



# MARATHON COUNTY RULES REVIEW COMMITTEE

## AGENDA

Date & Time of Meeting: **Tuesday, October 22, 2019 at 5:00 p.m.**

Meeting Location: **Employee Resources Conference Room (C-149), Courthouse**

**Committee Members:** Craig McEwen, Chair; Tim Buttke, Randy Fifrick, Jacob Langenhahn, John Robinson, Romey Wagner, Jeff Zriny

**Supporting Staff:** Lance Leonhard, Scott Corbett

**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.*

1. Call Meeting to Order
2. Approval of the October 9, 2019, committee meeting minutes.
3. Review and Recommend Marathon County Board Rules\* Suggested Changes
  - A. Review of draft revisions to rules based on previous discussions
  - B. Continue examination of existing rules for modification
    - i. Presentation from Diversity Affairs Commission Chair Xiong on the work of the commission and potential modifications to the pertinent rules
    - ii. Appointment process for vacant Board of Supervisor and other Elected Official positions
4. Future Meeting Dates and Times
  - A. Next Meeting Times and Dates To Be Determined.
5. Adjournment

\*Marathon County Code of Ordinances can be found online at the link below:

[https://www.municode.com/library/wi/marathon\\_county/codes/code\\_of\\_ordinances?nodet=12551](https://www.municode.com/library/wi/marathon_county/codes/code_of_ordinances?nodet=12551)  
or go to the Marathon County website, click on Government, then Code of Ordinances

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. For TDD telephone service, call the Employee Resources Department at 715-261-1451.

**SIGNED** /s/ Craig McEwen  
Presiding Officer or Designee

FAXED TO: Daily Herald, City Pages, Marshfield News  
 FAXED TO: Mid-West Radio Group  
 FAXED BY: M. Palmer  
 FAXED DATE: \_\_\_\_\_  
 FAXED TIME: \_\_\_\_\_

NOTICE POSTED AT COURTHOUSE  
 BY: M. Palmer  
 DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_



# MARATHON COUNTY RULES REVIEW COMMITTEE MEETING

## MINUTES

Wednesday, October 9, 2019 at 4:00 p.m.

Employee Resources Conference Room (C-149), Courthouse

Attendance:	Present	Absent
Craig McEwen, Chair	X	
Tim Buttke	X	
Randy Fifrick		EX
Jacob Langenhahn	X	
John Robinson	X	
Romey Wagner	X	
Jeff Zriny	X	

**Also Present:** Kurt Gibbs, Scott Corbett, Lance Leonhard

### Agenda Items:

1. **Call Meeting to Order**

Chair McEwen called the meeting to order at 4:00 p.m.

2. **Approval of the September 18, 2019, Committee Meeting Minutes**

Motion by Wagner, second by Buttke, to approve the September 16, 2019, meeting minutes.  
Motion carried.

3. **Policy Discussion and Possible Action**

A. Review of draft revisions to Rule 2.01(10) and Rule 2.01(20)

### Discussion:

Chair McEwen facilitates discussion of the following rules and topics during the course of the meeting:

Rule 2.01(10) – County Board Educational Meeting agenda ordering - no additional comments from members.

Rule 2.01(20) – Expense reimbursement and travel

Members make suggestions for modifications to the draft rule, including reference to the Wisconsin Counties' Association CAP team, clarification of language relative to WCA legislative conference and other WCA events, and reference to Board of Health, Social Service Board, Infrastructure Committee, and Solid Waste Board conferences.

Based on the review responsibilities of the Board Chair relative to the approval of reimbursement, it is suggested to amend the Chair responsibility rule: 2.01(6)

Consensus amongst the body is to expressly reference a 14-day requirement for members to turn in reimbursements from the prior quarter.

B. Continue examination of existing rules for modification

i. Presentation from Diversity Affairs Commission Chair Xiong on the work of the commission and potential modifications to the pertinent rules

### Discussion:

Supervisor Xiong was unable to attend the meeting and staff expressed that they will advise him of the next meeting date and time so as to allow Supervisor Xiong to attend and address the committee.

Committee members express a desire to address the membership of the commission (including county board member representation), the mission of the commission, and the standing committee to which the commission should report. Members' initial suggestion is for the membership to expand to include rural/urban and socioeconomic considerations and increase the number of county supervisors, that the mission be expanded, and that the commission report to either HR, Finance & Property or the Executive Committee.

Members discuss the potential merits of creating specific rules relative to resolutions calling for other governmental entities to act, proclamations, and referendums. Members express the potential value of increasing the use of public engagement and in increasing the time between initial education relative to the item and the ultimate vote on the item. This discussion will continue at future meetings.

**4. Future Meeting Dates and Times**

- A. Next meet is October 22 at 5:00 pm; next meeting topics resolution, proclamation, and referendum process and the interplay of the Metropolitan Planning Organization and the Environmental Resources Committee relative to planning and zoning responsibility.

**5. Adjournment**

There being no further business to discuss, **MOTION BY ZRINY, SECOND BY WAGNER, TO ADJOURN THE RULES REVIEW COMMITTEE MEETING. MOTION CARRIED, MEETING ADJOURNED AT 5:37 p.m.**

Minutes Prepared  
By Lance Leonhard  
on October 10, 2019

## Chapter 2 - THE GOVERNING BODY

### Sec. 2.01. - County Board rules of procedure.

#### COUNTY BOARD

Each newly constituted County Board may amend or renew these rules by simple majority vote at its April organizational meeting following its election to office. After adoption, the County Board Rules of Procedure may only be changed with appropriate notice and a two-thirds vote of a quorum of the County Board members in attendance at a County Board meeting.

- (1) *Rule 1. Hour of meetings; Organizational/Annual meeting, Additional meetings, Telephonic participation of members, Special Meetings, Cancellation of meetings.*
  - (a) The monthly educational meetings of the County Board shall be at 7:00 p.m., unless otherwise ordered.
  - (b) The organizational/adjourned organizational and annual/adjourned annual County Board business meetings shall be held at 7:00 p.m. unless otherwise ordered.
  - (c) The annual meeting of the County Board shall be held on the Tuesday following the second Monday in November.
  - (d) The organizational meeting shall be held on the third Tuesday in April.
  - (e) The County Board Chair shall have the authority to schedule additional meetings for the purpose of discussion and determination of selected agenda items.
  - (f) Because of the number of county board members (38), it is likely that one or more members will be absent from any meeting. Participation of supervisors by phone in a meeting of the full board will not be permitted, unless a special meeting has been called by the Board Chair for the purpose of considering one agenda item and the public has been afforded comparable access as required by law.
  - (g) The County Board Chair shall have the authority to call special meetings of the Board for determination of one agenda item and to permit supervisors to participate by phone, or other audio or visual means, as long as the public is afforded comparable access as required by law.
  - (h) The County Board Chair shall have the authority to cancel meetings of the full board due to the following circumstances:
    1. Anticipated lack of quorum
    2. Inclement weather
    3. Other emergency or unforeseen circumstance
    4. Lack of Agenda items
- (2) *Rule 2. Call to order and quorum.* The Chairperson shall call the members to order at the hour fixed for the meeting. A majority of the entire membership shall constitute a quorum to do business.
- (3) *Rule 3. Preserving order and speaking.*
  - (a) The Chairperson of the Board or any committee of the Board shall preserve order and decorum and may speak on points of order in preference to other members. The rules of parliamentary practice in Robert's Rules of Order, Newly Revised, shall govern in all cases where they are applicable.

- (b) Any supervisor desiring to have an item placed on the County Board agenda (which is currently not being considered by any committee) may contact the County Board Chairperson who shall refer the issue to the appropriate committee which shall, in turn, take up the matter and report back to the County Board Chairperson within 60 days for appropriate action. The supervisor making said request shall be notified of the committee meeting and will be expected to attend the meeting to discuss the issue presented. After the appropriate committee has considered the item, any County supervisor may place that item on the County Board agenda.
- (4) *Rule 4. Presiding officer.* In the absence of the Chairperson, the Vice-Chairperson shall exercise the powers and perform the duties of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the members shall designate a member of the County Board to act as Chairperson.
- (5) *Rule 5. Election of Chairperson and Vice-Chairperson.*
  - (a) At the organizational meeting of the County Board, in April of even numbered years, a Chairperson and Vice-Chairperson shall be elected to a two-year term, which shall run from supervisory election to supervisory election and in no event shall any term overlap a supervisory election.
  - (b) Whenever there are more than two candidates for an office, the first ballot shall be considered a preliminary ballot and the two persons receiving the highest number of votes will be placed on a final ballot, unless one candidate has a majority on the first ballot.
  - (c) The County Clerk will keep the voted ballots in a safe place and shall show the voted ballots to any person upon request.
  - (d) In the event a vacancy occurs due to resignation, death, or other cause, a new Chairperson or Vice-Chairperson shall be elected as soon as practicable at an adjourned meeting of the County Board, but no later than the second business meeting following the effective date of the resignation or other cause, to fulfill the unexpired two-year term of the former Chairperson or Vice-Chairperson.
  - (e) Installation of chairpersons. At the organizational meeting of the County Board, the third Tuesday in April and after the election of the County Board Chairperson and Vice-Chairperson, the newly elected Chairperson and Vice-Chairperson shall be seated.
- (6) *Rule 6. Duties of the Chairperson of the Board of Supervisors.* The County Board Chairperson shall act in the capacity of the Chief Elected Officer of the County, and shall:
  - (a) Appoint chairpersons of all Standing committees and taskforces.
  - (b) Decide all questions of order, subject to an appeal of the County Board.
  - (c) Preserve and may speak to points of order in preference to the Supervisors.
  - (d) Be required to vote on all questions and may participate in the County Board discussion, except questions on appeal from their decision and their vote shall be recorded with the rest of the Board members' votes.
  - (e) Be an ex officio member of all committees.

- (f) Ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies including Rule 18 Guidelines and Expectations.
- (g) Preside at County Board meetings in an efficient and effective manner and shall set the general tone of the meeting through positive leadership.
- (h) Ensure the other Supervisors have access to current and pending County Board issues and processes.
- (i) Represent or may assign a designee to represent the County at all ceremonial events or functions when so requested.
- (j) Have the right to speak as any other member.
- (k) Be obligated to maintain impartiality when presiding over County Board meetings.
- (l) Fill County Board vacancies pursuant to § 59.10(3)(e), Wis. Stats., or successor statutes.

1. The chair shall convene the vice-chair, County Clerk and County Administrator to assist in the interview process of candidates for a vacancy on the Board.
2. Said meetings shall comply with the Wisconsin Open Meetings Law
3. Although meetings shall be open to the public, candidates shall be sequestered during the interview process to minimize the risk of unfair advantage.

- (m) Fulfill other performance expectations to the Board's satisfaction. See document entitled, "County Board Chairperson Guidelines and Expectations," which shall be maintained by the Executive Committee and reviewed from time to time by the Board.

(n) Consider requests received from county board supervisors and non-elected individuals appointed to serve on subordinate committees, commissions, and boards, for expense and travel reimbursement in accordance with Rule 2.01(20).

(7) *Rule 7. Duties of the Vice-Chairperson of the Board of Supervisors.*

- (a) Shall assume the duties of the Chairperson in the event of the Chairperson's temporary absence.
- (b) Shall provide leadership for the oversight and implementation of the County's Strategic Plan and County 25 Year Comprehensive Plan. This duty shall include the responsibility to oversee alignment of Administrative and Department Work Plans with overarching goals as well as review and management of the process of modification of said plans in response to changing priorities.
- (c) Shall be an ex officio member of all committees and shall not be a sitting member of any committee except Executive Committee.
- (d) Shall, at a minimum, attend at least one meeting of each of the Standing Committees or, as an alternative, shall consult with each Standing Committee Chair at least once per quarter.
- (e) Other duties as assigned by the Board Chair.

(8) *Rule 8. Supervisor's authority to speak.* No County Board member shall speak unless the supervisor addresses the Chairperson and is recognized by the Chairperson. No County Board member shall speak more than three times on the same subject except by consent of the Board.

(9) *Rule 9. Recognition by the Chairperson.*

- (a) Any person, not a member of the County Board, desirous of addressing the Board on any subject, shall first obtain permission, such permission being requested by a County Board Supervisor, and approved by a majority vote of the Board.
- (b) Any person who wishes to address the County Board, or one of its committees, during the "Public Comment" portion of meetings must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting.
  1. The Chair shall have discretion to apportion, limit or extend time according to the number of persons wishing to speak.
  2. In the event more than five persons wish to speak, the Chair shall give preference to those persons who have not previously addressed the Board, or its committees, or to persons who represent viewpoints that have not yet been expressed.

(10) *Rule 10. County Board meetings.* The County Board meets twice each month to conduct business. These meetings are normally scheduled for the third Thursday at 7:00 p.m. and the fourth Tuesday at 7:00 p.m. (except in December, when the Board will meet only once). The Thursday meeting has a predominantly educational agenda, although the Board may take action on selected items, as long as the agenda reflects that a vote will occur. The majority of the actions taken by the Board will occur at its Tuesday meeting. Meeting agendas will generally proceed according to the following order:

(a) *Thursday Board Educational Meetings.*

Opening of meetings:

1. Call to order;
2. Pledge of allegiance; followed by a moment of silence/reflection;
3. Reading of notice;
4. Request for silencing cellphones and other electronic devices;
5. Roll call;
6. Acknowledgment of visitors;
7. 15-Minute Public Comment Period (Note: Public Comment period to address the full Board occurs only during Educational Meetings);
8. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials;
9. 9. Review and discussion of Tuesday meeting agenda items. Each consent agenda item to be presented and discussed individually. [LL1]
10. Standing Committee Strategic Plan progress update;
11. Education Presentations (policy issues);
12. Adjournment.

~~(a)~~(b) *Tuesday Board Meetings.*

Opening of Meetings:

1. Call to order;
2. Pledge of allegiance; followed by a moment of silence/reflection;
3. Reading of notice;
4. Request for silencing cellphones and other electronic devices;
5. Roll call;
6. Acknowledgment of visitors;
7. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials (most items will be included in the consent agenda at the Tuesday meeting);
8. Approval of the Consent Agenda:  
*Consent agenda items:* Each consent agenda item will be presented and discussed individually at the Thursday educational meeting. Routine consent agenda items shall be itemized in a single agenda category known as the "consent agenda" and voted on collectively at the Tuesday meeting. Prior to calling for a vote on the consent agenda, the Chairperson shall inquire as to whether any supervisor requests removal of an item from the consent agenda. If so requested by a supervisor(s), the item(s) will be removed and will be considered separately.
9. Policy Issues Education/Discussion and Outcome Monitoring Reports:
  1. Standing committees;
  2. Other committees and taskforces as scheduled or requested;
  3. Individual supervisors as requested by the Chairperson;
  4. Educational presentations requested by the Board;
  5. County Administration report. The Administration report may include but shall not be limited to updates on Strategic Plan implementation, legislative updates, educational presentations related to policy issues, and performance monitoring data;
10. Board Policy Actions:
  1. Ordinances and resolutions;
11. Miscellaneous Business;
12. Announcements and requests;
13. Adjournment.

(b)(c) *Limiting Audio and Prohibiting Video Recording of Closed Session Meetings.*

No person, except the Marathon County Clerk, or his or her designee, who is lawfully attending a meeting of the County Board or any of its subgroups which is convened in "closed session" pursuant to § 19.85(1), Wis. Stats., may make or cause to be made an audio or video recording of the proceedings.

In the event that any voting member of the governance group scheduled to meet in closed session wishes an audio recording to be made of the closed session



proceedings, he or she shall make a request to the Chairperson of the group within a reasonable time after receiving notice of the closed session.

