well as the availability of break spaces.

POLICIES & PROCEDURES:

formal and informal practices specific to or incorporating the principles of Trauma Informed Care.



² A copy of interview questions and the staff survey can be found in the Appendix to this report.

General CONCLUSIONS

Currently, Marathon County does not have a county-wide Trauma Informed Care system in place. The Marathon County Strategic Plan 2018-2022 recognizes the importance of implementing and creating a Trauma Informed Care system.

Based upon our inventory of Departments that tend to be most trauma impacted, it is clear that Marathon County employees see the value of being trauma informed, and make efforts to act in a trauma informed manner. However, there is room for improvement. We found that some Departments struggle to see the value of being trauma informed, while other Departments see the value but struggle with implementation. We also found that the depth of understanding Trauma Informed Care varied widely. Marathon County will likely not be able to create a cohesive trauma informed system of care without first creating a shared understanding of Trauma Informed Care.



Conclusions: STRENGTHS



The majority of staff surveyed (n=60) requested more training on trauma informed care.

PEOPLE

- Staff at all levels have indicated a widespread desire to understand trauma and its impacts.
- Managers identified the importance of skills in secondary traumatic stress mitigation and experience with Trauma Informed Care when hiring and training new staff members.
- Training opportunities focusing on trauma and secondary traumatic stress have been supported and are required in some Departments.

PHYSICAL SPACES

- Some departments have already made renovations and changes to physical spaces that encompass the principles of Trauma Informed Care. Staff and people served by these Departments have recognized its benefits.

POLICIES & PROCEDURES


- General desire to collaborate across teams and Departments, taking a wider view of the impact our systems have on the people we serve and the community at large.
- Marathon County's Core Values align with many aspects of a Trauma Informed System of Care.

Conclusions: **GAPS**

- The County lacks a designated individual and/or team to coordinate a Trauma Informed Care approach county-wide.
- Many staff demonstrated knowledge of what Trauma Informed Care is, but fewer were able to identify principles in practice.
- Some Departmental leaders lacked understanding of the value of Trauma Informed Care, and how it applies to their staff.
- When asked how trauma informed we are, staff responses varied, indicating a lack of shared understanding of Trauma Informed Care principles and benchmarks.
- There are a number of physical spaces that do not provide confidentiality, emotional safety, or may unintentionally contribute to re-traumatization.
- Marathon County lacks a written policy or statement defining Trauma Informed Care and how we employ the principles throughout County Departments.
- Policies in our Departments could be more trauma informed. For example, current language may be interpreted as corrective or disciplinary.



PEOPLE



PHYSICAL SPACES



POLICIES & PROCEDURES

BECOMING A TRAUMA INFORMED ORGANIZATION

Recommended Steps:

- **STEP 1:** Adopt a Trauma Informed Care policy, including SAMHSA's 6 principles, in Marathon County.
- **STEP 2:** Assemble a "Trauma Informed Care" team of diverse stakeholders (staff, customers) and a dedicated lead staff to coordinate and oversee the process of creating an intentional trauma informed organization.
- **STEP 3:** Develop a comprehensive, tiered strategy to implement Trauma Informed Care across our entire organization while recognizing the individualized needs within our Departments.
- **STEP 4:** Provide initial and on-going Trauma Informed Care training for staff at all levels.
- **STEP 5:** Systematically update policies and procedures in appropriate departments.
- **STEP 6:** Assess physical spaces and develop plans to implement trauma informed changes.
- **STEP 7:** Reassess / evaluate progress.
- **STEP 8:** Develop next steps based on re-assessment as well as new emerging and best practices.



PEOPLE: Benchmarks

An exemplary trauma informed organization applies the principles of Trauma Informed Care through its people, across its physical spaces, and within its policies and procedures. Within the category of “People,” an investment in staff development and relationship building across levels are critical. The following benchmarks may be used to measure success:

1. Leadership and staff are committed to principles of Trauma Informed Care including through hiring practices and investment in staff training and development.
2. There is a high level of support for and between staff to develop and grow their Trauma Informed Care practice, as well as to mitigate the effects of secondary traumatic stress.
3. Communication between staff, leadership, and customers promotes safety, shared power, and trust.
4. Customers are empowered to understand and manage their stress, trauma and triggers.
5. Customer input is sought, valued and incorporated.
6. A wide array of trauma informed community partners are available for customer referrals.

PEOPLE: Strengths

The following items have been identified as strengths in Marathon County aligned with the benchmarks of a trauma informed organization:

- Programs such as the Crisis Assessment Response Team ([CART](#)), Marathon Area Support Team (MAST) and Crisis Intervention Training (CIT) have been implemented to support the mental health needs of the people we serve as well as our staff.
- When hiring new staff, leadership indicated they consider an applicant's self-care skills and experience with Trauma Informed Care.
- Employee Assistance Program ([EAP](#)) services are available to staff.
- Trainings on related concepts including secondary traumatic stress, adverse childhood experiences, motivational interviewing, de-escalation, mediation and others are available to appropriate staff in key departments.
- Staff are encouraged by leaders to engage in appropriate self-care.
- There is a strong teamwork mentality in many departments.
- Judicial Engagement Training (JET) involves stakeholders in a variety of departments as well as community members to implement Trauma Informed Care within the Child Welfare System.
- Some staff are empowered to coach each other in order to improve their Trauma Informed Care practice.
- The vast majority of youth are no longer shackled in the courtroom.
- The "[Bear Goes to Court](#)" coloring book is available to help children understand the court process in order to help reduce their fear and stress.
- Some staff in key departments make the effort to consider their customers' traumatic experiences and adjust their approach.
- Customer feedback on staff performance is solicited through "quality assurance" calls in some departments.

