



MARATHON COUNTY RULES REVIEW COMMITTEE AGENDA

Date & Time of Meeting: Monday, March 16, 2026, 12:00 p.m.

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

Committee Members: Chris Dickinson (Chair), John Robinson, Kody Hart, Scott Poole, Jean Maszk

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.*

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:

Phone #: 1-408-418-9388 Access Code: 146 235 4571

When you enter the telephone conference, PLEASE PUT YOUR PHONE ON MUTE

1. Call Meeting to Order

2. Approve minutes from March 2, 2026 meeting

3. Topics for Discussion and Possible Action

A. Review and Recommend Marathon County Board Rules Suggested Changes, including, but not limited to discussion and possible action regarding the following specific topics or rules:

1. Election of Officers – should section 2.01(5)(c) be modified to reflect the WCA model rules and Roberts Rules by not eliminating candidates – see note for alternative language from WCA model
2. Should we add a rule providing for the process to call a meeting to Order in the Absence of a Chair – proposed language in section 2.01(4)
3. Consideration to eliminate educational meeting under 2.01(10)
4. Review of 2.02(3) and 2.04(4)(f)7 based on recommendation of Human Resources, Finance & Property Committee regarding budget modification policy
5. Discussion on Executive Committee review of the previous year's travel and expense allocations and potential budget amendments
6. Rules Review Committee – Clean-up Changes
7. Discussion on other rules of interest to members

(Committee members are asked to review all sections of Chapter 2 and Section 4.20 of the Marathon County Code of Ordinances prior to the meeting to bring ideas for future discussion – link below)

4. Next Meeting and Future Agenda Items for Discussion

A. Next meeting is **Monday, March 30, at 12:00 p.m. IF NEEDED**

5. Adjournment

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

https://library.municode.com/wi/marathon_county/codes/code_of_ordinances?nodid=CH2THGOBO

A quorum of members of the County Board, or any of Marathon County's governance or non-governance subgroups (e.g. boards, commissions, committees or task forces) may attend the above noticed meeting in order to gather information. No action will be taken by any other subgroup of the County, aside from the body publishing this agenda. This notice is provided in accordance with State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail countyclerk@marathoncounty.gov one business day before the meeting.

SIGNED /s/ Chris Dickinson

Presiding Officer or Designee

EMAILED TO: Marathon County Media Group

BY: Kim Trueblood

DATE/TIME: _____

POSTED AT THE COURTHOUSE:

BY: Kim Trueblood

DATE / TIME: _____



MARATHON COUNTY RULES REVIEW COMMITTEE AGENDA with MINUTES

Date & Time of Meeting: Monday, March 2, 2026, 12:00 p.m.

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

Chris Dickinson	Present
John Robinson	Present
Kody Hart	Present
Scott Poole	Present (W)
Jean Maszk	Present (W)

Staff Present: Lance Leonhard, Brian Desmond, Amanda Ley, David Holcomb

1. **Call Meeting to Order** – Chair Dickinson Called the meeting to order at 12:00pm
2. **Approve minutes from February 16, 2026 meeting** – Motion by Maszk, Second by Robinson to approve the minutes as presented. Motion carried on a voice vote unanimously.
Motion by Maszk, Second by Robinson to approve the minutes motion carried on voice vote unanimously.
3. **Topics for Discussion and Possible Action**
 - A. Review and Recommend Marathon County Board Rules Suggested Changes, including, but not limited to discussion and possible action regarding the following specific topics or rules:
 1. Review of subordinate body appointment processes, including the process for selection of chairs / vice chairs – approval of final language
Discussion on whether to have the committees allowed by statute to be required to have the chair and vice chair be county board members. Committee language updated in the proposed rules, committee by committee.
Motion by Robinson, Second by Maszk to approve the language. Motion carried on voice but it was not unanimous.
 2. Consideration of Administrator’s performance appraisal related to including department heads, model of appraisal format, etc. – approval of process and parties involved.
Language amended to clarify the timeline.
Motion by Robinson, Second by Poole to approve the language as amended, Motion carried on voice vote unanimously.
Motion to amend by Hart, second by Robinson to remove “should” from the language. Motion carried on voice vote unanimously.
 3. Tax Increment Finance District Task Force / Broadband Task Force formal sunset & reallocation of responsibilities.
Language removed from the rules and marked as “reserved” for both bodies.
Motion by Hart, Second by Robinson to approve the language revision. Motion carried on a voice vote unanimously.
 4. Human Resources, Finance, and Property Committee Budget Amendment limitations.
Language is updated in the document. Timeline clarified. Any budget amendment is still subject to approval by the county board.
 5. Budget Hearings – times and number of hearings.
Budget hearings are typically scheduled during a normal County Board meeting, which is during the evening. No need to schedule a second budget hearing; that was a one-time thing due to a publishing mistake. Consensus on all updates.
 6. Biannual Budget Possibilities
Consensus that it cannot be done.
 7. Rule 20 – Expense and Travel Reimbursements
Discussion around opening up travel to WCA conferences and events to all supervisors. Discussion around the fact that the budget is already set for this year. The Executive Committee should be reviewing the budget for the board and make decisions on attendance accordingly. Budget can be adjusted for next year depending on the attendance this year. Further discussion at the next meeting.
 8. Discussion on other rules of interest to members
 - Clerk calling the Organizational Meeting to order up to the point of the election of a chair. Language will be drafted.