The chairperson of the governance group shall rule on the request prior to the commencement of closed session proceedings. The chair's ruling shall be subject to appeal and may be overridden by a majority vote of members present.

The Clerk, or his or her designee, shall attend the meeting and cause any audio recording authorized under this rule to be made.

The Clerk shall be the custodian of the only recordings made of closed session proceedings under this rule. Any person with the lawful right to attend any particular closed session meeting shall have access to any recording made of that closed session by the Clerk, or his or her designee, at reasonable times upon request. The public shall not have access to said recordings until such time as the reasons for the closed session no longer exist. Upon release of closed session minutes to the public, copies of the recordings may be requested from the Clerk.

~~(e)~~(d) *Review of Closed Session Agenda Language by Corporation Counsel.*

No agenda which calls for a vote to go into closed session pursuant to one or more of the exceptions to the Wisconsin Open Meetings Law, set forth in § 19.85(1), Wis. Stats., for the County Board or any of its subgroups, including standing committees, program committees, commissions, boards or taskforces, may be published without the review of the Marathon County Office of Corporation Counsel. The Corporation Counsel may establish guidelines of model language, which, if followed, shall be construed as compliance with this rule.

~~(d)~~(e) *The deadline for posting an agenda for any County Board meeting shall be no later than the Friday before the week of the meeting. (To provide sufficient time for staff responsible for posting legal notice, the agenda, information packet materials (including power point presentations), written reports and minutes of the previous meetings should be provided no later than two days prior to the agenda deadline).*

- (11) *Rule 11. Roll call vote and voting.* All questions will be restated by the Chairperson prior to calling for the vote. Ordinarily, all votes on ordinances and resolutions of the Board shall be taken by electronic means, which shall record and preserve the vote of each supervisor. The Chairperson shall have the discretion to alter the method of voting where otherwise permitted by law, however, any County Board member shall have the right to call for a roll call vote on any matter or issue at any time. All County Board members present shall vote on all matters or issues placed before them, unless required to abstain due to a conflict of interest.

## COUNTY BOARD COMMITTEES

- (12) *Rule 12. [Definitions.]* Following are descriptions and definitions of the acceptable forms of Marathon County workgroups which compose the county governance structure and non-governance structure.

- (a) **Standing committees** are created by the County Board by ordinance to provide leadership for the implementation of the strategic plan; and leadership and coordination of broad based policy interests for which the Board is responsible. Standing committees are created each two years consistent with the County Board reorganization. Standing committees are accountable to the County Board and their

purpose is stated as: provide the leadership for implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to their primary area of responsibility. Standing committees requesting County Board discussion of proposed policies and/or policy issues must include with their request the Standing Committee's recommendation.

- (b) **Program committees** are workgroups that are established by the County Board to provide leadership for and monitor the performance of specific county programs, services, departments and/or agencies consistent with the expectations of the County Board. Program committees are created for a term consistent with the anticipated term of the program area for which they are responsible. Program committees are assigned to coordinate with one of the standing committees.
  - (c) **Statutory committees** are workgroups that are specifically mandated by State of Wisconsin statute(s), and will most often be program committees. These workgroups will only be titled commissions and/or boards when mandated by state statute. Statutory committees are assigned to coordinate with one of the standing committees.
  - (d) **Joint committees** , (commissions and/or boards) are workgroups created by the Marathon County Board in cooperation with and as part of forming a joint working relationship with one or more governmental and/or private organization(s). These workgroups will have membership composed of representatives appointed by multiple organizations. They will be formed pursuant to § 66.0301, Wis. Stats., which authorizes intergovernmental agreements, or other similar legal arrangement. These workgroups will function independent of the governance of the Marathon County Board and/or the Board(s) of other cooperating organizations, and will report to the County Board consistent with terms of the joint agreement. The term of joint committees, commissions and/or boards will be consistent with the anticipated term of the joint working relationship agreement.
  - (e) **Taskforces** are workgroups appointed to address specific issues within a specific period of time. Taskforces are created by the County Board and/or at the request of standing committees. Taskforces are responsible to report back to their assigned standing committee, and/or the County Board on a schedule as determined when they are created.
- (13) *Rule 13. Appointments to committees, boards and commissions.*
- (a) The appointment of all committees, boards or commissions shall be by the County Board Chairperson or the County Administrator and confirmed by the County Board. Chairpersons and Vice-Chairpersons of the Standing and Program committees and task forces shall be appointed by the County Board Chair and confirmed by the County Board.
  - (b) Should a vacancy on a committee, board, or commission occur, or a vacancy in the position of chair of a committee, commission and/or board occur for which Marathon County has the responsibility for appointment, the appropriate appointing authority (County Board Chair or County Administrator) shall appoint a successor no later than the second meeting of the committee, board or commission after the vacancy occurs or by exception, as soon as the vacancy can be filled. Such appointment shall be for the remainder of the term for the vacant position. All committee, board and/or commission member appointments shall be approved or

rejected by the County Board at the next County Board meeting following recommendation by the appointing authority.

- (c) The County Board Chairperson shall appoint all standing committees, joint committees, program committees and task forces unless otherwise mandated by state statute.
  - (d) The County Administrator shall appoint all statutory committees, unless otherwise mandated by state statute.
  - (e) The citizen members (non-County Board and non-staff members) of all committees, boards or commissions shall receive \$20.00 per meeting attended with the maximum compensation of \$240.00 per year, unless prohibited by law.
  - (f) Citizen members' mileage. Citizen members of committees, boards or commissions shall be paid mileage reimbursements of no less than \$2.00 per meeting and actual mileage when the total mileage is more than \$2.00 at the prevailing County mileage rate.
  - (g) Committees may audit claims. Each and every committee may examine and compare all bills and claims against the County referred to them or a summary thereof, together with the law and authority under which payment of such bill or claim is demanded and to recommend in accordance with the facts fully and in writing as to all matters to such committee for examination and report.
  - (h) Removal from committees. The Chairperson of each committee has the responsibility to lead the work of the committee and to assure that each committee member is actively engaged. Upon determining that an individual committee member is not engaged due to failure to attend committee activities the committee Chair shall recommend to the County Board Chairperson removal of the committee member from said committee. The County Board Chairperson will notify the committee member of the recommended removal. Upon consultation with the committee member, the County Board Chairperson may recommend removal to the County Board which will take action on the removal.
- (14) *Rule 14. Creating a Marathon County Governance Subgroup - (Committee, Board, Commission, Taskforce).*
- (a) *Purpose of Subgroups.* Marathon County government predominantly uses a subgroup structure to research, develop, and recommend for adoption and monitor outcomes of County Board governance policy. To provide guidance for the development of the Marathon County governance structure, and to assure that an efficient and effective governance structure is maintained, the following process will be used to create all Marathon County Board governance subgroups.
  - (b) *Subgroup Formation Process.* Only subgroups which have been created consistent with this procedure will be recognized as a part of the formal Marathon County governance structure, and only members of formal subgroups are eligible to receive compensation and or mileage and expense reimbursement from Marathon County.
    - 1. Any Standing Committee, County Board Chairperson, or the Corporation Counsel in fulfillment of a statutory requirement may request the creation of a formal governance subgroup to be part of the Marathon County governance structure.

2. The creation of any Marathon County governance subgroup is subject to approval by the Marathon County Board.
  3. Requests directed to the Marathon County Board for the creation of a governance subgroup shall include:
    - a. Subgroup name and classification consistent with one of the forms included in the Marathon County Board Rules document.
    - b. Purpose/Mission statement.
    - c. Delineation of the relationship to the County governance structure including the primary Standing Committee to which the subgroup will relate.
    - d. Identification of the party responsible for member appointment.
    - e. Number, term and special qualifications of subgroup membership.
    - f. Duties and responsibilities of the subgroup.
    - g. Description of subgroup outcome expectations including timelines.
    - h. Term of the subgroup both beginning and completion dates.
- (15) *Rule 15. Committee meetings.* The chairperson of each committee shall be authorized to direct the County Clerk or the department head to call a meeting of such committee. §§ 19.81—19.98, Wis. Stats., regarding open meetings shall be complied with at all times.
- (a) Typical Committee Meeting Agendas:
1. Call to order;
  2. Public Comment;
  3. Educational presentations/outcome monitoring reports;
  4. Operational Functions required by statute or delegated by ordinance or resolution, including but not limited to, public or evidentiary hearings, acceptance of donations, approval of sale of property, expending of funds or ordinance creation or modification
  5. Policy issue discussion and committee determination of policy recommendations to be directed to the appropriate Standing Committee by Program Committees or to the County Board by Standing Committees for its consideration;
  6. Next meeting time, location and agenda items;
  7. Adjournment.
- (b) The deadline for posting an agenda for any committee meeting shall be no later than the Friday before the week of the meeting. (To provide sufficient time for staff responsible for posting legal notice, the agenda, written reports, information packet materials (including power point presentations) and minutes of the previous meetings should be provided no later than two days prior to the agenda deadline).
- (c) Committee members may participate by phone, or other audio or visual means, as long as the public is afforded comparable access as required by law. Committee members wishing to participate by phone, or other audio or visual means, are

required to alert the proper authority in charge of agenda publication far enough in advance to ensure that sufficient notice can be provided to the public, pursuant to the Wisconsin Open Meetings Law.

Note: In most cases, Wisconsin Open Meetings Law requires 24 hours' notice to the public.

(16) *Rule 16.* Standing Committee and other Committee, Boards, Commissions, Taskforce, etc., Chairperson Duties and Responsibilities.

(a) Committee, Board, Commission, Taskforce Chairpersons should:

1. Preside at and conduct all meetings consistent with Robert's Rules of Order and in accordance with the County's Value statements. In the event that a quorum is not present, no meeting shall be called to order. The chair will schedule the next meeting.

Note: This rule codifies Marathon County's longstanding practice of conducting meetings only when a quorum of the membership is present. While it is understood that other groups may conduct meetings for "informational purposes only," Marathon County has historically recognized the high risk for a "walking quorum" in this situation and does not permit meetings of Board or subgroups to occur without quorum.

2. Establish the Agenda for all meetings, in collaboration with the appropriate County support staff.
3. Lead the group's efforts to develop goals, objectives and general policy for its programmatic area of responsibility and monitor outcomes consistent with the County's Strategic Plan.
4. Generate ideas and resolve policy interpretation issues consistent with the best interest of the entire County.
5. Understand and utilize the appropriate reporting relationship between and among County Board Supervisors, Committee Chairpersons, the County Board Chairperson, the County Board, County Administrator and other County staff assigned to support the group's work.
6. Recommend draft policy statements to the appropriate Standing Committee for its consideration and that of the County Board.
7. Monitor department adherence to County Board policy, and the performance of programs within its area of responsibility.
8. Represent the group and the group's goals and objectives to the general public and the media in a manner consistent with the County's Core Values.
9. Monitor Committee, Board, Commission, Taskforce member attendance and participation, encouraging all members to attend and to fully participate in discussions and decisions of the group.
10. Involve all group members in the process of identifying agenda items to be included in meeting agendas.
11. Annually, but not later than the May meeting of the committee review the Committee, Board, Commission, Taskforce Mission Statement, Bylaws, Procedures or other documents which guide the functioning of the group.

12. Recommend removal of committee members who are not attending committee activities.
- (b) Additional Duties and responsibilities of Standing Committee Chairs. In addition to the above duties and responsibilities of Committee, Board, Commission and Taskforce Chairpersons, Standing Committee Chairpersons are expected to provide leadership for:
1. The County's Strategic Plan by serving as a member of the Marathon County Executive Committee, and assumes the duties this position entails including, but not limited to, assisting the County Board Chair with the creation of County Board meeting agendas.
  2. Establishment of outcome expectations for the broad areas for which the Standing Committee has responsibility.
  3. Creation of outcome monitoring criteria for the programmatic areas within the committee's purview, and monitor the organization's performance consistent with County expectations.
  4. Standing Committee's establishment of County priorities for the broad based area for which the Standing Committee has responsibility.
  5. Establishing a Standing Committee process for administering/approving education and travel expenditures for County Board Supervisors who request travel as a Standing committee member, and/or as a member for each of the other Committees, Boards, Commissions, Taskforces, etc. which operate within the purview of the Standing Committee.
  6. Establishing a process for the review and approval of all CIP requests submitted by Committees, Boards, Commissions and Taskforces within the Standing Committees purview prior to their being submitted to the CIP Committee for its review and ranking.
  7. Making the necessary arrangement for and present and/or delegate the responsibility for presenting the Standing Committee's policy recommendations to the County Board.
  8. Proactive discussion and research of policies which will result in the improved performance of the County.
  9. Formulating as part of the annual budget, a prioritization of resource allocations within the Standing Committee's areas of responsibilities, and present these priority recommendations to the Executive Committee.
  10. Meeting to confer with the County Board Chair and Vice-Chair in the event that immediate response to proposed state action regarding matters under the jurisdiction of the committee is required. Any such meeting shall be held in accordance with the Wisconsin Open Meetings Law.
- (c) Authority of a standing committee to retain independent counsel. Upon approval by standing committee to engage outside legal counsel, the chair of the standing committee shall contact Corporation Counsel and act in accordance with policy for procurement of professional attorney services set forth in Chapter 3 of this code.
- (17) *Rule 17. Committee powers restricted.* The Marathon County Governance structure and the Organization Governance Chart have been created for the purpose of providing a clear pathway to facilitate the coordination and prioritization of County

services, programs and policy formation. The structure is not intended to preclude any group which is part of the County's formal governance structure from proposing governance policy or other issues for consideration by the Marathon County Board. No standing committee may override the recommendation of any other standing committee. In the event of a conflict, the recommendation of the standing committee from which the matter originated shall be offered to the County Board.

## COUNTY BOARD SUPERVISORS

### (18) *Rule 18. Guidelines and expectations for County Board Supervisors.*

(a) Marathon County Board is a leadership body which makes policy determinations primarily, but not limited to, the following:

1. The mission of the County.
2. The services and programs the County provides (the range of services currently provided includes programs that foster economic opportunity, public safety, transportation, health, recreation, education, environmental protection).
3. Resource allocation; levying property taxes, approving borrowings adequate to fund operational and capital expenditures.
4. Appointing and evaluating the job performance of the County Administrator.
5. Individual Board members contribute to the policy making through Information gathering and analysis, constituent contacts, public hearings, public debate and voting on policy issues.

(b) County Board members who cannot attend any Board or Committee meeting are expected to be excused by reporting their absence in advance to the County Clerk, County Board Chairperson, Committee Chairperson or staff, as a courtesy to the other members and to assure advance warning of possible lack of quorum.

(c) Specific Board and individual supervisor duties:

1. Consider and act upon policies in the form of ordinances and resolutions that come before the Board which is charged with setting policy for County Government.
2. Analyze and adopt the annual budget.
3. Communicate observations and opinions with regard to the County Administrator's job performance to Board leadership and participating in the establishment of the County Administrator's plan of work.
4. Establish Board policies and rules.
5. Review and update public policies already in place.
6. Consider and act upon statutorily required matters such as department head appointments, zoning amendments, farmland preservation agreements, claims against the County, etc.
7. Communicate with residents and groups with regard to policy preferences and assist residents with individual complaints/problems.
8. Advocate on behalf of the County with State and Federal officials on policy issues germane to the welfare of the residents of Marathon County.

(d) Conflicts of Interest.