PEOPLE: Gaps

The following items have been identified as gaps in Marathon County with regard to the benchmarks of a trauma informed organization:

- While there are many trainings on topics that support Trauma Informed Care, there are few trainings specifically focused on Trauma Informed Care principles and practices for staff or for supervisors.
- High caseloads and workloads create time constraints and, consequently, missed opportunities for Trauma Informed Care.
- Some staff do not possess the characteristics, or a comfort level, for Trauma Informed Care principles due to lack of training or their personal or professional backgrounds.
- When referring people we serve to community partners, we do not always know the degree to which they are trauma informed.
- The nature of some job duties may create barriers to successful Trauma Informed Care. Some staff acknowledge that it is difficult to balance trauma informed care practice while holding their customers accountable as their role requires.
- Staffing shortages and high volume of meetings, especially over the lunch hour, sometimes prevents employees from utilizing adequate breaks.



PEOPLE: Recommendations

The following have been identified as opportunities to strengthen Trauma Informed Care practice in Marathon County:

- ✔ Offer new sessions on Trauma Informed Care practice at MLK Jr. Day-On.
- ✔ Hold discussions and/or create questions specific to Trauma Informed Care principles and practice into staff meetings, supervision time and in rounding.
- ✔ Provide resources in a variety of formats (e.g., books, webinars, podcasts, newsletters, action posters, visual checklists) on the intranet for department/staff use.
- Invest in additional trainings specific to Trauma Informed Care practice for appropriate staff, managers and supervisors.
- Further incorporate Trauma Informed Care training as part of new employee orientation.
- Empower staff by providing materials and other resources to support customers in recognizing and managing their trauma.
- Bring in experts or experienced staff to present on Trauma Informed Care.
- Ensure adequate staffing levels to support workload and customer needs.
- Incorporate an expectation of Trauma Informed Care from community partners and service providers through contracts and Memoranda of Understanding (MOU).
- Identify a network of trauma informed partners for customer referrals in order to create a true trauma informed system of care.
- Designate a lead staff to establish, coordinate and maintain a trauma informed system of care throughout the county with the support of a team consisting of diverse stakeholders.

✔ = “Quick Wins,” i.e. recommendations that may be implemented with little delay or difficulty.

PHYSICAL SPACES: Benchmarks

An exemplary trauma informed organization applies the principles of Trauma Informed Care through its people, across its physical spaces, and within its policies and procedures. Within the category of “Physical Spaces,” an investment in both physical and emotional comfort is critical. The following benchmarks may be used to measure success:

1. Facilities minimize exposure to triggers.
2. Facilities support confidentiality.
3. Facilities create a sense of safety.
4. Facilities allow for the use of coping skills, have a dedicated space for employees to take breaks and include quiet areas for people working or visiting the building.
5. Spaces are welcoming to people of all backgrounds, cultures, religions, gender identities, sexual orientations, abilities and ages.



PHYSICAL SPACES: Strengths

The following items have been identified as strengths in Marathon County aligned with the benchmarks of a trauma informed organization:

- Many departments acknowledged the need for trauma informed spaces for staff and customers. Efforts are being made to renovate meeting rooms, public spaces, and work stations to be more trauma informed.
- Some office spaces are painted in warm, neutral colors; in some cases staff have had a choice in how offices are painted or decorated. Staff are encouraged to make private offices or cubicles more comfortable by allowing personal decorations.
- Many departments have uplifting artwork or plants throughout their spaces.
- Some departments have changed signage around the building to encompass friendlier, trauma informed language and visuals.
- Crisis Assessment Response Team (CART) is mobile and meets people where they are physically located.
- Many facilities are secured, promoting a sense of physical safety.
- Staff who work in the field, or have highly challenging meetings, are encouraged to carry a cell phone, bring someone with them, let people know where they are, when they expect to return and utilize other measures to ensure safety. Some departments employ in/out boards and complete check-ins by phone if staff have not returned as expected.
- Customer input was sought by some departments when making renovating physical spaces
- Some decor is culturally inclusive (e.g., Hmong tapestries, etc.) including signage in multiple languages.



The District Attorney's Office utilized grant funding to renovate the Victim Witness Room, with the goal of providing a safe, comfortable, and calming space for victims going through the Court process. This included calming colors, messages of empowerment, comfortable furniture, and even a gaming system for children to provide a safe space.

The Sheriff's Office renovated their interview room to include a two-way mirror in order to create a calming view for customers being interviewed. The view can be changed (e.g., aquarium themed, fall colors, etc.).

The Health Department worked with a designer to renovate a room to function as a comfortable, calming meeting space as well as use as a lactation room.

PHYSICAL SPACES: Gaps

The following items have been identified as gaps in Marathon County with regard to the benchmarks of a trauma informed organization:

- Departments expressed a concern for the lack of funding to make spaces trauma informed.
- Some departments are housed in spaces which were originally designed for a different purpose and do not adequately meet their needs.
- Several departments are short on space for staff to complete their work which may include phone calls or in-person contact with customers about sensitive or confidential topics. Other spaces may be available for use but take extra time to locate and reserve, and are dependent on availability.
- Several departments indicated a lack of adequate break spaces, resulting in more lunches being eaten at desks while working. Some departments noted an inability to have full staff meetings due to space and/or time constraints.
- Some physical spaces are not consistent with trauma informed principles such as shared power and empowerment, voice and choice.

For example, the Clerk of Court's windows are set up so the Clerk is sitting below an individual standing at the window for assistance, creating a physical manifestation of a power imbalance. Additionally, the Courthouse lacks separate areas where adverse parties are able to wait for hearings. For example, a petitioner seeking a domestic abuse restraining order does not have anywhere to wait other than the same area as the respondent, and a victim of a crime wanting to participate may have to wait in the same hallway as the defendant.
- Many departments do not have materials or signage that reflect the diversity of our population with regard to backgrounds, cultures, religions, gender identities, sexual orientations, abilities and ages.
- Staff identified that their efforts to make changes to physical spaces were hindered by our existing capital improvement process.
- Without a policy incorporating Trauma Informed Care principles when renovating or designing physical spaces, the effect on trauma-impacted individuals may be overlooked.

