



OFFICE OF KIM TRUEBLOOD  
COUNTY CLERK  
MARATHON COUNTY



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

ADJOURNED ORGANIZATIONAL MEETING

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THE ADJOURNED ORGANIZATIONAL MEETING of the Marathon County Board of Supervisors, composed of thirty-eight (38) members, will convene at the Marathon County Courthouse, Assembly Room, 500 Forest Street, Wausau, on Tuesday, May, 26, 2020 at **7:00** p.m. to consider the following matters:

**Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:**

**1-415-655-0002 Access code: 265 727 537**

**The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>**

A. OPENING OF SESSION:

1. Meeting called to order by Chairperson Gibbs at 7:00 p.m., the agenda being duly signed and posted
2. Pledge of Allegiance to the Flag; Followed by a Moment of Silence/Reflection
3. Reading of Notice
4. Request for silencing of cellphones and other electronic devices
5. Roll Call
6. Acknowledgment of visitors

B. CONSENT AGENDA:

7. Approval of minutes from the April 21 & 23, 2020 meetings
8. Referral of bills and communications to respective committees
9. Authorizing the Clerk to issue orders, bills and claims from the last session through this session
10. Confirmation of Appointments:
  - a) Board of Adjustment
  - b) County Board Size Task Force
  - c) Golden Sands Resource
  - d) MCDEVCO
  - e) Metallic Mining
  - f) North Central WI Regional Planning
  - g) Northwood's Rail
  - h) Regional Morgue Task Force
  - i) WCA Steering Committee
  - j) WCA CAP Team
  - k) NACo Representatives
  - l) Board of Health
  - m) Community Development Block Grant Housing Regional Board
  - n) Highway Safety Commission
  - o) Park Commission
  - p) Public Library Board
  - q) Solid Waste Management Board

## R E S O L U T I O N S

C. HEALTH AND HUMAN SERVICES COMMITTEE:

11. Acceptance of the Trauma Informed Care Assessment Report #R-34-20

D. HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE:

12. 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

13. 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

14. Approve 2020 Budget Transfers for Marathon County Department Appropriations #R-37-20

E. INFRASTRUCTURE COMMITTEE:

15. Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid by Central Wisconsin Joint Airport Board, Marathon and Portage County, WI #R-38-20

F. MISCELLANEOUS BUSINESS

16. Announcements and / or Requests

17. Motion to Adjourn

WITNESS: My signature this 26<sup>th</sup> day of May, 2020

Kim Trueblood  
Marathon County Clerk

NOTE: The next meeting of the County Board will be the Educational Meeting on Thursday, June 18, 2020. The Business Meeting will be on Tuesday, June 23, 2020. Both meetings will be held at 7:00 p.m. in the Assembly Room of the Courthouse.

NOTICE PROVIDED TO: County Board Members  
Marathon County Departments  
News Media  
Posted on County Website: [www.co.marathon.wi.us](http://www.co.marathon.wi.us)

*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail [infomarathon@mail.co.marathon.wi.us](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.*

**APPOINTMENT  
Board of Adjustment**

I, Kurt Gibbs, Chairperson of the Marathon County Board of Supervisors, do hereby upon approval of the Board, re-appoint the following individuals to the Marathon County Board of Adjustment for three year terms to expire June 30, 2023:

Kerry Brimmer (2<sup>nd</sup> alternate), 879 Paetsch Lane, Mosinee, WI 54455

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

Dated this 26<sup>th</sup> 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  
Community Development Block Grant Housing Regional Board**

I, Lance Leonhard, Marathon County Administrator, do hereby, upon approval of the Board of Supervisors, appoint Supervisor William Harris, 316 ½ N. 3<sup>rd</sup> St, #C, Wausau, WI 54403, as Marathon County’s designee to the Community Development Block Grant Housing Regional Board for a two year term to expire April 19, 2022.