1. In this section, the following definitions apply:
  - a. "Immediate family," means a county board supervisor's spouse or any relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one half of his or her support from the supervisor, or from whom the supervisor receives, directly or indirectly, more than one half of his or her support.
  - b. "Organization," means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic.
2. Except as otherwise provided in Paragraph 3, no County Board Supervisor may:
  - a. Take any official actions substantially affecting a matter in which the Supervisor, a member of his or her immediate family or an organization with which the Supervisor is associated, has a substantial financial interest.
  - b. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the county board supervisor, one or more members of the supervisor's immediate family, either separately or together, or an organization with which the supervisor is associated.
3. Paragraph 2 does not prohibit the County Board Supervisor from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a supervisor from taking official action with respect to any proposal to modify a County ordinance.
4. Any person who is elected to serve as a County Board Supervisor or any person whose appointment to serve on any board, commission or task force is approved by the County Board shall, within 60 days of said election or appointment, review his or her economic interests and those of his or her immediate family and sign a sworn statement identifying all known conflicts.
5. Because conflicts may arise during the course of the term that are not apparent at the commencement of a term, all supervisors and committee, commission, board or task force members shall review the agenda prior to each meeting. At the beginning of the meeting, or as soon thereafter as they perceive a possible conflict or the appearance of impropriety, the supervisor or commission, committee, board or task force member shall identify any items on the agenda which may create a conflict of interest or the appearance of impropriety. That person will then be excused from all discussion and voting of the identified agenda item. All agendas shall provide an opportunity for supervisors or committee or task force members to identify such conflicts of interest.
6. If the supervisor or committee, commission, board or task force member has a question regarding a possible conflict of interest, he or she may seek an advisory opinion from the Corporation Counsel pursuant to § 19.59(5), Wis. Stats.



**State Law reference—** Note: This section is derived from § 19.44 and § 19.59, Wis. Stats., Code of Ethics for Local Government Officials. It addresses legislative as well as quasi-judicial acts of legislators that have been subject to frequent interpretation by the Wisconsin Ethics Board. This section should be read in conjunction with other Ethics Laws, including § 946.13, Wis. Stats., of the Criminal Code, which prohibits private interests in a public contract and § 1.05 of this Code, which prohibits the receipt of gifts, gratuities or anything of value by all county officials and employees.

(19) *Rule 19. Compensation.*

- (a) Supervisor and Board Chair Salaries. Annual salary for the positions of supervisor and board chair shall be set by the County Board, pursuant to § 59.10(3)(i), Wis. Stats., (Alternative Method of Compensation), which provides as follows: "[T]he board may at its annual meeting [the Tuesday after the second Monday of November], by a two-thirds vote of the members entitled to a seat, fix the compensation of the supervisors to be next elected at an annual salary for all services to the county including all committee services . . . . The board may, in like manner, allow additional salary for the . . . chairperson of the board." A vote will be taken in November of odd-numbered years for the next succeeding two-year term. By rule, and unless modified as set forth below, the initial resolution before the board will provide for a three-percent annual increase in salary to County Board members and the chair to be effective the first pay period in April following the Spring Election of supervisors in even-numbered years, and January 1 of odd-numbered years. Any recommended modifications to the initial resolution will be developed and proposed to the County Board by the Human Resources, Finance and Property Committee.
- (b) Vice Chair shall receive an additional \$3,500.00 of annual compensation above base salary.
- (c) Chairs of Standing Committees, excluding the County Board Chair and Vice-Chair, shall receive an additional \$600.00 of annual compensation above base salary.
- (d) Method of Payment. County Board salaries shall be paid in biweekly increments by direct deposit to each supervisor.

(20) *Rule 20. Expenses reimbursements and travel.*

~~(a)~~ ~~(a)~~—County Board Supervisors who receive reimbursement for travel or educational expenses from any other sources for attendance at the same event shall not be eligible to receive reimbursement from Marathon County.

~~(b)~~ ~~(b)~~—As leaders in the development of County policy, County Board Supervisors are encouraged to participate in meetings, and to attend educational programs which are germane to the function of the County Board Supervisors role (see Rule 18). The County may reimburse the education and travel expenses incurred by County Board Supervisors, and as appropriate for community members consistent with this policy and within the County's budget allocations for the following activities;

1. Attendance at scheduled County Board and its committee, boards, taskforces and commission meetings;
2. Attendance at community meetings which are pertinent to County Board business;

3. Regional, state and national meetings in which issues of importance to Marathon County are being discussed;
4. Local, state and national education programs in which County Board Supervisors and/or community members can gain knowledge that improves their ability to develop and recommend policy for Marathon County.

~~(c) (e)~~—Budgeting for County Board Supervisor and citizen travel and education expense reimbursement. Budgeting for all County Board Supervisor travel and education reimbursement will be done by the Executive Committee of the County Board. As part of the County budget development process, each of the standing committees will make a budget request for travel and education expense reimbursement for its members, and the members of each of the program committees, boards, commissions and taskforces within its area of responsibility to the Executive Committee. The Executive Committee will be responsible for requesting an allocation for reimbursement of County Board Supervisors and appropriate community member attendance at the regularly scheduled County Board and its committee, boards and commission meetings, NACo and WCA. The Executive Committee will determine the total budget requested travel and education reimbursement line item for submission in the annual budget. Upon final approval of the budget, the Executive Committee will allocate to each standing committee, that standing committee's annual budget allocation. Each standing committee will administer their annual allocation for their standing committee members and each of the other program committees, boards, and commissions and taskforces included in their area of responsibility as identified on the County's Governance Chart. The Executive Committee will administer reimbursement for regularly scheduled County Board and its committee, boards, taskforces and commission meetings, NACo and WCA. All County Board Supervisor and citizen travel and education reimbursement will be administered through the County Clerk's office.

~~(d) (d)~~—Approval of Supervisor travel and education reimbursement. Supervisor travel to attend appropriately scheduled meetings of the County Board or any of its committees, boards, taskforces or commissions and the Eastern and Western Towns Association do not require prior approval. Reimbursement for these expenses will be paid out of the Executive Committee's travel account allocation. Reimbursement of travel expenses incurred for participating in regional organizations in which Marathon County is a member are deemed to have been approved when the individual supervisor is appointed to serve on that committee, board or commission and will only be paid if the regional organization does not reimburse expenses. All reimbursement for non-county Board scheduled local, regional, state and national travel and education expense reimbursement must receive prior approval. This approval must be given by either the appropriate standing committee or Executive Committee whichever is responsible for administering the reimbursement. Failure to obtain appropriate prior approval disqualifies the supervisor from receiving County reimbursement for expenses.

1. Supervisor travel expense reimbursement for supervisors who incur a travel expense to attend at regularly scheduled County Board meeting(s) or a meeting of its committees, boards, taskforces and commissions will be paid at a rate of \$2.00 per meeting or actual mileage reimbursement at the prevailing county rate, whichever is greater.

2. Supervisors and citizens approved to attend a meeting(s) and or educational program shall be reimbursed for expenses based upon the County's current reimbursement policies and practices. Travel reimbursement will be for the most appropriate mode of travel. This includes coach or economy class rate for the least expensive route if traveling by air or mileage for the most direct route reimbursed at the current county rate for the driver of the private vehicle, but not to exceed airfare. Mode of travel must be included in the request for reimbursement and approved as part of the prior travel approval. Supervisors traveling to the same activity are encouraged to combine their travel to contain costs whenever possible. Per diem and lodging reimbursement will not begin until the first day of the conference or meeting, unless schedules require arrival the day before.

Appropriate documentation of expenses as required by the current County policies and practices will be required for all reimbursement. Supervisors who request reimbursement for attending any NACo or WCA activities must work with the County Clerk's office when making travel arrangements.

3. At the May meeting of the County Board, held during even years, the County Board Chairperson shall appoint, subject to confirmation by the County Board of Supervisors, up to three supervisors to serve on NACo steering committee(s), and up to three supervisors to serve on WCA steering committee(s). By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is approved. Funding for these activities will come from the Executive Committee's budget.
4. NACo Summer conference and NACo Legislative conference attendance provides an opportunity for up to three Supervisors to be eligible to receive reimbursement for attendance at each of these activities. The attendees shall be selected pursuant to subsection 3 above. Attendance shall be subject to budgetary allocations. Reimbursement for these expenses will be made out of the Executive Committee allocation.
5. WCA Annual Convention. Supervisors shall be eligible for expense reimbursements, with preference first given to the Board Chairperson, Vice-Chairperson, all standing committee chairpersons and the chairpersons of other statutory committees/boards. If a committee chairperson is unable or unwilling to attend, the committee chairperson may recommend an alternate designee to the Executive Committee. Those planning to attend should advise the Board Chairperson, who shall confirm that budgetary allocations are sufficient to cover the expenses of those interested in attending. Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, and relevance of conference content to the County's interests. Nothing in the policy shall prohibit County Board Supervisors from attending the WCA Annual Convention at their own expense if they are not selected pursuant to this section.
6. WCA Legislative Meeting. Up to four supervisors shall be eligible to receive reimbursement for attendance. Preference shall first be given to the Board Chairperson and Vice-Chairperson. If the Board Chairperson and/or Vice-Chairperson are unable or unwilling to attend, alternates may be designated by the Executive Committee. Attendance is subject to budgetary allocations.

Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, conference content, and County issues on the conference agenda.

## COUNTY BOARD/COUNTY ADMINISTRATOR RELATIONS

- (21) *Rule 21. Relationship between County Administrator and County Board.* As the County Board's only employee, the relationship between the County Administrator and the County Board is extremely important to the success of County government. The County Board is charged with providing direction, counsel, supervision, and support to, and conducting performance appraisals with, the County Administrator. The County Administrator serves at the pleasure of the County Board, and is responsible for administering the work of the County organization. The County Administrator has the authority to direct the County workforce and other resources in consultation with the County Board's Executive Committee as required to accomplish the County government's work, goals and objectives as determined by the County Board.

~~(a)~~ *(a) Administrator's Plan of Work.* Each year the County Administrator will prepare for approval by the County Board, at its January meeting, a plan of work for the succeeding year (January to December). The content of the plan of work will address the goals and objectives described in the County's strategic plan, and all other Board documents and discussions which identify work to be accomplished that is consistent with the County Administrator's position description. While many plan items will require greater than one year to complete, accomplishments to be made within the fiscal year will be identified in the plan, and progress reports will be provided as requested by the Executive Committee, but no less than annually to the County Board. While it is anticipated that unforeseen work will develop during the course of the year, the Administrator should make their best effort to identify as much as possible all major projects to be undertaken. The Executive committee of the County Board, with the County Administrator, has the responsibility to review and to modify the plan as required during the year, to assure the highest priority work of the county is addressed.

~~(b)~~ *(b) Annual Performance Appraisal.*

1. Each January the Executive Committee of the County Board will conduct a performance appraisal of the County Administrator consistent with the pay for performance process established for county employees. The County Administration's evaluation will include: contribution to organizational culture, demonstration of core values behavior, job deliverables (results and goals) and completion of professional development. Performance Ratings shall be the same as are applied to all other employees (e.g. Exceptional, Successful, Needs Improvement). In January of each even-numbered year, as part of the performance appraisal process, the Executive committee will conduct a written survey of the entire County Board requesting an evaluation of the County Administrator's performance. The survey will include questions which allow Supervisors to assess the performance of the Administrator on the following criteria for the preceding two years. In December of each odd-numbered year, the Executive Committee shall conduct a training with the County Board to prepare members to make full use of the survey.

- a. Contribution to a strong effective organizational culture.

- b. Demonstrated ability to model behavior that exemplifies the County's core values.
  - c. Performance of Job Deliverables in the following essential job functions:
    - 1. Progress in accomplishing the goals included in the preceding two years of work plans;
    - 2. Effectiveness in administering the county's workforce and fiscal resources;
    - 3. Effectiveness in building and maintaining relationships with stakeholders.
  - d. Achievement of professional development goals.
2. The County Board will review the Administrator's performance at its February meeting. The purpose of said meeting shall be to review comments received, verify the accuracy of impressions expressed and provide an opportunity for the Board to be educated regarding the process and the relative roles and responsibilities of the parties. The Executive Committee will meet following the full Board's review at the February meeting in order to draft a summary of the appraisal. The Executive Committee of the Board will discuss the draft summary with the County Administrator soliciting comment and feedback. The Board will review and finalize the summary at its March regular meeting. The final summary shall be presented to the Administrator and then shall be released to the public and placed in the Administrator's personnel file.
  3. At all phases of this process, any Marathon County governmental body shall have the option to convene in closed session, pursuant to § 19.85(1)(c), Wis. Stats., (or other applicable or successor statutes) for the purposes of "[c]onsidering employment, promotion, compensation, or performance evaluation data" regarding the Administrator, as long as said sessions are properly noticed in accordance with Wisconsin Open Meetings law. It is the express policy of this Board to make full usage of the closed session procedure cited above and to exclude the Administrator from some discussions to insure that an accurate and thorough appraisal occurs.

~~(c) (e)~~ — *Administrator Performance Improvement Plan.* As part of the County Administrator's performance appraisal process, the Executive Committee may elect to draft a written Performance Improvement Plan (PIP) for the Administrator. The purpose of this plan shall be to identify specific improvement(s) and/or establish other criteria to be assessed that address only areas of the appraisal that are identified as "Needs Improvement." The Executive Committee may schedule a follow up appraisal in its discretion. This plan, if any, will be shared with the Board at its March meeting, and with the Administrator, and shall be placed in the Administrator's personnel file along with the appraisal summary described above, but not released to the public.

~~(d) (d)~~ — *Compensation.* The Administrator's compensation shall be administered in a manner that is consistent with the pay-for-performance model applied to all other County employees.

(22) *Rule 22. Joint Venture Approval Procedure.*

~~(a) (a)~~ — *Purpose.* The purpose of this rule is to standardize the procedure and criteria to be used by the Marathon County Board and its Administration when considering

formation of statutory joint ventures and joint ventures in which Marathon County incurs significant increased liability. The rule applies to proposed joint venture agreements of any form with another/other public or private entities when the joint venture initiative results in the formation of an independent governance structure through the creation of a separate, distinct and independent board of directors for the proposed joint venture.

~~(b)~~ ~~(b)~~—*Application.* While adherence to both the procedure and the criteria provided in this rule would be of value when considering all future cooperative/collaborative working relationships with other public and private entities, adherence to this rule is only required in instances as described above. Acceptance of grants and structuring of working relationships with other parties when no formal organizations or increased liability is anticipated are exempt from this rule.

~~(c)~~ ~~(c)~~—*Effect on current joint ventures.* Statutory joint ventures formed in the past and currently in force will be expected to adhere to these guidelines when they are modified and/or when renewed at the end on the term of the agreement. Clarification and improvement in current agreement stipulations are always encouraged and should be made when opportunities occur.

~~(d)~~ ~~(d)~~—*Phase I. Joint Venture Opportunity Initiation:* This phase can be initiated or responded to by the appropriate standing committee chair or the County Administrator.

1. Description of the shared purpose opportunity:
  - a. Alignment of the participating organizations purposes.
  - b. Aligned/Complimentary expected outcomes.
  - c. Extent to which the opportunity supports the objective of an existing County plan.
2. Description of the proposed form of joint venture organization:
  - a. Joint venture legality and within County's authority, if evident. If not evident, the determination of legality can be postponed to Phase II.
3. Proposed scope of service(s):
  - a. Geographic service area.
  - b. Target customers.
  - c. Service(s) description.
4. Describe the desirable characteristics and experiences of the proposed joint venture participants.
5. Obtain standing Committee support of the proposed joint venture and moving the idea forward to the County Board.
6. Seek approval of the County Board to continue to pursue the opportunity.

~~(e)~~ ~~(e)~~—*Phase II. Pursuing Joint Venture Formation:*

1. Determination of who is responsible for the project management role which entails investigating the joint venture formation (staff, or designated Marathon County Board member(s)):
  - a. Point of contact.