PHYSICAL SPACES: Recommendations

The following have been identified as opportunities to strengthen Trauma Informed Care practice in Marathon County:

- ✓ Update signage to reflect the diversity of customers.
- ✓ Create and post resources that empower staff and customers with information about trauma informed care, including how to recognize trauma behaviors and triggers.
 - Apply for grant funding and/or seek donations for trauma informed improvements to physical spaces. Priority should be given to staff who directly deal with trauma on a regular basis as well as locations that see a high volume of customers impacted by trauma.
 - Incorporate materials for stress and anxiety management in offices, waiting areas and meeting spaces as appropriate.
 - Identify renovations to enhance safety and confidentiality utilizing the principles of Trauma Informed Care as appropriate.



✓ = “Quick Wins,” i.e. recommendations that may be implemented with little delay or difficulty.

POLICIES and PROCEDURES: Benchmarks

An exemplary trauma informed organization applies the principles of trauma informed care through its people, across its physical spaces and within its policies and procedures. Within the “Policies & Procedures” category, a clear and shared understanding of Trauma Informed Care principles is critical. The following benchmarks may be used to measure success:

1. Written policies specific to Trauma Informed Care, and secondary traumatic stress mitigation, exist and are regularly reviewed in light of emerging and best practices.
2. Personnel policies are rooted in Trauma Informed Care principles.
3. There is a written commitment demonstrating respect for cultural and identity differences.
4. Procedures incorporate Trauma Informed Care principles and promote a trauma informed system of care.
5. A trauma informed system can be sustained regardless of changes in staff and leadership.

POLICIES and PROCEDURES: Strengths

The following items have been identified as strengths in Marathon County aligned with the benchmarks of a trauma informed organization:

- Marathon County core values generally align with, and provide, a foundation for implementing the principles of Trauma Informed Care.
- Some Departments have developed initiatives, such as one Department's "Customer Service Is Up to Me" card, which support a trauma informed approach.
- Flexible scheduling and remote work are possible for employees in some departments.
- There is a willingness to adapt procedures and policies in an effort to be more trauma informed.
- The "Handle with Care" initiative promotes communication to inform schools after children and their families have had contact with law enforcement.
- Many existing programs and procedures incorporate principles of Trauma Informed Care to minimize trauma and/or triggers.
- Social Services modified court reports for children's cases to highlight child and family trauma.
- In some cases hiring practices have shifted to seek employees with a strong foundation of self-care skills and a predisposition, or working knowledge, of Trauma Informed Care practice.
- Many departments have secondary traumatic stress policies or practices in place to support staff, including breaks, paid time off (PTO), consultation on cases and committees designed to engage staff in secondary traumatic stress mitigation.

POLICIES and PROCEDURES: Gaps

The following items have been identified as gaps in Marathon County with regard to the benchmarks of a trauma informed organization:

- A county-wide Trauma Informed Care policy detailing the commitment to trauma informed practice does not yet exist.
- Many existing personnel policies were identified to consist of more disciplinary or corrective language, as opposed to trauma informed language.
- Rules or Statutes determined by outside entities are not always trauma informed.
- Forms and other documents could be more inclusive when it comes to gender identity, ethnicity and other personal demographic labels.
- The existing capital improvement process does not necessarily support Trauma Informed Care



POLICIES and PROCEDURES: Recommendations

The following have been identified as opportunities to strengthen Trauma Informed Care practice in Marathon County:

- ✓ Adopt SAMHSA's framework, including the 6 principles of trauma informed care, county-wide.
- ✓ Update and clarify language regarding use of staff time when it comes to county wellness program opportunities.
 - Revise the existing capital improvement process to ensure that Trauma Informed Care principles will be considered when prioritizing, designing or renovating County buildings and spaces.
 - Encourage department leaders to consider an individual or team's role, personal characteristics and skill level when determining Trauma Informed Care training and development needs.
 - Assess policies and procedures for opportunities to enhance trauma informed practice.
 - Continue to adapt hiring and recruiting efforts to include searches for candidates with working knowledge of Trauma Informed Care principles and self-care when appropriate.
- Process map the customer experience from start to finish to identify challenges and barriers when accessing services.
- Revise forms and/or documentation to demonstrate respect and allow for differences in gender identities, ethnicity, and other personal or demographic characteristics.
- Maintain a standard for the use of strengths-based language by focusing on descriptions of behaviors, rather than labels, as appropriate.
- Survey staff on Trauma Informed Care practice regularly (e.g., annually or bi-annually).
- Create and promote opportunities to obtain customer feedback on a consistent basis.
- Ensure all Departments have a policy regarding Secondary Traumatic Stress.
- Evaluate policies regarding employee benefits.

✓ = "Quick Wins," i.e. recommendations that may be implemented with little delay or difficulty.

APPENDIX of Resources

The following resources are available if you are interested in more information regarding Trauma Informed Care principles as well as how other communities have implemented them. The interview questions and staff survey are also included in this section.

- **An Introduction to Trauma Informed Care with Cheryl Sharp** | https://youtu.be/we1wRbC7n_o
- **Substance Abuse and Mental Health Services Administration (SAMHSA)** | <https://www.samhsa.gov>
- **SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach** | <https://store.samhsa.gov/system/files/sma14-4884.pdf>
- **The Trauma Informed Care Project** | <http://www.traumainformedcareproject.org>
- **Adverse Childhood Experiences: Fast Facts** | <https://www.cdc.gov/violenceprevention/childabuseandneglect/aces/fastfact.html>
- **National Council of Behavioral Health: The Need for Trauma Informed Care** | <https://www.thenationalcouncil.org/areas-of-expertise/trauma-informed-behavioral-healthcare>
- **Center for Healthcare Strategies: Advancing Trauma Informed Care** | <https://www.chcs.org/project/advancing-trauma-informed-care>
- **Center for Evidence-Based Practices** | <https://www.centerforebp.case.edu/practices/trauma>
- **Trauma Informed Care Resources for Leaders and Managers** | <https://www.tepou.co.nz/uploads/files/resource-assets/Trauma-informed%20care%20resources%20for%20Leaders%20and%20managers.pdf>
- **Trauma Informed Care: Organizational Self-Assessment** | <http://trauma-informed.ca/trauma-informed-organizationssystems/organizational-self-assessment>
- **SaintA: 7 Essential Ingredients for Implementation of Trauma Informed Care** | <https://sainta.org/files/Seven-Essential-Ingredients.pdf>
- **Becoming a Trauma Informed Agency: The Waupaca Story** | <https://cms.revize.com/revize/waupaca/DHHS/GeneralPDFs/2018Waupaca-Story-Final-Version.pdf>
- **A Trauma Informed System of Care: Livingston, MI** | <https://www.livgov.com/hscb/Pages/trauma.aspx>
- **Building a Trauma-Informed Child Welfare System: A BluePrint** | <http://texaschildrenscommission.gov/our-work/statewide-collaborative-on-trauma-informed-care/strategies-and-guiding-principles>
- **County Health Rankings: A Trauma Informed Juvenile Justice System** | <https://www.countyhealthrankings.org/take-action-to-improve-health/what-works-for-health/policies/trauma-informed-juvenile-justice-systems>
- **County Health Rankings: Trauma Informed Healthcare** | <https://www.countyhealthrankings.org/take-action-to-improve-health/what-works-for-health/policies/trauma-informed-health-care>
- **County Health Rankings: Patient Shared Decision Making (SDM)** | <https://www.countyhealthrankings.org/take-action-to-improve-health/what-works-for-health/policies/patient-shared-decision-making>