- Potential of going to only one monthly meeting.
- Drafting a document outlining all of the current / proposed rule changes so it's easy to note what they are.
- Discussion about changing the language over only the top two vote getters moving on in a chair / vice chair election.

4. **Next Meeting and Future Agenda Items for Discussion**

A. Next meeting is **Monday, March 16, at 12:00 p.m.** Potentially the last meeting.

5. **Adjournment** – Motion by Maszk, Second by Hart to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 1:19 p.m.

Minutes prepared by Kim Trueblood, County Clerk, based on the transcript of the WebEx meeting.

DRAFT

Chapter 2

THE GOVERNING BODY¹

Sec. 2.01. County board rules of procedure.

COUNTY BOARD

Sections 2.01, 2.02, 2.03, 2.04, 2.05, 2.06, and 2.07 shall constitute the Marathon County Board Rules of Procedure. 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, or suspended, 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, Audio/Visual participation of members, Special Meetings, Cancellation of meetings.*
 - (a) The Organizational County Board meeting, any adjourned Organizational meetings, and the annual County Board meeting, and any adjourned annual meeting, shall be held at 6:00 p.m. unless otherwise ordered.
 - (b) The Annual meeting of the County Board shall be held on the Tuesday following the second Monday in November.
 - (c) The Organizational meeting shall be held on the third Tuesday in April.
 - (d) Pursuant to Wis. Stat. § 59.11(1)(a), the County Board hereby establishes by rule the following regular meeting dates throughout the year:
 - i. Monthly Educational meetings of the County Board shall be held at 6:00 p.m. on the third Thursday of each month, unless otherwise ordered by the Chairperson and properly noticed under Wisconsin law.
 - ii. Monthly Business meetings of the County Board shall be held at 6:00 p.m. on the fourth Tuesday of each month, unless otherwise ordered by the Chairperson and properly noticed under Wisconsin law.
 - (e) The County Board Chair shall have the authority to schedule additional meetings for the purpose of discussion and determination of selected agenda items.

¹Editor's note(s)—Ord. No. O-12-20, adopted Apr. 21, 2010, amended and renewed Ch. 2 in its entirety to read as herein set out. Former Ch. 2 pertained to the same subject matter, and derived from the following legislation: O-7-87; F; '90; O-39-91; '92; O-6-92; R-66-93; O-6-94; O-4-96; O-18-97; R-94-97; 4-21-98; R-78-99; R-90-99; O-7-00; O-16-01; R-76-01; O-12-02; O-20-02; R-75-03B; R-14-04; O-10-04; O-1-05; O-10-06; O-8-08; O-14-08; O-24-08; O-15-09; O-19-09; O-21-09; O-5-10; O-8-10; O-9-10; O-10-10; O-12-10; O-14-10; O-17-10; O-20-10; O-23-10; O-26-10; O-2-11; O-8-12; O-10-12; O-11-12; O-16-12; O-19-12; O-24-12; O-3-13; O-4-13; O-5-13; O-6-13; O-17-13; O-20-13; O-21-13; O-24-13; O-25-13; O-27-13; O-29-13; O-30-13; O-33-13; O-1-14; O-3-14; O-6-14; O-7-14; O-8-14; O-16-14; O-18-14; O-20-14; O-22-14; O-23-14; O-1-15; O-16-15; O-8-16; O-9-16; O-2-17; O-7-17; O-19-17; O-27-17; O-6-18; O-7-18; O-13-18; an amendment of 4-19-18; O-8-19; O-15-19; O-25-19; O-37-19; O-10-20; and O-11-20.