- b. Reports back to the County Board.
  - c. Media contact.
  - d. Responsible for ensuring compliance with open meeting law/local rules.
  - e. Authority to enter into tentative agreements on behalf of the County.
2. Determination of the need for external consultant assistance and distribution of the costs for the same.
  3. Delineation of the formation process:
    - a. Public meeting requirements.
    - b. Timelines and sequence of activities and events.
  4. Written agreement outlining the formation process which has been agreed to by all parties including assumption of costs to be incurred and allocation among the parties, confidentiality requirements, etc.
  5. Report progress to the Standing Committee and the County Board.

~~(f) (f)~~ *Phase III. Formation Process Implementation:*

1. Selection of the consultant (if needed).
 

NOTE: The factors identified in B [2] through E [5] below must all be addressed (except D(4) [4]d.) but it is not necessary that each be addressed in any particular sequence.
2. Governance:
  - a. Structure and decision-making authority. Clarify the oversight body structure and its decision-making authority.
  - b. Bylaws formation (how and by whom can they be changed?).
  - c. Form of governance (intergovernmental agreement, statutory, partnership, non-profit, etc.).
  - d. Ownership.
  - e. Public reporting of meeting agendas and minutes. Determine whether such public reporting is required by law or desirable as a best practice.
  - f. Targeted outcomes including reporting and monitoring.
3. Scope of services:
  - a. Geographic service region.
  - b. Specific type of service(s), standards, pricing, subcontracting, bidding requirements, quality auditing, external certification requirement, etc.
  - c. Customers.
  - d. Future expansion opportunities.
4. Fiscal impacts/risks:
  - a. Required fiscal commitments.
  - b. Financial viability of proposed participants.

- c. Responsibility for providing for facilities, employees, communications/marketing, insurance, financial investments.
  - d. Assumptions about and alternatives in the event of changed economy, regulations, demographics, changes in state or other external support? (not mandatory)
  - e. Origin of support services i.e. IT, human services, fiscal services.
  - f. Who will be the employer and fiscal agent?
  - g. Standards for employee compensation.
  - h. Transitioning of current employees of participating organizations.
  - i. Fiscal and compliance audit requirements.
5. Agreement duration provisions:
- a. Term of agreement.
  - b. Agreement to regularly review the agreement and to propose changes and designation of responsibility to see that the review is complete and timely.
  - c. Provisions for expansion of and/or discontinuation of participants.
  - d. Unwind provisions.
6. Approval by the Standing Committee and referral to the County Board for consideration.

~~(g) (g)~~ *Phase IV. Joint Venture Approval:*

- 1. Development of the schedule to be pursued to obtain participating organization approval.
- 2. Preparation of documents required for approval of participating organizations.

Sec. 2.02. - Fiscal impact.

- (1) Every motion, resolution or ordinance which makes an appropriation or which increases or decreases an existing appropriation, fiscal liability or anticipated revenue shall, before any vote is taken on the same by the County Board, have attached to it a reliable written fiscal impact estimate of the anticipated changes in related appropriations, fiscal liabilities or anticipated revenues for the current County budget or budgets to which it relates, along with any known or reasonably ascertainable projections for the impact of such changes in future similar budgets.
- (2) The annual County budget, when under consideration during the regular annual review period, shall be exempt from this requirement. Amendments to the Finance and Property Committee's proposed Annual Budget must be presented and voted upon as individual items by the County Board.
- (3) Any proposed report, resolution or ordinance which fails to contain such reliable written fiscal impact estimate may not be affirmatively acted upon by the County Board until such estimate is presented to the full County Board unless a two-thirds majority of the County Board membership present and voting, affirmatively votes to waive the requirement.
- (4) The County Administrator or their designee shall work with appropriate department heads and County Board committees in providing such fiscal impact estimates where required.



- (5) All bills or claims against the County, except claims or bills of the County Board members, and all matters requiring action by the County Board shall be filed with the County Clerk at least five days before the meeting of the County Board and all bills against the County or claims for services rendered shall be itemized fully and completely.
- (6) All reports or resolutions appropriating any money or dealing with expenditures of money not provided for in the adopted County budget shall be passed on a two-thirds vote of the membership of the County Board.
- (7) All bills or summary shall be referred to the proper committee without reading but before final allowance, a summary of the bill together with a report of the committee to whom same was referred shall be read by the Clerk.
- (8) It shall be in order for any member to call for the reading of any accounts by items and on request a separate vote shall be had on the allowance of any account or item, unless the Board shall be under operation of the previous question.

('92; O-10-06; O-14-08; O-8-12; O-3-14; O-8-16)

Sec. 2.03. - Supervisory districts.

There shall be 38 Supervisory Districts in Marathon County with one supervisor elected for and from each district, with the districts being specifically outlined and described in the "Description of Marathon County Supervisory Districts, 2011;" Map 1, "City of Wausau/Wausau Urban Area Supervisory Districts, 2011, Marathon County, Wisconsin;" and Map 2, "Marathon County Supervisory Districts, 2011" and attached legal descriptions therefore, attached to Ordinance No. O-9-11 and made a part hereof by reference as if fully set forth, the locations of said districts being as generally described below:

Supervisory Districts	
Number	Boundary
1	Wards 1 and 2 in the City of Wausau
2	Wards 3, 4, 5, and 9 in the City of Wausau
3	Wards 6 and 8 in the City of Wausau
4	Wards 7, 10, 11, 12, and 31 in the City of Wausau
5	Wards 13 and 14 in the City of Wausau
6	Wards 15 and 16 in the City of Wausau
7	Wards 17, 18, 29 and 34 in the City of Wausau
8	Wards 19 and 20 in the City of Wausau
9	Wards 25, 26, 27, 28, 30, 33, 35, 36, and 37 in the City of Wausau, Ward 3 in the Town of Stettin
10	Wards 21 and 22 in the City of Wausau

11	Wards 23, 24, and 32 in the City of Wausau
12	Towns of Wausau and Easton
13	Village of Brokaw, Towns of Texas, Hewitt, Harrison, and Plover
14	Villages of Birnamwood, Hatley, and Elderon, and the Towns of Norrie, Elderon, and Reid
15	Wards 6—10 in the Village of Kronenwetter
16	City of Schofield and Ward 9 in the Village of Weston
17	Wards 1—4 in the Village of Rothschild
18	Wards 5 and 6 in the Village of Rothschild, and Wards 1 and 13 in the Village of Weston
19	Wards 3, 5, and 10 in the Village of Weston
20	Wards 4, 6, and 7 in the Village of Weston
21	Wards 2, 11, and 12 in the Village of Weston
22	Towns of Ringle and Weston, and Ward 8 in the Village of Weston
23	Wards 1—5 in the Village of Kronenwetter
24	Towns of Franzen, Bevent, Guenther, Wards 1 and 2 in the Town of Knowlton, and Ward 7 in the City of Mosinee
25	Towns of Bergen and Green Valley, Ward 3 in the Town of Knowlton, Ward 1 in the Town of Emmet, and Ward 2 in the Town of Cleveland
26	Wards 1—6 in the City of Mosinee
27	Town of Day, Wards 2 and 3 in the Town of McMillan, Wards 12, 20, 21, 24 in the City of Marshfield
28	Town and Village of Spencer
29	Village of Stratford, Town of EauPleine, Ward 1 in the Town of McMillan, and Ward 1 in the Town of Cleveland
30	Cities of Abbotsford and Colby, Villages of Unity and Dorchester, and the Towns of Holton, Hull, and Brighton
31	Village of Fenwood, Towns of Johnson, Frankfort, Wien, and Rietbrock
32	Village of Edgar, Towns of Rib Falls and Cassel

33	Village of Marathon City, and Wards 1 and 2 in the Town of Stettin
34	Village of Athens, Towns of Bern, Halsey, and Hamburg, and Ward 2 in the Town of Berlin
35	Towns of Marathon and Mosinee, and Ward 2 in the Town of Emmet
36	Wards 3, 4, 5, 6, and 10 in the Town of Rib Mountain
37	Wards 1, 2, 7, 8, and 9 in the Town of Rib Mountain
38	Ward 1 of the Town of Berlin, and Ward 4 of the Town of Stettin, Village of Maine

(O-14-8; O-10-10; O-9-11; O-8-12; O-3-14; O-8-16)

Sec. 2.04. - Standing committees.

(1) *Education and Economic Development Committee.*

(a) ~~(a)~~—*Mission/purpose:* Provide the leadership for implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board all policies related to educational and economic development initiatives of Marathon County.

(b) ~~(b)~~—*Statutory responsibilities:* § 59.56(3), Wis. Stats.

(c) ~~(c)~~—*Membership:* Shall be comprised of seven County Board supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.

(d) ~~(d)~~—*Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

(e) ~~(e)~~—*Reporting relationship:* The Education and Economic Development Committee shall have responsibility for outcome monitoring and oversight of the performance of education and economic development initiatives supported by Marathon County. The Committee shall have the primary responsibility of conferring with and acting as liaison for the following County departments:

Industrial Development Agency

Marathon County Development Corporation (MCDEVCO)

Marathon County Public Library Board

UW Extension

Marathon County Historical Society

Work Force Development Board

Diversity Affairs Commission

(f) ~~(f)~~—*Duties and responsibilities:* The duties and responsibilities of the Education and Economic Development Committee include, but are not limited to:

1. Foster the implementation of the County's Strategic Plan initiatives related to education and economic development.

2. Identify the need for and recommend to the County Board, policies related to education and economic development initiatives appropriately supported by Marathon County.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
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.
6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
7. Review and recommend to the County Board programmatic and facility plans consistent with the community's expectations for the UWMC.
8. Serve as the County's Extension and Education Committee by performing the following responsibilities:
  - a. Establish UW County based extension department policy.
  - b. Provide budget oversight for UW County based extension department.
  - c. Provide input and monitor their performance on the County based UW Extension programming.
  - d. Create policies and strategies that accomplish educational needs in an efficient and cost effective manner.
  - e. Provide a leadership role with the County Board and other community partners to preserve and enhance access to the resources of the public university.
  - f. Assess future community educational needs.
  - g. Facilitate a partnership between the County and the University of Wisconsin.
9. Additional duties as assigned by the County Board Chairperson.

~~(g)~~ ~~(g)~~ — *Committee relationships:* The Education and Economic Development Committee shall provide leadership for the interaction, communication, and policy recommendations to the County Board with respect to the following:

Industrial Development Agency

~~(h)~~ ~~(h)~~ — *Other organization relationships:* The Education and Economic Development Committee will also serve as Marathon County's liaison to the following organizations:

Marathon County Library Board

North Central Wisconsin Workforce Development Board (NCWWDB)

Wisconsin Valley Library Board (WVLB)

North Central Regional Planning

Northcentral Technical College (NTC)

Marathon County Agriculture Society

Marathon County Development Corporation (MCDEVCO)  
University of Wisconsin-Marathon County (UWMC)  
Diversity Affairs Commission

(2) *Environmental Resources Committee (ERC).*

~~(a)~~ ~~(a)~~—*Mission/purpose:* Provide leadership for the implementation of the County's Strategic Plan, monitoring program outcomes, reviewing and recommending to the County Board policies related to environmental resource initiatives of Marathon County.

~~(b)~~ ~~(b)~~—*Statutory responsibilities:* Space reserved.

~~(c)~~ ~~(c)~~—*Membership:* The Environmental Resources Committee shall be comprised of ten (10) County Board Supervisors—two of which are members of the Education and Economic Development Committee— appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years and one Farm Service Agency (FSA) Member. [Source: § 92.06(1)(b), Wis. Stats.]

~~(d)~~ ~~(d)~~—*Term:* Members shall serve two-year terms concurrent with the terms of office of the County Board of Supervisors.

~~(e)~~ ~~(e)~~—*Reporting relationship:* The Environmental Resources Committee is accountable to the County Board. It shall have the responsibility for outcome monitoring and annual reporting, as well as overseeing the implementation of all policies related to the environmental resources of the County. The Environmental Resources Committee shall have the primary responsibility for conferring with and providing policy guidance to the following County departments:

Conservation, Planning, and Zoning

Parks, Recreation and Forestry

~~(f)~~ ~~(f)~~—*Duties and responsibilities:* The duties and responsibilities of the Environmental Resources Committee will include, but not be limited to:

~~1.~~ ~~1.~~ ~~AA~~ Act as Land Conservation Committee pursuant to §§ 92.06 and 92.07, Wis. Stats., and maintain the [following]:

~~a.~~ ~~a.~~ Chapter 91 - Farmland Preservation.

~~b.~~ ~~b.~~ Chapter 92 - Soil and Water Conservation and Animal Waste Management.

~~c.~~ ~~c.~~ Chapter 93 (§ 93.90) - Livestock Facility Siting and Expansion.

~~2.~~ ~~2.~~ Act as Planning and Zoning Committee and maintain the following:

~~a.~~ ~~a.~~ Chapter 59, § 59.69, Wis. Stats., Zoning Ordinance.

~~b.~~ ~~b.~~ Chapter 59, § 59.692, Wis. Stats., Shoreland and Shoreland-Wetland Zoning Ordinance.

~~c.~~ ~~c.~~ Chapter 59 and § 87.30, Wis. Stats., Floodplain Zoning.

- ~~d. d.~~ Section 145.20, Wis. Stats., Private Onsite Wastewater Treatment System Ordinance.
- ~~e. e.~~ Section 236.45, Wis. Stats., Land Division and Surveying Ordinance.
- ~~f. f.~~ Section 59.69, Wis. Stats., Land Use, Information and Regulation, Environmental Protection, Surveys, Planning and Zoning.
- ~~g. g.~~ Section 59.69, Wis. Stats., Uniform Citation Ordinance.
- ~~h. h.~~ Section 59.54(4) and (4m), Wis. Stats., Uniform Addressing Ordinance.
- ~~i. i.~~ Chapter 295, Subchapter 1, Wis. Stats., Nonmetallic Mining Reclamation Ordinance.
- ~~j. j.~~ Chapter 31, Wis. Stats., Regulation of Dams and Bridges Affecting Navigable Waters.
- ~~k. k.~~ Sections 56.70(8), 66.0103, 92.07, 281.31, 281.35, Wis. Stats.
- ~~3. 3.~~ Promote the implementation of the County's Comprehensive and Strategic Plans relative to environmental protection, waste management, public recreation, forestry and land use.
- ~~4. 4.~~ Identify and recommend to the County Board, policies and long-range plans related to environmental and community resources of the County including land use, forests, soil and water, and outdoor recreation.
- ~~5. 5.~~ Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
- ~~6. 6.~~ Facilitate broad based discussion of issues and policies by encouraging involvement and communications with the public and with other standing Committees.
- ~~7. 7.~~ Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding County environmental and community resources.
- ~~8. 8.~~ Delegate operational procedures and practices to appropriate program committees, boards and commissions which include Forestry and Recreation, Solid Waste, and Park Commission. Provide policy guidance and oversight to the Conservation, Planning and Zoning; Parks, and Recreation and Forestry departments.
- ~~9. 9.~~ Encourage soil and water conservation research and educational information and public service programs.
- ~~10. 10.~~ Assist in development and administration of the annual and long-range plans and annual reports for the following program activities:
  - ~~a. a.~~ Land and Water Resource Management.
  - ~~b. b.~~ Lake Management.
  - ~~c. c.~~ Parks and Recreation.
  - ~~d. d.~~ County Forestry.
  - ~~e. e.~~ Public Transportation.

~~f. f.~~ Farmland Preservation.

~~g. g.~~ Solid Waste Management and Recycling.

~~11. 11.~~—Administer the wildlife damage and abatement program including approving the annual budget, claims, and fence contracts.