APPENDIX: Interview Questions

MARATHON COUNTY TRAUMA INFORMED CARE ANALYSIS

Trauma Informed Care refers to how we work with people who have experienced trauma. This model moves to ask people, “What happened to you?” as opposed to “What’s wrong with you?” It also involves careful consideration of how we respond to people in light of their experiences.

For the purpose of this project, a core team has been tasked with examining our trauma informed care practices in terms of the ways 1) staff engage with internal and external customers; 2) the physical spaces we offer; and 3) our departmental practices and policies.

You are welcome to bring additional members of your department/office to the interview. In addition, a Qualtrics survey will be emailed to all staff in your department/office in October. The survey should take only 5-10 minutes. Please encourage 100% participation from your staff.

INTERVIEW QUESTIONS

1. What percentage of staff in your department understands what trauma informed care entails?
2. On a scale of 1-10, where is your department with being trauma informed?
(10 being no improvement needed, 1 being needs a lot of improvement)
3. What is your department currently doing to help staff incorporate Trauma Informed Care into their work?
(Including STS mitigation)
4. What has your department done (or is currently doing or plans to do) with the physical environment of your workplace to incorporate Trauma Informed Care?
5. Does your department have Trauma Informed policies or practices?
(A) If so, what are they? (B) If not, what do you think are the barriers?
6. When people in your department are implementing Trauma Informed Care well, what does that look like?
(A) When there are challenges to implementing Trauma Informed Care, what are those challenges?
7. What one change would you like to implement to get your department closer to a 10 (very trauma informed)?
(A) What resources are needed to accomplish this?

APPENDIX: Staff Survey

Please complete the following survey to help with an assessment of the strengths and gaps in the practice of Trauma Informed Care in Marathon County (Strategic Plan Goal 3.3 E). Trauma Informed Care refers to how we work with people who have experienced trauma. This model moves to ask, “What happened to you?” as opposed to “What’s wrong with you?” It also involves careful consideration of how we respond to people in light of their experiences.

For the purpose of this project, a core team has been tasked with examining our trauma informed care practices in terms of how 1) staff engage with internal and external customers; 2) the physical spaces we offer; and 3) our practices and policies.

While we ask you to identify which office or department you serve your responses will be confidential. Your responses should reflect your experiences and observations in the last year within the Department or Office you serve. The survey should take only 5-10 minutes. Thank you for your time.

1. In which Marathon County Department or Office do you work? *[Drop down box: Clerk of Courts, Corporation Counsel, District Attorney’s Office, Employee Resources/Administration, Health Department, Medical Examiner’s Office, Sheriff’s Office, Social Services]*
2. Within your department, which team, unit or office do you belong? *[Open-ended: _____]*
3. Is your position considered: *[Drop down box: Management, Non-Management]*
4. What percentage of staff in your office or department do you perceive as having a strong understanding of trauma informed care? *[Multiple Choice: 0-25% 26-50% 51-75% 76-100%]*
5. On a scale of 1 through 10, how well do you think trauma informed practice is implemented in your department or office? (1 meaning not at all, 10 meaning completely)

Please consider your responses to each of the statements relating to Trauma Informed Care and people (internal/external customers)

1. I feel that I have received adequate training to help a client who has experienced trauma.
2. Staff in my department can identify and appropriately respond to post-traumatic reactions in customers we serve.
3. I am aware of what resources are available to me if I experience secondary traumatic stress.
4. We seek and incorporate customer input throughout the course of our work.
5. Leadership in my department are knowledgeable of trauma and its impacts.
6. Leaders set aside time during supervision and/or staff meetings to talk with staff about trauma and secondary traumatic stress.

(continued on next page)

APPENDIX: Staff Survey (continued)

Please consider your responses to each of the statements relating to Trauma Informed Care and physical environment

7. The public spaces in my department include elements of nature, calming colors, and adjustable lighting.
8. The private spaces (offices or areas not for public access) in my department include elements of nature, calming colors, and adjustable lighting.
9. The spaces in my department create a sense of cohesion through the furniture and use of space.
10. The spaces in my department feel safe and are welcoming to people of all cultures, abilities, ages, gender identities, sexual orientations, education levels and socio-economic statuses.
11. The spaces and physical flow (how people get from A to B) in my department protect the privacy of the public and of employees.
12. There is a designated space for employees to take a break from work in my department.

Please consider your responses to each of the statements relating to Trauma Informed Care and policies or practices:

13. My department has a strong policy or practice regarding our commitment to understanding trauma and providing trauma informed care to staff and customers.
14. In my department staff wellness is a priority and may include (but is not limited to) practices such as PTO, breaks & lunches, critical incident debriefing, secondary traumatic stress relief and other forms of self-care.
15. In my department it is commonplace to demonstrate respect for people of all cultures, abilities, ages, gender identities, sexual orientations, education levels and socio-economic statuses.
16. We demonstrate our commitment to shared power (e.g., power that's shared with staff as well as external customers) in my department.
17. Policies in my department related to trauma informed care are reviewed and updated regularly in light of new information and/or emerging practices.
18. Trauma informed care goes beyond policies—it is part of the culture in my department.