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- (f) Meeting Attendance.
1. Educational Meetings. Supervisors are permitted to attend any monthly educational meeting of the Marathon County Board of Supervisors in person or by approved audio-visual means. Only members physically present for a meeting may attend a closed session discussion.
 2. Monthly Business Meetings. Supervisors must attend any monthly business meeting of the Marathon County Board of Supervisors in person. The County Board Chair shall have the authority to permit attendance by approved audio-visual means at a voting meeting in the following circumstances:
 - a. Inclement weather;
 - b. Other emergency or unforeseen circumstance
 - c. Anticipated lack of quorum.
 - d. The County Board Chair shall have the authority to permit any individual supervisor to attend a monthly business meeting by approved audio-visual means in the event that a medical circumstance precludes the supervisor from appearing in person.
 3. Agenda requirements. Any agenda posted for a meeting of the Board where audio-visual attendance is approved must be properly noticed to provide for audio-visual attendance for supervisors and for the public.
 4. Quorum. For any meeting where audio-visual attendance is approved, a quorum of the body shall include the members present in person and the members present by approved audio-visual means.
 5. Time for Quorum. In the event a quorum is not present at the scheduled start time for a meeting of the Board, the chairperson of the Board is permitted to call the meeting to order no later than 15 minutes after the duly posted time for the start of the meeting if a quorum is present.
- (g) Special Meetings: 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. Special meetings of the County Board may also be called in accordance with Wis. Stat. § 59.11(2). If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.
- (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.*

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- (a) Preservation of order. 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) Consideration of Items of Business. Any member of the Marathon County Board of Supervisors may request an item not currently being considered by any committee of the Board be placed on a committee agenda as follows:
 - 1. The supervisor shall make such a request to the County Board Chairperson in writing. Electronic mail shall constitute a request in writing for the purposes of this section.
 - 2. The County Board Chairperson shall, upon receipt of a written request, refer the issue to the appropriate committee or subordinate body with jurisdiction over the item within 7 days of receipt of the request.
 - 3. Upon receipt of a referral from the County Board Chairperson, the receiving committee shall, in turn, take up the matter no later than 45 days from the date the request is received. The chairperson of the receiving committee shall notify the supervisor making the original request of the committee meeting time and location. The original requestor will be expected to attend the meeting to discuss the issue presented.
 - 4. In the event an item referred to a committee under this section is not advanced to the full County Board, any two County supervisors may make a request in writing to the County Board Chairperson that the item be considered by the full County Board.
 - 5. Upon receipt of such a request by any two supervisors, the County Board Chairperson shall place the item on the Executive Committee Agenda no later than 45 days from the date the request is received. The Executive Committee shall consider whether to advance the item to the full County Board. If a majority of the Executive Committee approves, the item shall be placed on the agenda for consideration by the full County Board.

NOTE: The intent of Section (b) of Rule 3 is to provide sufficient flexibility to the Board Chairperson and Committee Chairs to set meeting agendas while also ensuring that matters proposed for consideration by individual supervisors are addressed in a timely fashion and not unduly delayed.

- (c) "Session" defined. For the purposes of Renewal of a defeated measure, Postponement to an indefinite time and Reconsideration, a session of the Marathon County Board shall run from the commencement of the first meeting following election of supervisors in April in even-numbered years to the commencement of the same meeting two years later.
- (d) Motion for Reconsideration.
 - 1. A motion for Reconsideration may be brought up at the same meeting that the original vote was taken, or on the next succeeding day within the session on which a business meeting is held.
 - 2. In light of the Wisconsin Open Meetings Law, which requires public notice, and Marathon County's rules establishing separate educational and voting meetings, supervisors may make a request for Reconsideration to be placed on the agenda no later than 48 hours before the next scheduled educational meeting in order to permit notice to be provided to the public.
 - 3. The Motion may be discussed at the next educational meeting (and voted on, if notice is provided, pursuant to Rule 10), otherwise it shall be voted on at the next voting meeting.