~~12. 12.~~—Distribute and allocate federal, state, and county funds made available to the committee for cost-sharing programs and other incentive programs for improvements and practices relating to soil and water conservation on private or public lands, and within the limits permitted under these programs, and determine the methods of allocating these funds.

~~13. 13.~~—Additional duties as assigned by the County Board Chairperson.

~~(g) (g)~~—*Committee relationships:* The Environmental Resources Committee shall be the committee of jurisdiction providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Forestry/Recreation Committee

County Forest Citizen's Advisory Sub-Committee

~~(h) (h)~~—*Other organization relationships:* The Environmental Resources Committee will also serve as Marathon County's liaison to the following organizations:

Marathon County Park Commission

Board of Adjustment

Solid Waste Management Board

(3) *Executive Committee.*

~~(a) (a)~~—*Mission and purpose:* The Executive Committee of the Marathon County Board exists for the purpose of providing leadership for the development and implementing the County's Strategic Plan by coordinating policy formation among the Committees, and providing leadership for all County Board policies through supervision of Administrative staff.

~~(b) (b)~~—*Statutory responsibilities:* Space reserved.

~~(c) (c)~~—*Membership:* The Executive Committee is composed of the Chairperson of each of the County Board Standing Committees, and the County Board Chairperson and Vice-Chairperson. A County Board Supervisor at large shall be selected by election of the County Board to the Executive Committee. The Executive Committee will be chaired by the County Board Chairperson.

~~(d) (d)~~—*Term:* Members shall serve two-year terms, concurrent with their being Chairperson of a County standing committee. If for some reason members relinquish their Committee Chairmanship, they will be replaced on the Executive Committee by the new committee Chairperson. If the member at large leaves, then the County Board will elect a new member at large.

~~(e) (e)~~—*Reporting relationship:* The Executive Committee is accountable to the County Board and provides leadership for and monitors the County Administrator position. The Executive Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:

County Administrator's Department

(f) ~~(f)~~—*Duties and responsibilities:* The duties and responsibilities of the Executive Committee include, but are not limited to:

1. ~~1.~~—Provide leadership for the implementation of the County's Strategic Plan.
2. ~~2.~~—Proactively identify County policy development needs.
3. ~~3.~~—Request the County Board Chairperson assigns requests for any policy development to the appropriate Committee(s).
4. ~~4.~~—Identify the need for short-term task forces to address policy formation recommendations.
5. ~~5.~~—Establish County Board policy goals and monitor the success of the County Board policy implementation, reporting the results to the County Board.
6. ~~6.~~—Provide leadership for the development of a biennial County Administrator plan of work, and consult in the completion of the plan. Monitor progress on an ongoing basis and conduct an annual performance review and a biennial survey.
7. ~~7.~~—Participate in the selection of a County Administrator, and recommend a candidate for County Board approval. Recommend to the County Board appropriate contract and compensation considerations.
8. ~~8.~~—Monitor the County Board's adherence to and progress in implementing its rules and procedures. Appoint a task force to update the County Board rules every two years.
9. ~~9.~~—Consult with the County Board Chairperson regarding the content and structure of the County Board meeting agendas.
10. ~~10.~~—Provide leadership of the implementation of the County's Strategic Plan core strategies.
11. ~~11.~~—Provide leadership for the allocation of County resources by major County function.
12. ~~12.~~—Additional duties as assigned by the County Board Chairperson.
13. ~~13.~~—It may create task forces as required by its duties and responsibilities.

(4) *Human Resources, Finance and Property Committee.*

(a) ~~(a)~~—*Mission/purpose:* Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to human resources initiatives, finance and property of the County.

(b) ~~(b)~~—*Statutory Responsibilities:* §§ 65.90(5)(b), 893.80, 65.90(5)(a), 59.62[, Wis. Stats.], and their successor statutes.

(c) ~~(c)~~—*Membership:* The Human Resources, Finance and Property Committee shall be comprised of seven County Board Supervisors, appointed by the County Board Chairperson and confirmed by the County Board at the April meeting of the County Board in even-numbered years. At least one County Board member of the C.I.P. Committee will be appointed to the Finance and Property Committee.



~~(d)~~ ~~(d)~~—*Term*: Members shall serve a two-year term concurrent with their terms of office as County Board Supervisors.

~~(e)~~ ~~(e)~~—*Reporting relationship*: The Human Resources, Finance and Property Committee shall be accountable to the County Board. It shall have the responsibility for outcome monitoring and overseeing the implementation of all policies related to human resources, financial and property matters of the County. The Human Resources, Finance and Property Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:

Treasurer's Office

Finance Department

County Clerk's Office

Register of Deeds' Office

Facilities and Capital Management

Employee Resources

~~(f)~~ ~~(f)~~—*Duties and responsibilities*: The duties and responsibilities of the Finance and Property Committee shall include, but are not limited to:

~~1.~~ ~~1.~~—Consult with County program committees, and in consultation with County Administration, develop annual short-term and multiple year long-term budget assumptions to guide budget development.

~~2.~~ ~~2.~~—Provide leadership for the development and implementation of employee compensation, benefits, and working conditions structure which provides internal and external consistency and equality for all County employees, officers, and officials.

~~3.~~ ~~3.~~—Review and accept the annual budget proposed by the County Administrator, conduct public listening sessions regarding the proposed budget, and submit with appropriate revisions to the County Board for its consideration, possible modification, and adoption.

~~4.~~ ~~4.~~—Review and on behalf of the County Board act upon claims including all litigation claims against the County.

~~5.~~ ~~5.~~—Monitor and oversee all County financial matters including, but not limited to, bills, audit reports, investments, insurance policies, bonding, contingency funds, property acquired by tax deed, budget amendments and transfers, and risk management programs including collaboration on labor contract negotiation issues. Establish, monitor and appropriately update acquisition policies, use and disposition of non-tax and tax deeded land acquired by the County.

~~6.~~ ~~6.~~—Monitor the implementation of County Human Resources policies including organization compliance with annual budgets for Human Resources.

~~7.~~ ~~7.~~—Establish and monitor the County's policies regarding donations and grants.

~~8.~~ ~~8.~~—Review and approve for submission all grant requests which directly affect the finances of the County.

9. 9.—Review requests for new allocated positions pursuant to § 4.20 of this Code.

10. 10.—Authorize the transfer of funds between budgeted items of an individual County office, or County department, and authorize the transfer of funds from the contingency fund to supplement the appropriation for a particular office, department or activity as long as such transfers do not:

a. a.—Exceed the amount set up in the contingent fund, or

b. b.—Add up to more than ten percent of the fund originally budgeted to each individual office or department or activity.

11. 11.—Provide for publication of notice of contingent fund transfers pursuant to law.

12. 12.—Recommend to the County Board transfers from the General Fund.

13. 13.—Serve as the County's employee grievance committee, hearing, as required, all employee grievances and issuing decisions, when required by ordinances or labor contracts.

14. 14.—Act as the Trier of Fact in disciplinary hearings, and request, as appropriate, the involvement of County Corporation Counsel to assist in conducting disciplinary hearing.

15. 15.—Monitor organizational culture survey results and assure that employees are managed and led consistent with the County's values.

16. 16.—Monitor the employee health care benefit and establish broad organizational policies that ensure that the plan is part of a compensation package that supports talent attraction and retention; and that cost are well managed to provide the best value available.

17. 17.—Additional duties as may be assigned by the County Board Chairperson.

(g) (g)—*Committee relationships:* The Human Resources, Finance and Property Committee shall be the committee of jurisdiction providing the leadership for interaction, communication, and policy recommendations to the County Board with respect to the following:

Capital Improvement Program Committee (CIP)

Civil Service Commission

(5) *Health and Human Services Committee.*

(a) *Mission/purpose:* Provide leadership for the implementation of the strategic plan, monitoring outcomes, reviewing and recommending to the County Board policies related to health and human services initiatives of Marathon County.

(b) *Statutory responsibilities:* §§ 46.22(1m) and 46.23(2g), Wis. Stats., and their successor statutes.

(c) *Membership:* The Health and Human Services Committee shall be comprised of seven County Board supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.

(d) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

- (e) *Reporting relationship:* The Health and Human Services Committee shall be accountable to the County Board. It shall have the responsibility for outcome monitoring and overseeing the implementation of all policies related to the health and human services of the County, including, but not limited to: long-term care, physical and mental health, socioeconomic needs, AODA, crisis intervention, youth and elderly, and nutrition, as well as state and federally funded programs affecting Marathon County and current legislation or proposed legislation affecting health and human services. The Health and Human Services Committee shall have the primary responsibility for conferring with and providing guidance to the following county departments:

Veteran's Services

Social Services

Health Department

Transportation Coordinating Committee

- (f) *Duties and responsibilities:* The duties and responsibilities of the Health and Human Services Committee include, but are not limited to:

1. Foster the implementation of the County's Strategic Plan.
2. Identify the need for, and recommend to the County Board, policies related to the health and human services of the County that meet the physical and mental health, social and economic needs of individuals and families.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.
5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County health and human services.
6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
7. Fulfill all statutory requirements assigned by the County Board.
8. Develop policies and plans for the delivery of all County-sponsored human services programs.
9. Develop a coordinated plan and budget, set priorities on program operations within the funding mechanisms provided by Federal, State and County government.
10. Assess the health status of the citizens and recommend policies that will improve the health of community residents assuring that needed health services are available.
11. Ensure that public health services include but are not limited to nursing, immunizations, health screenings, school health, environmental health, nuisance and hazard complaints, and health education are made available.
12. Develop partnerships with private or public funded human service agencies, schools and health or social institutions in the County which deal directly or indirectly with the Department of Social Services.

13. Develop options related to future policies related to the elderly and individuals with disabilities.
  14. Additional duties as assigned by the County Board Chairperson.
- (g) *Committee relationships:* The Health and Human Services Committee shall serve as the committee of jurisdiction providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:
- Social Services Board
  - Veterans Service Commission
- (h) *Other organization relationships:* The Health and Human Services Committee will also serve as Marathon County's liaison to the following organizations:
- Marathon County Board of Health
  - Aging and Disability Resource Center of Central WI (ADRC-CW)
  - Tri-County 51.42 Board and North Central Health Care Facilities
  - Community Care of Central Wisconsin (CCCW)
  - Marathon County Long-Term Care Council
  - Children with Disabilities Board
  - North Central Community Action Program (CAP)
  - Northern Valley Workshop Board
- (6) *[Reserved.]*
- (7) *Infrastructure Committee.*
- (a) *Mission/purpose:* Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to technology and infrastructure initiatives of Marathon County which includes, but is not limited to, highways, airways, waterways, etc.
  - (b) *Statutory responsibilities:* § 83.015, Wis. Stats., and their successor statutes.
  - (c) *Membership:* The Infrastructure Committee will be comprised of seven County Board Supervisors, appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.
  - (d) *Term:* Members shall serve two-year terms concurrent with their terms of office as County Board Supervisors.
  - (e) *Reporting relationship:* The Infrastructure Committee is accountable to the County Board. It shall have the responsibility for outcome monitoring, and overseeing the implementation of all policies related to the County's infrastructure and technology, including, but not limited to, the airport, highways, communication systems, and all other technology and infrastructure required within Marathon County. The Infrastructure Committee shall have the primary responsibility of conferring with and providing guidance to the following County departments:
    - Highway Department
    - City/County IT Commission
    - Central WI Airport

- (f) *Duties and responsibilities:* The duties and Responsibilities of the Infrastructure Committee will include, but not be limited to:
1. Foster the implementation of the County's Strategic Plan.
  2. Proactively identify the need for, and recommend to the County Board, policies related to the infrastructure and technology of the County.
  3. Establish outcome expectations for technology and infrastructure needs and monitor performance against these expectations.
  4. Review new technology and infrastructure and associated budget requirements, prior to their being considered for inclusion in the County's budget.
  5. Facilitate broad based discussion of issues and policies [to] encourage public involvement and communication with the public.
  6. Facilitate the increase in transparency in County government through the use of technology and encourage greater public involvement and communication.
  7. Review and prioritize requests to utilize new technology within County government.
  8. Identify policies and procedures governing the use of technology to increase the efficiency of County government.
  9. Identify and promote opportunities for departments to cooperate and coordinate the development of new technologies within the County.
  10. Serve as the initial contact point for individuals and/or organizations who wish to influence County Board policy regarding County technology and infrastructure.
  11. Delegate operational procedures and practices to appropriate administrative committees and departments of County government.
  12. Fulfill all statutory requirements as assigned by the County Board.
  13. Develop and propose for County Board approval plans for the construction and maintenance of all County trunk roads and bridges and the construction, improvement, equipment, maintenance, and operation of the highway department and grounds.
  14. Report to the County Board on all matters under the jurisdiction of the Highway Department including highways, County highway speed limits and traffic control devices.
  15. Advise the board regarding leases, contracts and agreements necessary to implement the controlled access highway statute pursuant to § 83.027, Wis. Stats.
  16. Act as the Highway Committee pursuant to § 83, Wis. Stats.
  17. Oversee the implement of purchasing procedures consistent with County purchasing policies.
  18. Propose for County Board approval, a long-term technology and infrastructure plan.
  19. Provide insight and recommendations on technology related issues to any standing committee of the Marathon County Board of Supervisors through joint meetings and/or referred issues from other committees and/or the County Board.

20. Additional duties as assigned by the County Board Chairperson.

- (g) *Committee relationships:* The Infrastructure Committee shall be the committee of jurisdiction providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:

Highway Safety Commission

- (h) *Other organization relationships:* The Infrastructure Committee will serve as Marathon County's liaison to the following organizations:

Marathon County Metro Planning

Central Wisconsin Airport Board

Rib Mountain Metro Sewer District

City/County IT Commission

(8) *Public Safety Committee.*

- (a) *Mission/purpose:* Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to public safety initiatives of Marathon County.

- (b) *Statutory responsibilities:* Space reserved.

- (c) *Membership:* The Public Safety Committee shall be comprised of seven County Board Supervisors appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years.

- (d) *Term:* Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

- (e) *Reporting relationship:* The Public Safety Committee shall be accountable to the County Board. It shall have responsibility for outcome monitoring and oversight for the implementation of all policies relating to public safety for the County. The Public Safety Committee shall have the primary responsibility of conferring with, [and] providing guidance to, the following County departments:

Sheriff's Department

Clerk of Courts' Department

District Attorney's Department

Medical Examiner

- (f) *Duties and responsibilities:* The duties and responsibilities of the Public Safety Committee include, but are not limited to:

1. Foster the implementation of the County's Strategic Plan.
2. Identify the need for, and recommend to the County Board, policies related to the public safety of the County.
3. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
4. Facilitate broad based discussion of issues and policies encouraging public involvement and communications with the public.

5. Serve as the initial contact point for individual and/or organizations who wish to influence County Board policy regarding County public safety.
  6. Delegate operational procedures and practices to appropriate administrative committees and department(s) of the County.
  7. Initiate a study to determine the future criminal justice issues.
  8. Fulfill all statutory requirements assigned by the County Board.
  9. Additional duties as assigned by the County Board Chairperson.
- (g) *Committee relationships:* The Public Safety Committee shall be the committee of jurisdiction providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following committees of the County:
- Justice Advisory Committee
  - Local Emergency Planning Committee
- (h) *Other organization relationships:* The Public Safety Committee will serve as the Marathon County Boards liaison to the following organizations:
- Humane Society of Marathon County
  - Elected County Public Safety Officials:
    - Sheriff
    - Judges
    - District Attorney
    - Clerk of Courts
    - Department of Correction (Probation and Parole)

(O-14-08; O-24-08; O-10-10; O-12-10; O-26-10; O-8-12; O-24-12; O-3-14; O-16-14; O-23-14; O-8-16; O-7-17)

Sec. 2.05. - County statutory, program, joint committees and task forces.