We appreciate all of your feedback on this topic. In light of your responses to previous questions, please answer the following questions:

19. What is one thing you think your Department or Office could do to increase understanding and/or practice of trauma informed care principles?
[Open box for text. Response required]

20. What resources might be needed to increase understanding and/or practice of trauma informed care principles? *[Open box for text. Response required]*

(end of survey)



Marathon County's goal is to be the healthiest, safest and most prosperous county in Wisconsin.

APPOINTMENT
Golden Sands Resource Conservation and Development

I, Kurt Gibbs, Chairperson of the County Board of Supervisors, do hereby upon approval of the Board, appoint the following individual to the Golden Sands Resource Conservation and Development Committee for a two year term to expire at the County Board Organizational Meeting in April, 2022:

Supervisor Al Drabek

Mileage/expense reimbursement is allowed for meeting attendance, paid upon request. Per diem will be paid to citizen members of the Committee.

Dated this 26th day of May, 2020

Kurt Gibbs
County Board Chairperson

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointments were confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

APPOINTMENT
McDEVCO Board of Directors

I, Kurt Gibbs, Chairperson of the Marathon County Board of Supervisors, do hereby upon approval of the Board, appoint the following Supervisor to serve on the McDEVCO Board of Directors, subject to McDEVCO by-laws and procedures:

County Supervisor Becky Buch, 1721 N. 2nd Ave, Wausau, to replace County Supervisor Michelle Van Krey.

Mileage/expense reimbursement for County Board Supervisors will be paid upon request.

Dated this 26th day of May, 2020.

Kurt Gibbs, Chairperson
County Board of Supervisors

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointments were confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

**APPOINTMENT
Metallic Mining Committee**

I, Kurt Gibbs, Chairperson of the County Board of Supervisors, do hereby upon approval of the Board, appoint and re-appoint the following individuals to the Metallic Mining Committee for two year terms to expire at the County Board Organizational Meeting in April, 2022:

Re-Appoint:

County Supervisor Jacob Langenhahn (Chair)
County Supervisor John Robinson
Arnold Schlei – Local Unit of Government
Alan Christensen – Local Unit of Government
Russ Wilson – Citizen Member

Appoint:

Jim Small – Citizen Member
Vicki Resech – Citizen Member

Mileage/expense reimbursement is allowed for meeting attendance, paid upon request. Per diem will be paid to citizen members of the Committee.

Dated this 26th day of May, 2020

Kurt Gibbs
County Board Chairperson

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointments were confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

APPOINTMENT
Northwoods Rail Transit Commission

I, Kurt Gibbs, Chairperson of the Marathon County Board of Supervisors, do hereby upon approval of the Board, appoint Supervisor Kelley Gabor, 431 N. 7th Ave, Wausau, to the Northwoods Rail Transit Commission for a two year term to expire April 30, 2022.

Mileage/expense reimbursement is allowed for meeting attendance.

Dated this 26th day of May, 2020.

Kurt Gibbs
County Board Chairperson

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointment was confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

APPOINTMENT
Board of Health

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors, appoint the following to the Board of Health for a five year term to expire December 31, 2024:

Dr. Corrie Norrbom, 2720 Plaza Drive, Wausau, WI 54401

Per diem and mileage/expense reimbursement is allowed, paid upon request.

Dated this 26th day of May, 2020.

Lance Leonhard
Marathon County Administrator

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointments were confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

APPOINTMENT
Highway Safety Commission

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors, appoint Lt. Ted Knoeck, to the Marathon County Highway Safety Commission, serving as Highway Safety Coordinator, for an indefinite term.

Per diem will be paid to eligible members of the Commission.

Dated this 26th day of May, 2020.

Lance Leonhard
Marathon County Administrator

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointment was confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

**APPOINTMENT
Park Commission**

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors appoint Wausau City Alderperson Jim Wadinski and Wausau City Alderperson Dawn Herbst to the Park Commission to complete a seven year term to expire June 30, 2027, or until such time as they are no longer on the City Council, whichever occurs first.

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors appoint Marathon County Board Supervisor Jean Maszk to the Park Commission for a seven year term to expire in April 2027, or until such time as she is no longer on the County Board, whichever occurs first.

Dated this 26th day of May, 2020.

Lance Leonhard
Marathon County Administrator

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointments were confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held May 26, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

RESOLUTION #R-34-20

ACCEPTANCE OF THE TRAUMA INFORMED CARE ASSESSMENT REPORT

WHEREAS, the County Board of Supervisors adopted the 2018 – 2022 Strategic Plan in March of 2018; and

WHEREAS, the Strategic Plan identifies twelve (12) objectives from the 2016 Comprehensive Plan deemed by the Board to be of utmost importance to achieving Marathon County’s overarching goal of being the healthiest, safest, and most prosperous county in the state; and

WHEREAS, Strategy E of Objective 3.3 of the Strategic Plan calls for the County Board to “approve a plan that creates a trauma-informed response system for services we provide[;]” and

WHEREAS, county staff have conducted researched to identify best practices relative to trauma informed care, completed an assessment of our current practices using surveys and in-person interviews, and identified a series of next steps and recommendations to improve our trauma informed care practices; and

WHEREAS, on February 24, 2020, the Health & Human Services Committee reviewed the Trauma Informed Care Assessment report (“the plan”), as set forth in the attached addendum, and voted to recommend the plan to the County Board for approval and acceptance.

NOW, THEREFORE, BE IT RESOLVED by the Marathon County Board of Supervisors that:

1. The Trauma Informed Care Assessment Report (“the plan”), called for by Objective 3.3 of the 2018 – 2022 Marathon County Strategic Plan and attached hereto, is hereby approved and accepted.
2. The plan shall be considered and implemented through the annual budget and annual work plan.