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4. If no educational meeting is scheduled for the month following the meeting at which the original vote was taken (e.g. December or meeting cancelled), the request for Reconsideration to be placed on the agenda can be made no later than 48 hours before the next scheduled voting meeting.
 5. In the event that the original vote was taken at a meeting which took place in the month prior to the beginning of a new session of the Board, the vote may still be reconsidered, pursuant to the procedure set forth above, without the requirement of committee review, pursuant to Rule 3(b).
 6. The request for placement of Reconsideration on the agenda shall be made to both the Board Chair and County Clerk.
 7. Weekends and Marathon County holidays shall not be counted in the calculation of 48 hours before a scheduled meeting.
- (e) Calling of the Question. During a meeting of the County Board of Supervisors, if a Supervisor moves the previous question during debate on any main, subsidiary, privileged, or incidental motion where the motion is applicable, the following procedures apply:
1. If the question is called during debate, the County Board Chair shall first ask if there is any objection to the question being called. If there is no objection, debate will be considered ended on the pending motion.
 2. If there is an objection to the question being called, the County Board shall vote on the closing of debate. Two-thirds of the members present are required to end debate and call the previous question.
 3. If debate is ended with or without objection, any Supervisor who has requested to speak on the pending motion prior to the question being called shall be allowed to speak on the pending motion. However, any supervisor in the queue shall not be permitted to offer a subsidiary or incidental motion once debate has been closed on a pending motion.
- (f) Motion to Table.
1. Any motion to table made without an identified time for the item to be brought back before the body shall be treated procedurally as a motion to postpone indefinitely.
 2. Any motion to table made with a time certain identified by the movant for the item to be brought back before the body shall be treated procedurally as a motion to postpone to a time certain.
- (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. **The** County Clerk, Corporation Counsel, Administrator, or a designee of such official shall be authorized to serve as Chair pro tempore of the Organizational Meeting, until such time as the County Board elects the Board Chair; a properly scheduled meeting of the Board of Supervisors where the Chair and Vice-Chair are not present; or a property scheduled meeting of a subordinate body of the Board of Supervisors where both the Chairperson and Vice-Chairperson of the subordinate body are not present.
- (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

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- supervisory election to supervisory election and in no event shall any term overlap a supervisory election.
- (b) All nominated candidates for the Chair and Vice-Chair position may provide a statement to the Board relative to his or her candidacy. In all cases, such a statement shall abide by regularly accepted rules of decorum, refrain from personal attacks, and not exceed 20 minutes in length.
 - (c) 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.
 - (d) The County Clerk will keep the voted ballots in a safe place and shall show the voted ballots to any person upon request.
 - (e) 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.
 - (f) Installation of officers. 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 and vice 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) Closed Session. Shall confer with Corporation Counsel as required in Rule 2.01(10)(d) prior to publication of any agenda that calls for a potential vote to go into closed session and shall ensure that an announcement is made to those present at the meeting regarding the nature of the business to be considered in closed session, the specific exemption or exemptions under Wis. Stat. s. 19.85 by which the closed session is claimed, ensure that the announcement is part of the record of the meeting and ensure that there is discussion in the record as to the specific reasons that necessitate the closed session.
 - (e) Be required to vote on all questions and may participate in the County Board discussion, except questions on appeal from his or her decision. His or her vote shall be recorded with the rest of the Board members' votes.
 - (f) Be an ex officio member of all committees; however, as an ex officio member the Chairperson may not vote or make motions and shall not contribute to the quorum requirements of any committee to which the Chairperson is not formally appointed.
 - (g) Ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies including Rule 18 Guidelines and Expectations.
 - (h) Preside at County Board meetings in an efficient and effective manner and shall set the general tone of the meeting through positive leadership.
 - (i) Ensure the other Supervisors have access to current and pending County Board issues and processes.

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- (j) Represent or may assign a designee to represent the County at all ceremonial events or functions when so requested.
 - (k) Have the right to speak as any other member.
 - (l) Be obligated to maintain impartiality when presiding over County Board meetings.
 - (m) Fill County Board vacancies pursuant to § 59.10(3)(e), Wis. Stats., or successor statutes.
 - 1. The chair shall convene the vice-chair to assist the chair in conducting interviews of interested candidates. The County Clerk, or their designee, shall provide staff assistance in the interview process.
 - 2. Said meetings shall comply with the Wisconsin Open Meetings Law and the chair shall communicate the date, time and location of the interviews to members of the Board of Supervisors via electronic mail.
 - 3. Although meetings shall be open to the public, candidates shall be sequestered during the interview process to minimize the risk of unfair advantage.
 - (n) 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 every two years by the Executive Committee at a minimum in the September before the establishment of the Chairperson's salary and then approved by the Board in October that same year.
 - (o) 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).
 - (p) Shall serve as a member of the City-County Information Technology Commission.
 - (q) Shall serve as either Chair or Vice-Chair of the Criminal Justice Coordinating Council pursuant to the bylaws of that Council.
- (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 serve as the chair of the Rules Review 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.*
- (a) During Meetings of the Board. 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.
 - (b) Outside of Meetings. Outside of formal meetings of the County Board of Supervisors and its subordinate bodies, individual supervisors should refrain from speaking in a manner or forum

that may indicate that they are representing the entire body, unless otherwise authorized to do so.