As a general rule, Marathon County Program, Statutory, Joint Committees and Task Forces will have no more than three County Board Supervisors appointed to their membership. Exceptions exist in this document, where it isn't yet clear that adjustment of membership down to a maximum of three County Board Supervisors would be in the best interest of the residents of Marathon County.

- (1) *Board of Health.*
  - (a) *Committee type and reporting relationship:* The Marathon County Board of Health coordinates through the Marathon County Health and Human Services committee to the County Board.
  - (b) *Mission/purpose statement:* The purpose of the Marathon County Board of Health is to develop and recommend for consideration by the Health and Human Services Standing Committee, health policies which create an environment in which individuals can be healthy.
  - (c) *Statutory responsibilities:* Wisconsin Statutes, Chapter 251.

- (d) *Membership:* Total of nine members consisting of at least three of whom are not elected County officials and no less than three County Board Supervisors. Board of Health members will demonstrate interest or competence in the field of public health or community health. A good faith effort to include at least one physician, one registered nurse, one dentist, and one veterinarian will be made.

The Medical Director of the Health Department shall serve as an Ex Officio member of the Board of Health. This position advises the Board, the Health Officer, and the Health Department staff on medical issues. This position shall not vote nor contribute to the quorum requirements of the Board.

- (e) *Member term:* Board of Health members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. Citizen members are appointed for five-year staggered terms. There are no term limits. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.

- (f) *Duties and responsibilities:*

1. Assure the enforcement of public health statutes and rules.
2. Assure the local health department meets the requirements of a Level III Health Department as defined by statute.
3. Adopt local public health regulations to protect and improve the public's health which are no less stringent than, and do not conflict with, state statutes or the rules of the State Department of Public Health.
4. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
5. Develop policy and provide leadership to meet public health needs.
6. Assure the local health department collaborates with other public health partners.
7. Assure accountability of the local health department.

- (g) *Other organization relationships:* The Board of Health will work with the Marathon County Health and Human Services Standing Committee to develop County-wide Health policies.

Work with other County Board Committees, as the needs arise.

- (2) *Capital Improvement Program (CIP) Committee.*

- (a) *Committee type and reporting relationship:* The CIP is a Marathon County subcommittee which reports to the Human Resources, Finance and Property Standing Committee.

- (b) *Purpose:* The committee is to review and prioritize capital project requests submitted by committees of the County Board. The CIP committee will assemble these requests into short and long term capital asset project plans for the review and consideration by the Finance and Property Committee. These plans, as prepared or as modified by the County Administrator, will be included as part of the County Administrator's initial budget submission to the Human Resources, Finance and Property Committee. (Adopted 2008 by County Board.)



- (c) *Statutory responsibility:* None.
- (d) *Membership:* Total of seven members consisting of four County Board Supervisors, three citizen members.

The committee will be chaired by a County Board Supervisor who serves on the Human Resources, Finance and Property Committee.

Technical support staff will consist of the County Administrator and administrative staff they assign.

- (e) *Member term:* All members are appointed for a two-year term to coincide with biennial organization of the County Board, appointed by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
  - 1. Develop and Recommend allocation/prioritization guidelines to the Human Resources, Finance and Property Committee for incorporation into the budgetary guidelines to be approved by the Marathon County Board.
  - 2. Review and rank capital project requests submitted by Marathon County Standing Committees consistent with approved guidelines. (All non-county committee/board/commission requests will be submitted through the appropriate standing committee.)
  - 3. Develop and provide the County Human Resources, Finance and Property Committee with a Capital Plan that includes the annual priorities and a rolling five-year projection, (updated annually) for considered inclusion in the annual budget.
  - 4. Monitor the progress of and provide regular status updates, for all major capital projects under construction or installation, to the Human Resources, Finance and Property Committee of the Marathon County Board.

- (g) *Other organization relationships:* None.

(3) *County Forest Citizens' Advisory Sub-Committee.*

- (a) *Mission/Purpose:* Assists the Forestry and Recreation Committee in formulating long-range plans for the County Forest, advising the Forestry Committee regarding conflicting recreational use issues, the budget for Forestry and the annual work plan.
- (b) *Statutory responsibilities:* None, established by County Ordinance #O-16-98.
- (c) *Membership:* The County Forest Advisory Subcommittee shall be comprised of 11 citizens at large and should be representative of geographic Marathon County.
- (d) *Term:* Members shall serve a two-year term appointed by the Chair of the Forestry and Recreation Committee. The subcommittee shall elect its officers and adopt its own rules and regulations for carrying out its duties. Meets quarterly or more often as needed.
- (e) *Reporting relationship:* The County Forestry Advisory Subcommittee shall be accountable to the Forestry and Recreation Committee.
- (f) *Duties and responsibilities:* The duties and responsibilities of the County Forestry Advisory Committee are:

1. Give advice and counsel to the Forestry and Recreation Committee regarding long-range forest and outdoor recreation plans for the county forest.
  2. Provide recommendations to the Forestry and Recreation Committee on priorities for development of the Forestry annual budget and work plan.
  3. Operate as a focus group on specific problems or questions posed by the Forestry and Recreation Committee.
  4. Attends tours of recreation, forestry and wildlife projects in County forests.
  5. Prepare an annual report for the Forestry and Recreation Committee of activities and issue addressed in the prior year and goals and activities anticipated in the current year.
- (g) *Committee relationships:* The County Forestry Advisory subcommittee is a subcommittee of the Forestry and Recreation Committee.
- (h) *Other organization relationships:* The County Forestry Advisory Subcommittee also works with Parks, Recreation and Forestry in an advisory capacity.
- (4) *Diversity Affairs Commission.*
- (a) *Mission/purpose statement:* The Diversity Affairs Commission exists to achieve racial and ethnic equity and advocate for minority populations throughout Marathon County, to foster cross-cultural understanding and embrace our diversity.
  - (b) *Membership:* The Diversity Affairs Commission should be comprised of seven members appointed by the County Administrator.
  - (c) *Statutory responsibilities:* None.
  - (d) *Term:* Members shall serve a two-year term concurrent with the terms of the County Board Supervisors.
  - (e) *Reporting relationships:* The Diversity Affairs Commission shall be accountable to the Education and Economic Development Committee.
  - (f) *Duties and responsibilities:* Each of the Commission members will function as a leader or co-leader for one of the core strategies of the Commission's Strategic Plan which will be adopted by the County Board. Commission members are responsible for creating and updating its Strategic Plan developed in support of its Mission. Commission meetings are an opportunity to coordinate efforts, share information, request resources by Commission members who are expected to provide leadership to teams of community leaders, key stakeholders and residents in moving forward strategic priorities. Examples of strategic priorities are:
    - Expanding visibility of the Diversity Affairs Commission and developing a liaison with new and existing minority groups.
    - Fostering diversity leadership that attracts and retains young adults in our communities.
    - Promoting equal and fair access to public services.
    - Promote school success for minority group children in the K—12 educational system.

Report at minimum annually to the Education and Economic Development Committee.

(5) *Forestry/Recreation Committee.*

- (a) *Committee type and reporting relationship:* The Forestry/Recreation Committee is a subcommittee which reports to the Marathon County Environmental Resources Standing Committee.
- (b) *Mission/purpose statement:* The Forestry/Recreation Committee shall have the responsibility to manage and protect the County forests on a sustainable basis for ecological, economic, educational, recreational, and research needs of present and future generations.
- (c) *Statutory responsibilities:* The Marathon County Forestry and Recreation Committee will follow Chapters 26, 28, 29, 59 and 77 of the Wisconsin Statutes.
- (d) *Membership:* Total of three members consisting of three County Board Supervisors.
- (e) *Member term:* All members are appointed for a two-year term to coincide with biennial organization of the County Board - Appointed by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
  - 1. Oversee the County forests program according to Chapters 26, 28, 29, 59 and 77, Wisconsin Statutes.
  - 2. Implement the County Forest Comprehensive Land Use Plan, prepare amendments and update as required.
  - 3. Implement the forestry sections contained within the County Comprehensive Plan.
  - 4. Recommend policy for the management of the County forests.
  - 5. Negotiate and recommend the acquisition of land within County forests acquisition zones by purchase, gift or bequest or by exchange of County owned lands outside such areas.
  - 6. Review and recommend for approval to County Board the annual forestry division work plan and budget for the ensuing calendar year.
  - 7. Review, approve, and close timber sales of the County forests.
  - 8. Review and/or recommend to the Environmental Resources Standing Committee of the County Board all proposed CIP projects of the County forests.
  - 9. Make rules and recommend ordinances for the regulation and use of County forests.
  - 10. Direct the monitoring and protection of the County forests from fire, insects, disease, trespass, invasive species, or from damage by animals or persons, or from other causes, in cooperation with the Department of Natural Resources.

11. Support the creation and maintenance of valuable habitat types to sustain a variety of wildlife species.
  12. Cooperate with the Department of Natural Resources on all matters pertaining to natural resource management of the County forests.
  13. Direct the preparation and present an annual report of activities to the Environmental Resources Standing Committee and the County Board.
  14. Additional duties as assigned by the Environmental Resources Committee.
- (g) *Other organization relationships:* Work with the Marathon County Park commission. Encourage work with other County Board Committees, as the needs arise.
- (6) *Highway Safety Commission.*
- (a) *Committee type and reporting relationship:* The Highway Safety Commission (a statutory commission) coordinates through the Marathon County Infrastructure Standing Committee to the County Board.
  - (b) *Mission/purpose statement:* Recommend improvements to elected officials regarding traffic safety problems.
  - (c) *Statutory responsibilities:* The Highway Safety Commission will follow Chapters 59, 62, 66, and 83 of the Wisconsin Statutes.
  - (d) *Membership:* Total of 15 members consisting of:
    - A. *Required representation.* Each Commission is required to have at least the following nine members:
      1. The County Highway Commissioner or a designated representative.
      2. The Chief County Law Enforcement Officer or a designated representative.
      3. The County Highway Safety Coordinator, designated by the County Board.
      4. An Education Representative designated by the County Board.
      5. A Medical Representative designated by the County Board (e.g., doctor, nurse, hospital administrator, paramedic, etc.).
      6. A Legal Representative designated by the County Board.
      7. A Division of State Patrol Representative designated by Wisconsin Department of Transportation. (WisDOT).
      8. A Highway Traffic Engineering Representative designated by WisDOT.
      9. A Traffic Safety Representative designated by WisDOT (Bureau of Transportation Safety, Regional Program Manager).
    - B. *Optional Additional Representation.* Additional representation is encouraged; counties may appoint additional persons:
 

Elected officials, representative from citizen organizations and other civic leaders concerned with traffic safety (e.g., Mothers Against Drunk Drivers, Students Against Driving Drunk, Wo/Men Highway Safety Leaders, Railroad

representatives, etc.), news media representatives, and county infrastructure committee members.

(e) *Member term:* All County Board members and other County appointees are appointed for a two-year term to coincide with biennial organization of the County Board except Highway Safety Coordinator. Highway Safety coordinator is appointed by the County Administrator subject to County Board Approval. Appointments are made by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.

(f) *Duties and responsibilities:*

1. Encourage and foster traffic safety activity in the county and its cities and towns. (e.g., bike rodeos, pedestrian safety education, etc.).
2. Conduct traffic safety assessments and field reviews.
3. Advocate for on traffic safety issues and legislation.
4. Recommend specific traffic safety improvements to be included in local agency budgets, federal highway programs, hazard elimination projects, etc.
5. Alert highway safety professionals, advocates, and when appropriate, elected officials, state or local, to traffic safety problems.
6. Review traffic crash data from the county/city (e.g., crash reports, spot maps, etc.).
7. Review other traffic safety related information (citation data, engineering studies, speed studies, etc.).
8. Prepare and maintain a spot map of traffic crash locations.
9. Send recommendations for corrective actions in writing to appropriate governmental officials, businesses and other interested groups.
10. File a report on each meeting with the Bureau of Transportation Safety (BOTS).
11. Represent the interests of their constituency. (Health, engineering, enforcement, citizen groups, etc.).
12. Offer solutions to traffic safety related problems that are brought to the Commission.
13. Report back to their constituency.

(g) *Other organization relationships:*

Public Safety Committee

County Sheriff

(7) *Local Emergency Planning Committee.*

(a) *Mission/purpose:* Space reserved.

(b) *Membership:* Space reserved.

(c) *Duties and responsibilities:* Space reserved.

(8) *Rules Review Committee.*

- (a) *Committee Type and Reporting Relationships:* The Rules Review Committee is a procedural support committee appointed by the County Board Chair in June of the second year of the County Board Chair's term (odd-numbered years). The committee reports to the Executive Committee of the County Board.
  - (b) *Mission/Purpose Statement:* The committee is created for the purpose of reviewing all County ordinances, State statutes and/or Federal laws which pertain to the County Board and/or its committees, structure and/or operating procedures, and recommending proposed changes which will improve the efficiency and effectiveness of the board and/or its committees. The committee is also responsible for surveying County Board members for suggestions and/or requests to modify current county board rules. The committee is further charged with identifying opportunities which position Marathon County as a leadership model of county governance.
  - (c) *Statutory Responsibility:* None.
  - (d) *Membership:* The committee will be composed of no less than five nor more than seven County Board supervisors.
  - (e) *Membership Term:* Members are appointed to serve through the remainder of their current term of office.
  - (f) *Duties and Responsibilities:*
    1. Review all current County Ordinances germane to the functioning of the County board and/or its committees, task-forces or other governance structures and procedures, assuring they are in compliance with county ordinances, operational procedures, state and Federal statutes.
    2. Survey all current County Board members for suggested modifications to the current county ordinances which guide the structure and/or operations of the County Board, its committees, task-forces or other governance structures.
    3. Identify and recommend to the County Board Executive Committee no later than March 1, of even-numbered years proposed additions to modifications to County Board ordinances and procedures regarding the structure and/or operating procedures of the County Board and/or its committees, Task-forces or other governance structures.
    4. Recommend no later than March of odd-numbered years, modifications to the County Governance and non-governance organizational chart so as to be consistent with the recommended changes to the structure and operational procedure modifications to the County Board its committees, task-forces and other governance structures.
  - (g) *Other Organizational Relationships:* Work cooperatively with all County Board governance organizations in order to accurately capture and represent current governance structures and procedures and to design improved models of County Governance structures and procedures.
- (9) *Social Services Board.*
- (a) *Committee type and reporting relationship:* The Marathon County Social Services Board has statutory authority to exist with guidance from, and reporting relationship to, the Health and Human Services Committee.

- (b) *Mission/purpose statement:* To establish protective and supportive human services priorities that positively impact the quality of life and independence of Marathon County residents.
- (c) *Statutory responsibilities:* Pursuant to § 46.22, Wis. Stats., "In any county with a county executive or county administrator which has established a single-county department of social services, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the county social services board, which shall be only for a policy-making body determining the broad outlines and principles governing the administration of programs under this section.
- (d) *Membership:* Total number and breakdown: Current membership is three County Board Supervisors and two citizen members.
- (e) *Member term:* Social Services Board members will serve two-year terms. Board members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:* Pursuant to § 46.22(2g), Wis. Stats., Powers and duties of county social services board in certain counties with a county executive or county administrator shall:
1. Recommend program priorities, identify unmet service needs and prepare short-term and long-term plans and budgets for meeting such priorities and needs.
  2. Prepare, with the assistance of the county social services director a proposed budget for submission to the county executive or county administrator, a final budget for the submission to appropriate state agencies, as required by Statute.
  3. Advise the county social services director regarding purchasing and providing services and the selection of purchase of service vendors.
  4. Develop county social services board operating procedures.
  5. Comply with state requirements.
  6. Assist in arranging cooperative agreements with persons providing health, education, vocational, or welfare services related to services provided under this section.
- (g) *Other organization relationships:* (Limited to relationships within the Governance chart.)
- The Social Services Board will work with the Marathon County Health and Human Services Standing Committee to develop County-wide Social Services policies.
  - Work with other County Board Committees, as the needs arise.
- (10) *Solid Waste Management Board.*
- (a) *Mission/purpose:* Space reserved.