Dated this 26th day of May, 2020.

HEALTH & HUMAN SERVICES COMMITTEE

Fiscal Note: Adoption of the Trauma Informed Care Assessment, in and of itself, will not result in any expenditure of County funds. The action items all have fiscal implications which will be considered during the annual budget and annual work plan processes.

RESOLUTION #R- 35 -20

RESOLUTION APPROVING THE GRANT BY MARATHON COUNTY OF A PERMANENT EASEMENT AND PERPETUAL RIGHT OF ENTRY – 400 EAST THOMAS STREET AND A TEMPORARY EASEMENT AND PERPETUAL RIGHT OF ENTRY – 400 EAST THOMAS STREET TO THE CITY WAUSAU

WHEREAS, Marathon County holds title to certain property (the Property) located at 400 E. Thomas St. in the City of Wausau (the City), described in the attached; and

WHEREAS, the City plans to improve and replace a sanitary sewer pipe which runs across the Property owned by Marathon County, which will be of benefit to residents of Wausau and Marathon County; and

WHEREAS, the Human Resources, Finance and Property Committee has reviewed the attached descriptions and plans and have voted to recommend approval of the attached Temporary Easement in order to permit temporary access across the Property to facilitate construction of improvements and the Permanent Easement Easement to the City for the purpose of maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors for the County of Marathon does hereby approve:

- A. Granting the attached Permanent Easement – 400 E. Thomas St. to the City of Wausau.
- B. Granting the attached Temporary Easement – 400 E. Thomas St. to the City of Wausau.

BE IT FURTHER RESOLVED that the appropriate officials of Marathon County are hereby authorized to execute documents and take all other actions necessary, on behalf of Marathon County, to effectuate the purposes of this Resolution.

Dated: May 26, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Impact: None.

EASEMENT AGREEMENT

Document Title

THIS AGREEMENT, made this _____ day of _____, 2020, by and between, MARATHON COUNTY, a municipal corporation, Grantor, and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, Grantee;

WITNESSETH:

That in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration paid to Grantor by Grantee, receipt of which is hereby acknowledged, Grantor, has this day conveyed, transferred, and delivered unto Grantee a temporary easement and right-of-way and perpetual right to enter upon the real estate hereinafter described at any time to construct, reconstruct, maintain, inspect and/or repair a sanitary sewer which may be constructed through and under the lands hereinafter described.

The temporary easement and perpetual right of entry is described as follows:

Part of Certified Survey Map No. 1554 recorded in Office of Register of Deeds for Marathon County in Volume 6 of Certified Survey Maps on Page 238, being part of Government Lot 2, Section 36, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Section 36; thence N 0° 47' 32" W, along the West line of the Southwest ¼ of said Section 36, 2632.45 feet to the West ¼ corner of said Section 36; thence S 62°36'00" E, 1411.44 feet to the Northerly line of said Certified Survey Map No. 1554, the point of beginning;

Thence N 62°28'36" E, along said Northerly line, 40.00 feet; thence S 2°30'00" E, 97.11 feet; thence S 16°46'00" W, 112.10 feet to the South line of said Certified Survey Map No. 1554; thence S 88°16'36" W, along said South line, 256.00 feet; thence N 18°33'00" E, 81.90 feet to said Northerly line of Certified Survey Map No. 1554; thence N 62°28'36" E, along said Northerly line, 290.86 feet to the point of beginning.

This temporary easement shall expire on the later to occur of (1) completion of the construction of the sanitary sewer or (2) December 31, 2020.

In further consideration of this easement by Grantor, Grantee forever agrees to hold Grantor harmless from all damages, loss, or claims which may arise from the existence, use, and/or maintenance of said temporary easement. Grantee further agrees that it will attempt to return the disturbed lands subject to this easement to a similar condition which existed prior to the construction.

In further consideration for this easement by Grantor, Grantee agrees to provide Grantor with an alternate location to park motor vehicles for the duration of the construction project to be completed under the auspices of this easement. The alternate parking location shall be provided for the Grantor's employees as well as employees of Grantor's tenant, whose place of employment is located on property adjacent to that described above. The alternate

Recording Area

Name and Return Address

City of Wausau Engineering Department
407 Grant Street
Wausau, WI 54403

PIN: 291-2907-363-0966

parking location shall be acceptable to Grantor and provided at no cost to the Grantor, the Grantor's tenant or their respective employees. Furthermore, the Grantee shall, at its own cost, provide shuttle service to the employees using alternate parking both to and from said alternate parking location from 7:00 am through 8:30 am and 4:00 pm through 5:30 pm each business day for the duration of the project, if deemed necessary by Grantor. Said shuttle shall be accessible to persons with disabilities and shall provide means for passengers to maintain adequate social distancing during the COVID-19 pandemic.

No buildings or structures except surface improvements such as, but not limited to, asphalt pavement, sidewalk, curb and gutter, etc. shall be constructed upon or across the temporary easement lands; nor shall large trees be planted upon the temporary easement lands, but small trees and shrubs not exceeding approximately eight feet in height at maturity are permitted.

Grantor covenants that it is lawfully seized and possessed of the real estate above described and that it will defend the title thereto against the lawful claims of all persons whomsoever.

This agreement shall run with the land, encumbering the property encompassed by the easement in perpetuity, and shall be binding upon and shall inure to the benefit of the parties hereto and to their respective successors and assigns.

IN WITNESS WHEREOF, this agreement has been duly executed the day and year first above written.

CITY OF WAUSAU BY:

MARATHON COUNTY BY:

Katie Rosenberg, Mayor

Leslie M. Kremer, Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2020, the above named Katie Rosenberg, Mayor, and Leslie M. Kremer, Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission expires:_____

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2020, the above named, _____
_____ to me known to be the person(s) who executed the
foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission expires:_____

This instrument was drafted by
Anne L. Jacobson, City Attorney
for the City of Wausau
407 Grant, Street
Wausau WI 54403-4783

EASEMENT AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2020, by and between, MARATHON COUNTY, a municipal corporation, Grantor, and the CITY OF WAUSAU, a municipal corporation of the State of Wisconsin, Grantee;

WITNESSETH:

That in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration paid to Grantor by Grantee, receipt of which is hereby acknowledged, Grantor, has this day conveyed, transferred, and delivered unto Grantee a permanent easement and right-of-way and perpetual right to enter upon the real estate hereinafter described at any time to construct, reconstruct, maintain, inspect and/or repair a sanitary sewer which may be constructed through and under the lands hereinafter described.