Dated this 26<sup>th</sup> day of May, 2020

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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

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Kim Trueblood  
Marathon County Clerk

**APPOINTMENT**  
**County Board Size Task Force**

I, Kurt Gibbs, Chairperson of the Marathon County Board of Supervisors, do hereby, upon approval of the Board, appoint the following to serve on the Marathon County Board Size Task Force for a term to expire December 31, 2020:

Supervisor John Robinson, Chair  
Supervisor Craig McEwen, Vice-Chair  
Supervisor Arnold Schlei  
Supervisor Tim Buttke  
Supervisor Rick Seefeldt  
Supervisor Jacob Langenhahn  
Supervisor Sandi Cihlar  
Citizen Member Deb Hager  
Citizen Member David Eckmann

Dated this 26<sup>th</sup> day of May, 2020

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Kurt Gibbs  
Marathon County Board Chair

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

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Kim Trueblood  
Marathon County Clerk

Task Force created according to #O-37-19 and #O-10-20.

**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 26<sup>th</sup> 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**  
**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 26<sup>th</sup> 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 26<sup>th</sup> 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**  
**Public Library Board**

I, Lance Leonhard, Interim Marathon County Administrator, do hereby, upon approval of the Board of Supervisors, re-appoint the following individuals to the Marathon County Public Library Board for three year terms to expire December 31, 2022:

County Supervisor Michelle Van Krey, 2413 Oakwood Blvd, Wausau, WI 54403

Per diem and mileage/expense reimbursement will be paid for meeting attendance, to be paid from library budgeted funds.

Dated this 26<sup>th</sup> 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  
McDEVCO Board of Directors**

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

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

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

Dated this 26<sup>th</sup> 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 26<sup>th</sup> 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 Alan Christensen, 169488 River Road, Ringle, 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 23<sup>rd</sup> day of April, 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 April 23, 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 26<sup>th</sup> 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**  
**Solid Waste Management Board**

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors, appoint and re-appoint the following individuals to the Solid Waste Management Board for three year terms to expire April 30, 2023:

Matthew Hildebrandt, 626 East Wausau Ave, Wausau, WI 54403

Mileage/expense reimbursement will be paid to all members of the Board. Per diem will be paid to citizen members.

Dated this 23<sup>rd</sup> day of April, 2020.

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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 April 23, 2020.

S E A L

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Kim Trueblood  
Marathon County Clerk

**APPOINTMENT**  
**WCA Representatives – CAP Team**

I, Kurt Gibbs, Chairperson of the Marathon County Board of Supervisors, do hereby, upon approval of the Board, appoint the following to serve as Wisconsin Counties Association (WCA) Representatives – CAP Team for the 2020-2022 term: John Robinson and Sara Guild.

Dated this 26<sup>th</sup> 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



**RESOLUTION #R-34-20-2020**

**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 26<sup>th</sup> day of May, 2020.

HEALTH & HUMAN SERVICES COMMITTEE

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**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.



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
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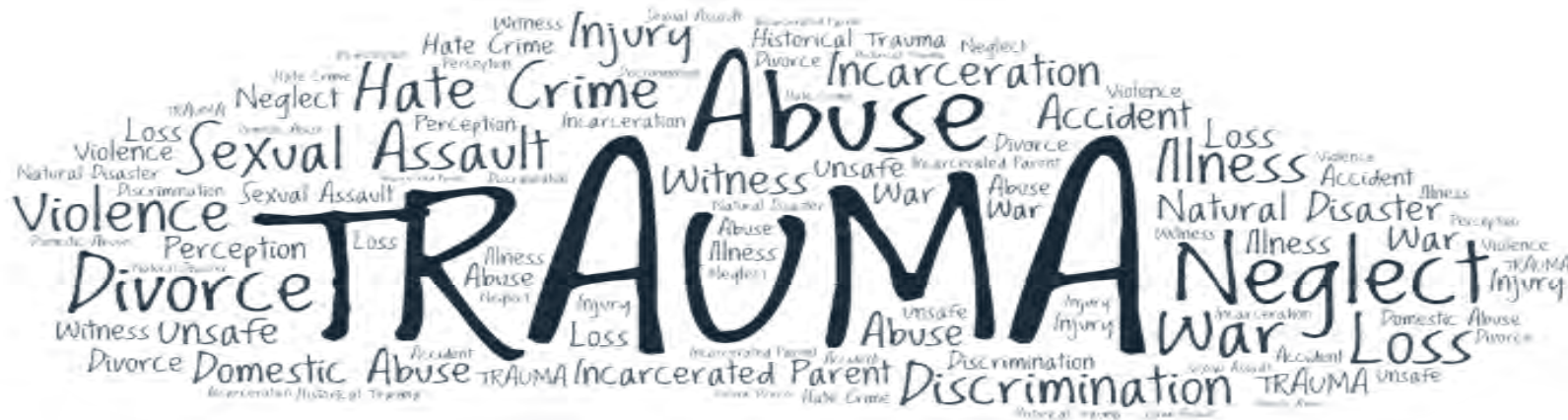