(b) *Membership:* The Solid Waste Management Committee shall be appointed by Marathon County Administrator and be comprised of nine members. Five members shall be Marathon County Board Supervisors, one member shall be a representative of the Town of Ringle Board, and three shall be citizen members.

(c) *Duties and responsibilities:*

1. General policy making for the operations of solid waste management.
2. Remain updated on changing legislation regarding waste disposal and recycling and ensure County compliance.
3. Recommend and monitor composting, waste-to-energy, recycling, and household hazardous waste disposal programs.

(11) *Transportation Coordinating Committee.*

(a) *Committee type and reporting relationship:* Statutory Committee as described in Administrative Code Trans 2.10.

(b) *Mission/purpose statement:* To coordinate the county's specialized transportation.

(c) *Statutory responsibilities:* Described in Trans. 2.10 of State of Wisconsin Administrative Code to coordinate the county's specialized transportation.

(d) *Membership:* Per Trans 2.10 membership must include representation from at least the following: County Board; County Aging Unit (ADRC); County Department of Social Services; 51.42 Board member; transportation providers (public, proprietary and non-profit); elderly and disabled citizen advocates; and consumer and agency advocates. A total of nine members consisting of:

Three County Board members

One ADRC Board member

One DSS Board member

One 51.42 Board member

One Transportation provider

One Elderly and disabled advocate

One Consumer and agencies advocate

Members are appointed by the County Board Chair and confirmed by the Marathon County Board of Supervisors.

(e) *Member term:* Committee members will serve a two-year term. County Board Supervisors are appointed to serve two-year terms concurrent with their terms of office. Committee vacancies will be filled according to County Board Rule 13.

(f) *Duties and responsibilities:*

1. Provide leadership for the identification of, and propose solutions for, transportation needs of specialized populations residing in Marathon County.
2. Evaluate Marathon County's transportation services policy including, but not limited to, vulnerable populations.



3. Provide leadership for the development and submit for review and approval by the Marathon County Health and Human Services Standing committee, Marathon County's 85.21 grant application.
  4. Provide leadership for the coordination of transportation services for Marathon County residents who are eligible to participate in services provided by the Marathon County 85.21 grant.
  5. Provide leadership for regional cooperation and coordination of transportation services for eligible populations.
  6. Monitor the expenditures of transportation funds being expended on transportation services for elderly and disable in the service area.
  7. Review passenger transportation plans for the service area.
  8. Review and comment on county aid applications under § 85.21, [Wis.] Stats.
  9. Review and comment on capital assistance applications under § 85.22, [Wis.] Stats.
  10. Act as an informational resource for local transportation providers regarding the requirements of the Americans with Disabilities Act of 1990, 42 USC 1201 et seq.
  11. Act on requests by local public bodies to be designated as coordinators of transportation services for elderly and disable persons for the purpose of becoming eligible for assistance under the Federal Sec. 5310 Program.
- (g) *Other organization relationships:* Reports to the Health and Human Services Committee of County Board.
- (12) *Mount View Care Center (MVCC).*
- (a) *[Reporting relationship.]* Reports to the Health and Human Services Committee.
  - (b) *Mission/Purpose.* Develop broad policies that guide the operation of the Mount View Care Center, a public, skilled nursing home currently serving:
    - People in need of short-term rehabilitation.
    - People needing post-acute care with complex physical needs.
    - People needing ventilator dependent care.
    - People needing long-term skilled nursing care.
    - People needing specialized nursing care of dementia, psychiatric and neurological diseases, or behavioral needs.
  - (c) *Statutory Responsibilities:* None.
  - (d) *Membership:* Five members of the Marathon County Board and two ex-officio community members with expertise in the nursing home industry or health care.
  - (e) *Member terms:* Concurrent with terms on the County Board.
  - (f) *Duties and Responsibilities:* Establish policies for Mount View Care Center and monitor performance:
    1. Assess community needs and determine services offered.

2. Right-size facility to best meet market demand and maximize operational efficiencies.
3. Establish goals with regard to payer mix including:
  - Medicaid
  - Medicare
  - Private insurance
  - ICF/MR rates (Intermediate Care Facility for the Mentally Retarded)
  - Bed taxes
  - Intergovernmental Transfer (IGT)
4. Recommend changes to the physical plant to improve financial performances and/or patient care.
5. Monitor survey results and oversee operational changes made to improve patient care.
6. Monitor the financial success of the facility.
7. Make recommendations to the County Administrator relative to the operation of  
Mount View Care Center.

(13) *Regional Morgue Task Force.*

- (a) *Purpose:* Study the needs for and to make a recommendation about the development of a regional morgue to serve the needs of Marathon County and other Counties in Northern Wisconsin. Marathon County and other Northern Counties are currently provided service by morgues in Fond du Lac, Milwaukee and Madison for autopsies conducted by Forensic Pathologists and travel time and service availability have become an issue. In addition to autopsies, facilities are needed for the storage of human corpses awaiting identification, autopsy and disposal by burial or cremation.
- (b) *Membership:* The Task Force shall be chaired by the Chair of the Marathon County Public Safety Committee and will include:
  1. Marathon County Sheriff's Department
  2. Sheriff [of a] regional county
  3. Medical Examiner or Coroner of a regional county
  4. Representative of one of the regional health care systems
  5. Marathon County Emergency Management Director
  6. Funeral Director
  7. Representative of the Medical College of Wisconsin
  8. Person with expertise in business planning
- (c) *Duties and Responsibilities:*

1. Quantify the needs for autopsies facilities and staff to perform them.
  2. Identify the need for the storage of human corpses under normal circumstances and in large scale emergencies.
  3. Identify the partnerships needed to make a regional morgue work operationally and financially.
  4. Oversee the development of a business plan for a regional morgue including a financial analysis, governance structure and the employment of medical staff.
  5. Pull all of the information together and if the need exists, inform the Marathon County Board of the long-term strategic goals and a shorter term tactical plan for bringing together the resources and support needed to develop a new cooperative venture.
- (d) *Other Organizational Relationships:* The Task Force is expected to be in regular communication with the Marathon County Public Safety Committee, providing reports and getting direction from the Standing Committee. Additionally, the Task Force will need to be in regular communication with our contiguous Counties (Lincoln, Langlade, Portage, Wood, Shawano, Clark) the frequency of communications will depend upon the stage of plan development.
- (e) *Description of Timelines and Expectations:*
1. Meetings will be in August, 2017.
  2. Members will regularly attend and actively participate in monthly meetings for one to two hours at a time and place to be determined by the Task Force Chair.
  3. The Task Force will deliver a recommendation on the development of a Regional Morgue to the Marathon County Public Safety Committee no later than their August 2018 meeting.

(O-14-08; O-15-09; O-5-10; O-8-10; O-9-10; O-14-10; O-20-10; O-23-10; O-2-11; O-8-12; O-16-12; O-3-13; O-4-13; O-5-13; O-6-13; O-17-13; O-21-13; O-25-13; O-30-13; O-1-14; O-3-14; O-6-14; O-7-14; O-8-14; O-9-14; O-16-14; O-18-18; O-20-14; O-8-16; O-2-17; O-7-17; O-19-17)

Sec. 2.06. - County nongovernance committees, boards, commissions, taskforces and other group relationships.

To accomplish the Mission of Marathon County, the Marathon County governance structure has relationships with many for profit and nonprofit, public and private organizations. These relationships take many forms, none of which include governance authority by the Marathon County Board. In many instances, the Marathon County Board has a statutory responsibility, and/or has agreed to have one or more Marathon County Board Supervisors serve as part of the group. This section provides basic information about each group, describes the relationship of the group to the Marathon County governance structure, and describes the Marathon County Board of Supervisor participation (appointment to) each group.

- (1) *Aging and Disability Resource Center Board of Central Wisconsin (ADRC-CW).*
  - (a) *Mission/purpose:* The Aging and Disability Resource Center of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

(b) *Membership:* The ADRC-CW Board is appointed by the County Board of each respective member county and is comprised of 15 members; two County Board members from each of the four member counties, appointed by the respective County Board; and seven citizen members appointed by all four-member County Boards.

(c) *Duties and responsibilities:*

1. As per the four-county intergovernmental agreement, the ADRC-CW board shall have the powers common to its Member Counties, and is authorized, in its own name to do all acts necessary to exercise such common powers to fulfill the purposes of this Agreement. In addition, the board shall have the power to establish the annual budget; shall have the authority to hire, supervise, and support the Executive Director; shall have the authority to enter into leases and contracts; and shall provide an annual report to the Member counties.
2. Ensure that disabled and older adults are provided information on options and resources, access to services, and are provided programs that maintain health and independence, such as nutrition, healthy living classes, caregiver support, benefits counseling, and resource services.
3. Ensure that consistent, high quality services are provided to disabled and older adults throughout the service region.
4. Advocate for disabled and older adults in accessing needed services and identify and publicize gaps in services needed.

(2) *Board of Adjustment.*

(a) *Mission/purpose:* To hear appeals and in appropriate cases and subject to appropriate conditions and safeguards, make special exceptions to the terms of the County's zoning ordinance.

(b) *Membership:* The Board of Adjustment shall be appointed by the County Board Chairperson and confirmed by the County Board. It shall consist of five members, one shall be a County Board Supervisor, and two alternates.

(c) *Duties and responsibilities:* Pursuant to §§ 59.694(1), (2) and 59.692(4), (5), Wis. Stats., duties and responsibilities include, but are not limited to, the following:

1. Hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an Administrative Officer.
2. Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
3. Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interests, public safety, or public welfare.

(3) *Central Wisconsin Airport Board.*

(a) *Mission/purpose:* Safe, efficient and economical operation and development of the Central Wisconsin Airport.

(b) *Membership:* The Airport Board shall be comprised of seven members, three being Marathon County Board Supervisors, one being a member of the Infrastructure Committee and one being a member of the Education and Economic

Development Committee. The Airport Board is appointed by the County Board Chairperson.

- (c) *Duties and responsibilities:* Pursuant to § 114.14, Wis. Stats., the Airport Board shall have complete and exclusive control and management over the airport.
  - 1. Review and recommend to the Airport Manager leases with airlines, car rental agencies, aircraft hangar tents, restaurant, fixed base operators and other tenants.
  - 2. Promote air service.
  - 3. Assure aviation safety.
  - 4. Procure funding for airport development.
  - 5. Recommend long-term airport projects.
  - 6. Develop and recommend a long-range airport plan.
- (4) *Children with Disabilities Education Board.*
  - (a) *Mission/purpose:* Space reserved.
  - (b) *Membership:* The Children with Disabilities Education Board is appointed by the County Administrator.
  - (c) *Duties and responsibilities:* Space reserved.
- (5) *Citizen Participation Committee.*
  - (a) *Mission/purpose:* Ensure responsiveness to the needs of citizens with particular emphasis to participation by person of low- and moderate-income (LMI) who are residents of blighted areas and/or targeted neighborhoods in which a community development program will be concentrated.
  - (b) *Membership:* A representative from Marathon County appointed by the Marathon County Board of Supervisors.
  - (c) *Duties and responsibilities:* Receive citizen views and provide an explanation of community development needs, objectives and strategies and explain how they address community development needs and objectives.
- (6) *City/County IT Commission.*
  - (a) *Mission/purpose:* Support Marathon County, the City of Wausau and North Central Health Care with high quality, cost-effective technology that enables them to best meet their public service goals.
  - (b) *[Membership:]* Membership includes the County Board chair or his/her designee and the County Administrator.
  - (c) *Duties and responsibilities:* Space reserved.
- (7) *Civil Service Commission.*
  - (a) *Mission/purpose:* Space reserved. (See Section 5.01 of this Code.)
  - (b) *Membership:* The five members of the Civil Service Commission shall be appointed by the County Administrator.
  - (c) *Duties and responsibilities:* Space reserved.

- (8) *Community Care of Central Wisconsin (CCCW).*
- (a) *Mission/purpose:* Coordinates quality, cost-effective, and individualized long-term care supports available through Wisconsin's Family Care program that support member strengths, needs, and the development of meaningful community connections that lead to full citizenship in their communities.
  - (b) *Membership:* Membership will include two County Board Supervisors.
  - (c) *Duties and responsibilities:*
    - 1. Appoint a Chief Executive Officer, who shall serve at the pleasure of the Board.
    - 2. Develop and implement a personnel structure and other employment policies for employees of CCCW consistent with Long-Term Care statutory provisions.
    - 3. Assure compliance with the terms of any contract with the State of Wisconsin Department of Health Services.
    - 4. Establish a fiscal operating year and annually adopt a budget for CCCW.
    - 5. Contract for any legal services required for CCCW.
    - 6. Procure liability insurance covering its officers, employees, and agents with insurance against any loss in connection with its property and other assets and other necessary insurance; establish and administer a plan of self-insurance; or subject to an agreement under § 66.0301, Wis. Stat., participate in a governmental plan of insurance or self-insurance.
- [(9)] *[Reserved.]*
- (10) *Historical Society.*
- (a) *Mission/purpose:* Space reserved.
  - (b) *Membership:* Space reserved.
  - (c) *Duties and responsibilities:* Space reserved.
- (11) *Humane Society of Marathon County Board of Directors. Solely Advisory.*
- (a) *Mission/purpose:* Inspire and engage the community to end animal suffering and commit to responsible pet ownership.
  - (b) *Membership:* Membership may include one county board supervisor at the discretion of the organization.
  - (c) *Duties and responsibilities:* Space reserved.
- (12) *Industrial Development Agency Board.*
- (a) *Mission/purpose:* Space reserved.
  - (b) *Membership:* The County Administrator will appoint nine members to the Industrial Development Agency Board which shall include the Marathon County Board Chairperson and Vice-Chairperson, the County Administrator, the County Treasurer, Corporation Counsel, and three representatives from the City of Wausau.
  - (c) *Duties and responsibilities:* Space reserved.
- (13) *Marathon County Land Information Council.*

- (a) *Committee type and reporting relationship:* The Marathon County Land Information Council reports to the Environmental Resources Committee.
- (b) *Mission/purpose statement:* Space reserved.
- (c) *Statutory responsibilities:* § 59.72(3m), Wis. Stats., and successor statutes.
- (d) *Membership:* Register of deeds or designee; county treasurer or designee; county property lister or designee; one member of the county board; GIS coordinator; a realtor or member of the Realtors Association employed within the county; a public safety communications representative employed by the county; the county surveyor; director of City-County IT Commission or designee.

Pursuant to § 59.72(3m)(am), Wis. Stats., in the event a realtor, public safety communications representative or county surveyor are not willing to serve, the council may be maintained and is authorized to act without those designated members.

- (e) *Member term:* All members are appointed to a two-year term which coincides with biennial organization of county board, appointed by the county board chair and confirmed by the county board. Council vacancies will be filled according to County Board Rule 13.
- (f) *Duties and responsibilities:*
  1. Review the priorities, needs, policies and expenditures of the Marathon County Land Information Office.
  2. Oversee application for state-sponsored funding.
  3. Advise the county on matters affecting the Land Information Office.
- (g) *Other organization relationships:* Space reserved.