The permanent easement and perpetual right of entry is described as follows:

Part of Certified Survey Map No. 1554 recorded in Office of Register of Deeds for Marathon County in Volume 6 of Certified Survey Maps on Page 238, being part of Government Lot 2, Section 36, Township 29 North, Range 7 East, City of Wausau, Marathon County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Section 36; thence N 0° 47' 32" W, along the West line of the Southwest ¼ of said Section 36, 2632.45 feet to the West ¼ corner of said Section 36; thence S 62°36'00" E, 1411.44 feet to the Northerly line of said Certified Survey Map No. 1554, the point of beginning;

Thence S 26°49'00" E, 14.92 feet; thence S 16°46'00" W, 181.81 feet to the South line of said Certified Survey Map No. 1554; thence S 88°16'36" W, along said South line, 105.40 feet; thence N 16°42'00" E, 138.62 feet to said Northerly line of Certified Survey Map No. 1554; thence N 62°28'36" E, along said Northerly line, 125.20 feet to the point of beginning.

In further consideration of this easement by Grantor, Grantee forever agrees to hold Grantor harmless from all damages, loss, or claims which may arise from the existence, use, and/or maintenance of said permanent easement. Grantee further agrees that it will attempt to return the disturbed lands subject to this easement to a similar condition which existed prior to the construction.

In further consideration for this easement by Grantor, Grantee agrees to provide Grantor with an alternate location to park motor vehicles for the duration of any period of construction, reconstruction, maintenance, inspection and/or repair of the previously referenced sanitary sewer. Any alternate parking location shall be provided for the Grantor's employees as well as Grantor's tenant and any employees of Grantor's tenant, whose place of employment is located on property adjacent to that described above. The alternate parking location shall be acceptable to Grantor and provided at no cost to the Grantor, the Grantor's tenant or their respective employees. Furthermore, the Grantee shall, at its own cost, provide shuttle service to the employees using alternate parking both to and from said alternate parking location from 7:00 am through 8:30 am and 4:00 pm through 5:30 pm each business day for the duration of the construction, reconstruction, maintenance, inspection and/or repair of the previously referenced sanitary sewer, if deemed necessary by Grantor. Said shuttle shall be accessible to persons with disabilities.

Recording Area

Name and Return Address

City of Wausau Engineering Department
407 Grant Street
Wausau,
54403

WI

PIN: 291-2907-363-0966

No buildings or structures except surface improvements such as, but not limited to, asphalt pavement, sidewalk, curb and gutter, etc. shall be constructed upon or across the permanent easement lands; nor shall large trees be planted upon the permanent easement lands, but small trees and shrubs not exceeding approximately eight feet in height at maturity are permitted.

Grantor covenants that it is lawfully seized and possessed of the real estate above described and that it will defend the title thereto against the lawful claims of all persons whomsoever.

This agreement shall run with the land, encumbering the property encompassed by the easement in perpetuity, and shall be binding upon and shall inure to the benefit of the parties hereto and to their respective successors and assigns.

IN WITNESS WHEREOF, this agreement has been duly executed the day and year first above written.

CITY OF WAUSAU BY:

MARATHON COUNTY BY:

Katie Rosenberg, Mayor

Leslie M. Kremer, Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

Personally came before me this ____ day of _____, 2020, the above named Katie Rosenberg, Mayor, and Leslie M. Kremer, Clerk for the City of Wausau, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission expires: _____



STATE OF WISCONSIN)
) ss.
COUNTY OF MARATHON)

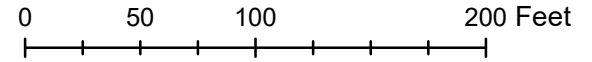
Personally came before me this ____ day of _____, 2020, the above named, _____
_____ to me known to be the person(s) who executed the
foregoing instrument and acknowledged the same.

Notary Public, Wisconsin
My commission expires: _____

Anne L. Jacobson, City Attorney
for the City of Wausau
407 Grant, Street
Wausau WI 54403-4783

400 E Thomas St Easements

— Sewage Line  Permanent Easement  Temporary Easement



RESOLUTION #R-36-2020

TO EXPAND ONE PT CUSTODIAN FROM .50 (20 HOURS/WEEK) TO .725 (29 HOURS/WEEK) FULL-TIME EQUIVALENT FOR THE SHERIFF'S OFFICE EFFECTIVE 4/5/2020

WHEREAS, providing a clean environment in the Marathon County Jail supports the following objectives of the Marathon County Sheriff's Office:

- Protect the public,
- Insure the safety of staff and inmates,
- Operate the facility consistent with the Wisconsin Constitution and state and federal law,
- Operate the facility in an efficient manner, and
- Work effectively with other justice agencies.

WHEREAS, the expansion of the PT Custodian position will reflect the number of hours needed to adequately maintain the cleanliness of the environment of the jail and additional areas assigned to this position, that were previously provided by Facilities & Capital Management employees; and

WHEREAS, on May 6, 2020, the Public Safety Committee voted to recommend the expansion of the current PT Custodian position from .50 to .725 FTE for the Sheriff's Office to Human Resources, Finance and Property Committee; and

WHEREAS, on May 12, 2020, the Human Resources, Finance and Property Committee also voted to recommend the expansion of the current PT Custodian position from .50 to .725 FTE for the Sheriff's Office to County Board, pursuant to sec. 4.20, Gen. Code of Ord. for Marathon County.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Supervisors of the County of Marathon: To expansion the current PT Custodian position from .50 to .725 FTE for the Sheriff's Office, effective 04/05/2020.