# Intro to TRAUMA INFORMED CARE

Trauma is defined as “deeply distressing or disturbing experience(s).” It can occur through Adverse Childhood Experiences (ACEs), intergenerational or historical trauma, or by experiencing or witnessing other events that may create emotional or physical harm.

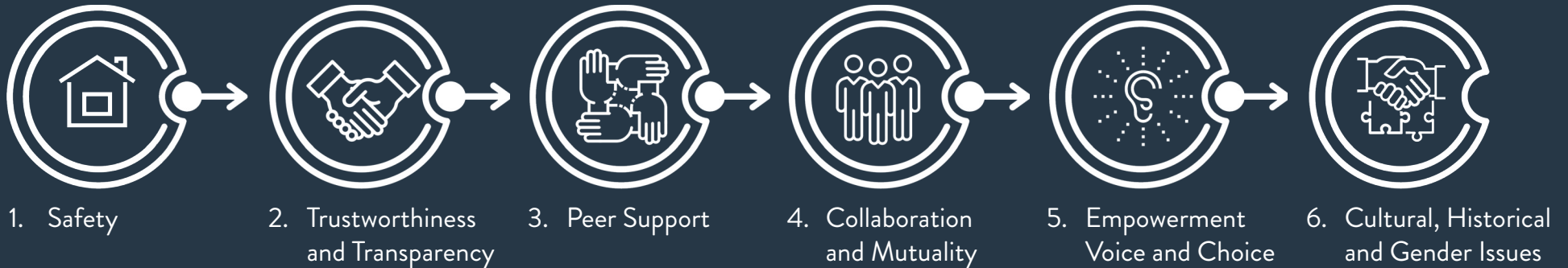
The Substance Abuse and Mental Health Services Association (SAMHSA) identifies the three “E’s” of trauma: the event, the experience of the event, and the effect of the event. It is important to recognize that trauma is an individual experience. In other words, what one person identifies as traumatic may be different than what another person identifies as traumatic. Moreover, experiences of trauma can lead to significant distress, changes in brain development, chronic health problems, mental health disorders, substance abuse, relationship problems and other challenges.

Trauma Informed Care is widely recognized as a promising approach that *acknowledges* the harmful effects of trauma, *strives to prevent* traumatizing (or re-traumatizing) people and *promotes healing* within a safe relationship and environment.<sup>1</sup> It calls for us to *recognize* “difficult” behaviors and shift our perspective to consider, “What happened to you?” and ask people “What do you need?” as opposed to “What is wrong with you?” One component of a trauma informed approach is secondary traumatic stress mitigation. Secondary traumatic stress often occurs among those who help people who have experienced trauma or have witnessed the traumatic experiences of others.



<sup>1</sup> For more about Trauma Informed Care watch the brief video [“An Introduction to Trauma Informed Care with Cheryl Sharp.”](#)

# 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.<sup>2</sup> When assessing Trauma Informed Care practice, questions were broken into three main categories.