(14) *Marathon County Library Board.*

- (a) *Mission/purpose:* Enrich lives by promoting lifelong learning; and actively providing the community with access to ideas, information and opportunities to connect.
- (b) *Membership:* The County Administrator pursuant to § 43.57(4)(b), Wis. Stats., shall appoint a seven-member Library Board which shall consist of at least:
  1. One school district administrator of a school district located in whole or in part of the County or this school district administrator's designee.
  2. Two County Board Supervisors.
  3. Four citizen members.
- (c) *Duties and responsibilities:* Pursuant to § 43.58, Wis. Stats., the duties are assigned to the Library Board.

(15) *Marathon County Metropolitan Planning Organization.*

- (a) *Mission/purpose:* Review studies and recommendations relating to activities including, but not limited to, land use, natural resources, utilities and transportation systems within the metropolitan planning area to promote public health, safety, convenience and general welfare.

(b) *Membership:* Membership will include one County Board Supervisor from the County Infrastructure Committee, the chief elected official or his/her designee of all the municipalities within the urbanized area of the Metropolitan planning organization boundary; and a representative from the Wisconsin Department of Transportation.

(c) *Duties and responsibilities:*

1. Advisory body to Marathon County Board of Supervisors Infrastructure Committee and to local units of government within the metropolitan planning area.
2. Cooperate with, and contribute or accept services from Federal, State or local agencies, public/semipublic agencies, private individuals or corporations and may carry out such cooperative undertaking consistent with the annual Unified Planning Work Program.
3. Develop and recommend an annual Unified Work Program to Marathon County Board for approval.

(16) *Marathon County Park Commission.*

(a) *Mission/purpose:* Provide a park and forest recreation system that will meet the needs of our current and future generations, preserve and protect the County's open space, water, historical, cultural, and natural resources; and provide recreation opportunities that are designed to enhance the County's quality of life.

(b) *Membership:* The Marathon County Administrator shall appoint seven members to the Park Commission. Those members shall be comprised of three Marathon County Board Supervisors, three Wausau City Council members and one citizen member.

(c) *Duties and responsibilities:*

1. Monitor, preserve and protect the County's open space, water, historical, cultural, natural and economic resources.
2. Determine and recommend recreational and tourism programs within the County.
3. Recommend policy and funding for establishing and implementing park and recreation programs and facilities.
4. Monitor and recommend policy for the development and maintenance of recreation trails including County-sponsored trails and State-funded trails.
5. Make rules and recommend ordinances for the regulation of the use and enjoyment of the County parks, trails and recreation lands.

(17) *MCDEVCO Board of Directors.*

(a) *Mission/purpose:* Aggressively foster local business competitiveness; encourage and develop local entrepreneurs; and recruit successful companies and their employees to Marathon County.

(b) *Membership:* Four County Board Supervisors shall be nominated by the County Board Chairperson to the MCDEVCO Board of Directors.

(c) *Duties and responsibilities:* Space reserved.



- (18) *North Central Community Action Program Board.*
- (a) *Mission/purpose:* Act as an advocate, provider, and facilitator of programs and services for low-income individuals in Lincoln, Marathon, and Wood Counties (WI). NCCAP seeks to create opportunities for people and communities to obtain skills, identify and utilize resources, and explore innovative options necessary to reduce poverty and increase self-sufficiency.
  - (b) *[Membership:]* Membership will include one County Board Supervisor, the NCCAP representative is appointed by the County Administrator.
  - (c) *Duties and responsibilities:* Space reserved.  
County Board Supervisor will provide annual report to Health and Human Services Committee.
- (19) *North Central Community Services Program Board (51.42).*
- (a) *Mission/purpose:* Compassionately serves the community through accessible, specialized care.
  - (b) *Membership:* Membership will include three County Board Supervisors.
  - (c) *Duties and responsibilities:*
    - i. Prepare for and attend board meetings.
    - ii. Work as a team member and support board decisions.
    - iii. Participate in the review of NCHC's mission and objectives and the development of a strategic plan.
    - iv. Monitor the performance of the organization in relation to objectives and core values.
    - v. Approve the budget and monitor financial performance in relation to it.
    - vi. Abide by the by-laws, code of conduct and other policies that apply to the board.
    - vii. Establish, review, and monitor policies that guide core operational practices.
    - viii. Participate in hiring and releasing of the CEO.
    - ix. Participate in the evaluation of the CEO.
    - x. Participate in the recruitment of new board members.
    - xi. Participate in the evaluation of the board itself.
    - xii. Participate in committee work.
    - xiii. Keep informed about community issues relevant to the mission and objectives of NCHC.  
At minimum annual report to Health and Human Services and Public Safety Committees.
- (20) *North Central Wisconsin Workforce Development Board.*
- (a) *Mission/purpose:* Cultivate a skilled and competitive workforce which meets the demands of employers in the region.
  - (b) *Membership:* The County Board Chairperson shall serve on the NCCWWDB.

- (c) *Duties and responsibilities:* Space reserved.

The Board meets quarterly and the Counties involved in the District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

(21) *Northern Valley Workshop.*

- (a) *Mission/purpose:* Whether in the community or our facility, the goal for each individual is to have a vocational experience that fits their individual needs.
- (b) *Membership:* Membership will include one County Board Supervisor.
- (c) *Duties and responsibilities:* Space reserved.

Annual report to Health and Human Services Committee.

(22) *Rib Mountain Metropolitan Sewerage District.*

- (a) *Mission/purpose:* Space reserved.
- (b) *Membership:* The Rib Mountain Metropolitan Sewerage District is appointed by the County Administrator and is comprised of five members.
- (c) *Duties and responsibilities:* Space reserved.

(23) *The Women's Community.*

- (a) *Mission/purpose:* Space reserved
- (b) *Membership:* Space reserved.
- (c) *Duties and responsibilities:* Space reserved.

Annual report to Health and Human Services Committee.

(24) *Veterans Service Commission.*

- (a) *Mission/purpose:* Determine aid to needy veterans and their families.
- (b) *Membership:* The County Administrator shall appoint three citizen members to the Veterans Service Commission.
- (c) *Duties and responsibilities:* Determine aid to needy veterans, or to a spouse, surviving spouse, minor and dependent children of veterans and the needy parents of veterans pursuant to §§ 45.10 through 45.15, Wis. Stats.

(25) *Zoning Comprehensive Revision Task Force.*

- (a) *Reporting Relationships:* Make recommendations to the Marathon County Land Conservation and Zoning Committee (LCZC).
- (b) *Mission/Purpose:* Lead a community engagement process that ensures the revised Zoning Code implements the policy and administrative recommendations in a manner consistent with Marathon County and local comprehensive plans, develops zoning district maps in partnership with town officials and the community, and identifies trackable outcomes of the zoning program.
- (c) *Membership:* The Task Force will be chaired by a representative of the LCZ committee and facilitated by Conservation Planning and Zoning staff. Membership will be limited to 12 members representing the following interests: County Board member, Board of Adjustment member, Town Board/planning committee member(s), farmer(s), local business owner(s), and developer(s)/builder(s), and other community organizations.

- (d) *Member Terms:* Task Force sunsets on May 1, 2016.
- (e) *Duties and Responsibilities:*
  - 1. Understand the intent and purpose of current Marathon County zoning policy.
  - 2. Review and assess existing zoning code.
  - 3. Develop Zoning Code recommendations that support and promote balanced land use strategies, economic health, and a sustainable natural environment.
  - 4. Ensure the new Zoning Code is consistent with other land use related ordinances.
  - 5. Incorporate communication tactics such as graphics and tables to help illustrate regulations and to streamline implementation and use by staff and all citizens.
  - 6. Identify and incorporate innovative zoning provisions where appropriate.
  - 7. Present report(s) to the LCZC and Environmental Resources Committee (ERC) of the findings and a final recommendation of zoning code to the LCZC and County Board.
- (f) *Description of timeline:*
  - 1. Begin meeting by March 1, 2015.
  - 2. Present recommendations for Zoning Comprehensive Revision to the LCZC by January 1, 2016.
  - 3. Assist LCZ with final draft recommendation to ERC; to be submitted to County Board for approval by March 2016.

(O-9-10; O-17-10; O-2-11; O-8-12; O-11-12; O-3-14; O-16-14; O-1-15; O-8-16)

Sec. 2.07. - Assembly room use policy.

- (1) *Use Restricted.* The Assembly Room is distinguished from other meeting or conference rooms or common space located in the Marathon County Courthouse because it contains sensitive meeting presentation and broadcast technology.
  - (a) The Assembly Room is primarily used for County Board meetings and meetings of the Standing Committees.
  - (b) County staff, statutory program committees and task forces are encouraged to use the Assembly Room.
  - (c) The Assembly Room can be used during normal business hours by State, regional and community organizations which Marathon County is a member or a participant.
  - (d) The Assembly Room may not be used for partisan political activity or any for profit activity.
- (2) *Broadcast Equipment.* Only the group under contract to record and broadcast County Board meetings is permitted to use the broadcast equipment of the Assembly Room.
- (3) *Administration.* The County Clerk is the department responsible for administering this rule and developing room reservation policies and practices to ensure that the Assembly Room is available for its primary purpose, to make the room available for other permitted uses and to protect the County's investment in technology.

(O-16-15; O-8-16)

(20) *Rule 20. Expenses reimbursements and travel.*

(a) *Intent:* As leaders in the development of County policy, County Board Supervisors are encouraged to participate in meetings, and to attend educational programs which are germane to the function of the County Board Supervisors role (see Rule 18). It is expected that any supervisor that receives reimbursement for their attendance at a local, regional, state, or national educational event provide a report to the appropriate standing committee, or to the full Board, relative to the discussion at the event and its potential importance to Marathon County. The County may reimburse pre-approved education and travel expenses incurred by County Board Supervisors, and as appropriate for community members consistent with this policy and within the County's budget allocations for attendance of the following activities;

1. scheduled County Board and its committee, boards, taskforces and commission meetings;
2. community meetings which are pertinent to County Board business;
3. regional, state and national meetings in which issues of importance to Marathon County are being discussed;
4. local, state and national education programs in which County Board Supervisors and/or community members can gain knowledge that improves their ability to develop and recommend policy for Marathon County.

(b) *Budgeting:* Budgeting for County Board Supervisor and community member travel and education expenses relative to each of the activities referenced in Rule 20(a), including meetings of the Wisconsin Counties' Association (WCA) and the National Association of Counties (NACo), will be overseen by the Executive Committee of the County Board of Supervisors. On an annual basis, the Executive Committee shall review the previous years' travel and education expense allocation and determine whether any modification is appropriate. In the event the Executive Committee finds a modification to be necessary, it shall recommend the revised allocation for the upcoming year's budget to the Administrator for inclusion in the annual budget.

(c) *When Pre-approval is required:*

1. Supervisor travel to attend scheduled meetings of the County Board or any committee, board, taskforce or commission, of which the particular supervisor is a member, does not require prior approval.
2. Reimbursement of travel expenses incurred for participating in regional organizations in which Marathon County is a member are deemed to have been approved when the individual supervisor is appointed to serve on that committee, board or commission and will only be paid if the regional organization does not reimburse expenses.
3. NACo and WCA appointments – at the May meeting of the County Board, held during even years, the County Board Chairperson shall appoint, subject to confirmation by the County Board of Supervisors, up to three supervisors to serve on NACo steering committee(s), ~~and~~ up to three supervisors to serve on WCA steering committee(s), and up to three individuals (supervisors and county staff) to serve on the WCA County Ambassador Program (CAP team). By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is approved.

4. All other reimbursement for travel and education expense, including reimbursement for attendance at (1) county board committee, board, taskforce, or commission of which the particular supervisor is not a member and (2) all non-County Board scheduled local, regional, state and national travel and education expense reimbursement—except for meetings of the Eastern and Western Towns Association— must receive prior approval.

(d) *Pre-approval Process:*

1. All requests for pre-approval of expense reimbursement shall be made in writing, or via electronic mail, to the County Board Chairperson no less than two weeks prior to the date of travel, if practicable, for consideration in accordance with Rule 2.01(6). Failure to obtain appropriate prior approval disqualifies the supervisor from receiving County reimbursement for expenses.

(e) *Reimbursement submission:*

1. Supervisors and citizens approved to attend a meeting(s) and or educational program shall be reimbursed for expenses based upon the County's current reimbursement policies and practices. Travel reimbursement will be for the most appropriate mode of travel. This includes coach or economy class rate for the least expensive route if traveling by air or mileage for the most direct route reimbursed at the current county rate for the driver of the private vehicle, but not to exceed airfare. Mode of travel must be included in the request for reimbursement and approved as part of the prior travel approval. Supervisors traveling to the same activity are encouraged to combine their travel to contain costs whenever possible. Per diem and lodging reimbursement will not begin until the first day of the conference or meeting, unless schedules require arrival the day before.
2. County Board Supervisors who receive reimbursement for travel or educational expenses from any other sources for attendance at the same event shall not be eligible to receive reimbursement from Marathon County.
3. Supervisors seeking reimbursement shall complete an electronic reimbursement form on a quarterly basis, delivering the document and all requisite vehicle insurance information to the County Clerk for verification no later than two-weeks from the close of each quarter (i.e., by April 15, July 15, October 15, and January 15). After reviewing the personal vehicle insurance information provided in accordance with the applicable Marathon County Employee expense reimbursement policies, the County Clerk shall forward the reimbursement request to the County Board Chairperson for review and approval.
4. Mileage - Supervisor attending any approved meeting will be reimbursed for four (4) miles of travel per meeting or the actual mileage traveled, at the prevailing county rate, whichever is greater.

(f) *National Association of Counties (NACo) and Wisconsin Counties' Association (WCA) travel reimbursement:*

1. Supervisors who request reimbursement for attending any NACo or WCA activities must work with the County Clerk's office when making travel arrangements.
2. NACo and WCA Steering Committee appointments – at the May meeting of the County Board, held during even years, the County Board Chairperson shall

appoint, subject to confirmation by the County Board of Supervisors, up to three supervisors to serve on NACo steering committee(s), and up to three supervisors to serve on WCA steering committee(s). By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is deemed pre-approved. Funding for these activities will come from the County Board's designated travel budget.

3. NACo Summer Conference and NACo Legislative conference – subject to budgetary allocations, up to three (3) supervisors can be selected to attend the NACo Summer Conference and Legislative Conference. Attendees shall be selected in accordance with subsection 1 above. By virtue of these appointments, travel reimbursement for these individuals to attend appropriately called meetings of these groups is deemed pre-approved. Funding for these activities will come from the County Board's designated travel budget.
4. WCA Annual Convention – Supervisors shall be eligible for expense reimbursements, with preference first given to the Board Chairperson, Vice-Chairperson, all standing committee chairpersons and the chairpersons of other statutory committees/boards. If a committee chairperson is unable or unwilling to attend, the committee chairperson may recommend an alternate designee from the respective standing committee to the County Board Chairperson. Those planning to attend should advise the Board Chairperson, who shall confirm that budgetary allocations are sufficient to cover the expenses of those interested in attending. Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, and relevance of conference content to the County's interests.
5. WCA Annual Legislative Conference Meeting – up to four supervisors shall be eligible to receive reimbursement for attendance. Preference shall first be given to the Board Chairperson and Vice-Chairperson. If the Board Chairperson and/or Vice-Chairperson are unable or unwilling to attend, alternates may be designated by the County Board Chairperson. Attendance is subject to budgetary allocations. Selections of County Board Supervisors, pursuant to this section, shall be based on the supervisor's interest, conference content, and County issues on the conference agenda.

5.6. Other WCA events are subject to the pre-approval process outlined in subsection (d) of this Rule.

- (g) Nothing in the policy shall prohibit County Board Supervisors from attending any educational opportunity, including NACo and WCA events, at their own expense if they are not pre-approved for reimbursement under this section.