Respectfully submitted this 26th day of May, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Impact: No Fiscal Impact to the Marathon County Tax Levy for current budget year as funds are available.

**RESOLUTION # R-37-20
APPROVE 2020 BUDGET TRANSFERS FOR MARATHON COUNTY
DEPARTMENT APPROPRIATIONS**

WHEREAS, Section 65.90(5)(a) dictates that appropriations in the Marathon County budget may not be modified unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors, and

WHEREAS, the Human Resources, Finance and Property Committee has reviewed and does recommend the 2020 transfers listed below, and

NOW, THEREFORE, BE IT RESOLVED the Marathon County Board of Supervisors authorize and direct the budget transfers as listed below:

Transfer from:	Health-350-377-82446 Other Health State Grant
Transfer to:	Health-350-377-91111 Salaries
Amount:	\$1,500
Re:	Increase in grant funding for 2019-2020 Prevention grant

That a Class 1 Notice of this transaction be published within (10) days of its adoption;

BE IT FURTHER RESOLVED that the County Board of Supervisors hereby authorizes and directs the Marathon County Clerk to issue checks pursuant to this resolution and the Marathon County Treasurer to honor said checks.

BE IT FURTHER RESOLVED that the proper officers of Marathon County are hereby authorized and directed to take all actions necessary to effect this policy.

Respectfully submitted this 26th day of May 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Note: This resolution modifies the revenues and expenditures for various County funds. There is no additional County levy appropriated in this resolution.

MARATHON COUNTY
Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **Alicia Richmond** and to your Department Head. This email will confirm that your Department Head acknowledges approval of this transfer. Forms that are incomplete, incorrect, out-of-balance, or that have not been sent to your Department Head will be returned. The Finance Department will forward completed forms to the Marathon County Human Resources, Finance & Property Committee.

DEPARTMENT: Health

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	350-377-8-2446	Oth Health Care Serv-St Grnt	\$1,500

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	350-377-9-1111	Salaries-Permanent-Regular	\$1,500

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

Requested By: Joan Theurer, Health Officer

Date Completed: 5/4/2020

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: _____

MARATHON COUNTY
Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department, or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

Prevention 2019-2020

2) Provide a brief (2-3 sentence) description of what this program does.

These funds are from the Preventive Health and Health Services (PHHS) Block Grant; a program of the Centers for Disease Control and Prevention (CDC). They are utilized to support evidenced based and/or promising practices in prevention; and support capacity building activities related to accreditation, quality improvement, performance management and foundations capabilities that are essential to the community.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe)

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No

Is a Budget Transfer Resolution Required? Yes

R-06-20**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY****Central Wisconsin Joint Airport Board
Marathon and Portage County, Wisconsin**

WHEREAS, the Marathon and Portage County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11 (1973), to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Central Wisconsin Airport, Marathon County, Wisconsin,

"PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5) (1973), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) (1973) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

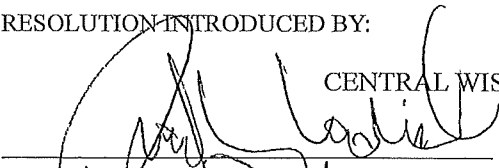



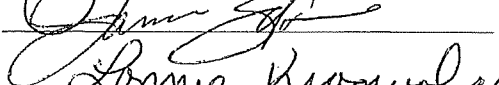
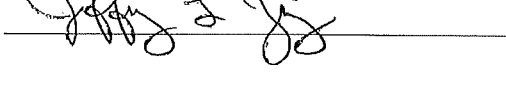
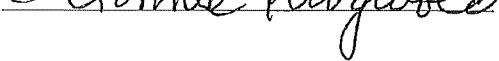
The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a commercial service type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows:
 - a. *Design and Construction of Runway Decoupling:* As identified and approved by the FAA in the 2015 Master Plan, this work includes shifting runway 8/26 to the east to decouple the runway ends 8 and 17, which are closely aligned and pose a risk to aviation. This element includes all related work including site work, new pavement, pavement removal, airfield lighting, navigational aids, and any other work necessary to complete the project, and
 - b. *Renew airfield markings, signage and lighting:* This element includes pavement surface preparation and painting, upgrade to LED lighting including new electrical circuits and voltage regulators for signs, runway, and taxiway lighting for all surfaces, and
 - c. *Reseal Pavement Joints:* This element includes all items as are necessary to effectively reseal and rehabilitate the pavement joints on airfield and roadway paving at CWA, and
 - d. *Pavement Repairs:* It will be necessary to rehabilitate and repair pavements at CWA. This will be ongoing and will include design and construction to include: Partial depth repairs, partial and full panel replacement, joint sealing, asphalt leveling, and sealcoating to maintain the airfield pavements in a safe and useful condition, and
 - e. *General Aviation (GA) Terminal Area Master Plan:* This element includes a detailed look at the existing GA facilities and GA forecasts as necessary to assure efficient future planning for the promotion of safe and economical operation of the airport's GA facilities, and
 - f. *Develop General Aviation (GA) Land and Air Operations Area:* This element includes all necessary electrical and other utilities, earthwork, paving, drainage, and joint use facilities necessary to support GA development at CWA, and
 - g. *Airfield Pavements:* Construct, add to or reconstruct airfield pavements to accommodate aircraft and equipment movement as necessary to allow safe, efficient and economical movement of aircraft and equipment, and all necessary related work, and

AND BE IT FURTHER RESOLVED THAT THE Central Wisconsin Joint Airport Board be authorized to sign and execute the agency agreement authorized by this resolution.

RESOLUTION INTRODUCED BY:

CENTRAL WISCONSIN JOINT AIRPORT BOARD

 _____	 _____
 _____	 _____
 _____	 _____
 _____	

CERTIFICATION

I, _____, Clerk of Marathon County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____, 20____, adopted by a majority vote, and recorded in the minutes of said meeting.

Clerk

CERTIFICATION

I, Kayla R. Fiten, Clerk of Portage County, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a adjourned meeting of the County Board on May 19, 2020, adopted by a majority vote, and recorded in the minutes of said meeting.



Clerk