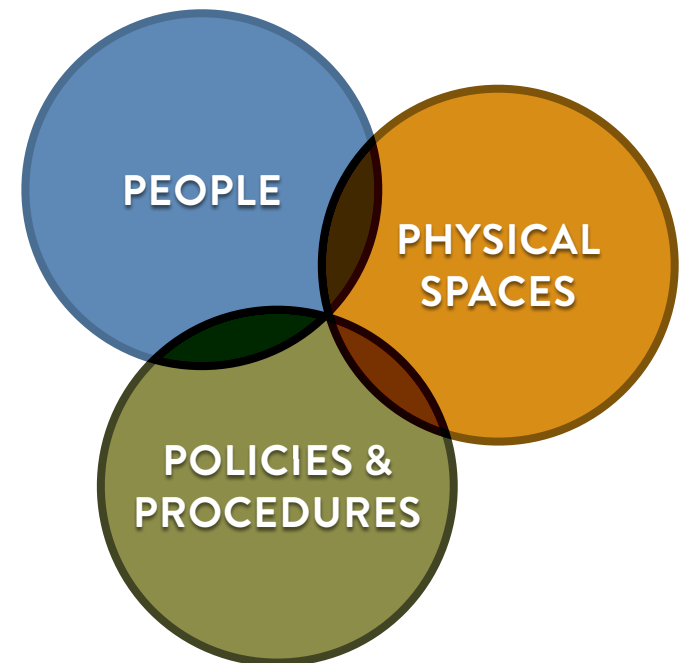
**PEOPLE:** training, support, communication, and resources to mitigate secondary traumatic stress.

## **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.



<sup>2</sup> 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

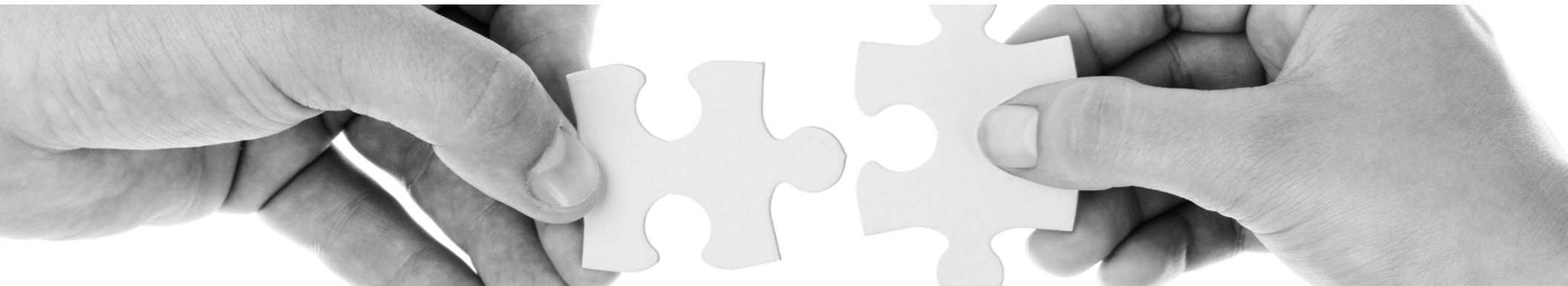


## POLICIES & PROCEDURES

# 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](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-organizationssystem/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.



**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 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,

WI

54403

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

**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 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:

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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)

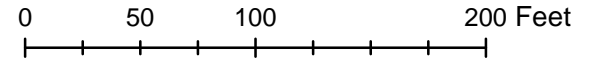
Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, the above named, \_\_\_\_\_  
\_\_\_\_\_ to me known to be the person(s) who executed the  
foregoing instrument and acknowledged the same.

\_\_\_\_\_  
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

# 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

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**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

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**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.

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**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:

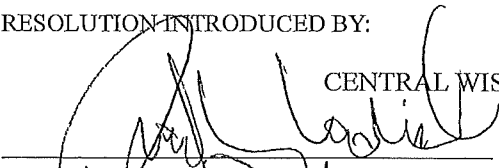



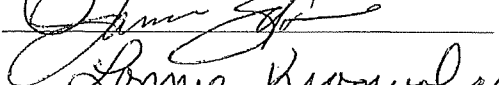
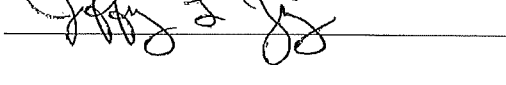
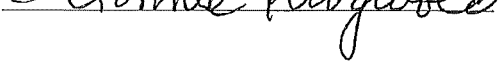
The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

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