(9) *Rule 9. Recognition by the Chairperson; Public Comment; Public Hearings.*

- (a) Non-members addressing the Board. Any person, not a member of the County Board, desirous of addressing the Board on any subject outside of public comment or public hearing shall first obtain permission, such permission being requested by a County Board Supervisor and approved by a majority vote of the Board.
- (b) Public Comment Before the Board. Any person who wishes to address the County Board during the "Public Comment" portion of County Board meetings may only provide comment pertaining to an item on the agenda. Public comment before the County Board shall be limited to a maximum of three minutes per commenter. The overall public comment period shall not exceed 15 minutes unless extended by the Chair pursuant to (e).
- (c) Decorum. Any person wishing to make public comment before the County Board shall address his or her comments to the Chairperson. All commenters shall refrain from personal attacks; avoid singling out individual supervisors; refrain from profane, abusive, threatening, or offensive comments; and maintain a respectful tone. The Chairperson may further limit or end a particular comment, or the period of public comment as a whole, if commentors do not maintain decorum.
- (d) Public Comment; Identifying Information of Speaker. Any person who wishes to speak in the "Public Comment" portion of any meeting of the County Board must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk or his or her designee, in the case of comment to the County Board no later than five minutes before the start of the meeting. When addressing the Board, individuals must announce their name and municipality of residence before making comment unless otherwise required.
- (e) Discretion of Chair. The Chair shall have discretion to apportion, limit or extend time for public comment before the Board based upon the number of persons wishing to speak. In the event more than five persons wish to speak, the Chair may 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. The Chair's exercise of discretion under this subsection is subject to appeal to the full Board.
- (f) Cancellation of Board Education Meeting: In the event that the Chair cancels the monthly education meeting, the agenda for the voting meeting shall provide for public comment as described by this section.
- (g) Public Hearings. For any public hearings required by law to be held before the County Board, members of the public may speak or give evidence relevant to the topic of the hearing for up to three minutes unless the time to speak is extended by the Chair or otherwise required by law. Members of the public must maintain decorum as outlined within subsection (c) herein.

(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;

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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 - Public Comments related to items on the Agenda (Note: Public Comment period to address the full Board occurs only during Educational Meetings. Public Comment is further governed by the provisions of County Board Rule 9.);
 8. Presentation of awards, proclamations, letters, petitions, communications, appointments, claims and memorials;
 9. Review and discussion of Tuesday meeting agenda items. Each consent agenda item to be presented and discussed individually;
 10. Standing Committee Strategic Plan progress update;
 11. Education Presentations (policy issues);
 12. Announcements and requests (30-second limit per Supervisor). NOTE: Announcements and requests shall be limited to non-agenda items not previously discussed during the meeting and shall not be utilized to further discuss or debate an item from the agenda. Any privilege given by the Chair to extend a supervisor's time shall apply to any other supervisors who comment;
 13. Adjournment.

(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 (30-second limit per Supervisor);

NOTE: Announcements and requests shall be limited to non-agenda items not previously discussed during the meeting and shall not be utilized to further discuss or debate an item from the agenda. Any privilege given by the Chair to extend a supervisors time shall apply to any other supervisors who comment. A supervisor may utilize the Announcements portion of the agenda to individually recognize staff or citizen members.

13. Adjournment.

(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.

(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.

- (e) Agendas and Packets.
1. Meeting Agendas. The purpose of meeting agendas for the Board and its subordinate bodies is to provide proper public notice of meetings pursuant to Wis. Stat. § 19.84. It is the goal of the County Board that the agendas for meetings of the Board of Supervisors and its subordinate bodies be posted no later than the Friday before the week of the meeting.
 2. County Board Meeting Informational Packets. The purpose of informational packets for meetings of the County Board of Supervisors is to provide the Board with materials relied upon by standing committees and other subordinate bodies to make their decisions and to provide members with pertinent information relevant to an item on the agenda as determined in the discretion of the Chair.
 3. Standing Committee and Subordinate Body Meeting Informational Packets. The purpose of informational packets for standing committees and other subordinate bodies of the County Board is to provide the committee or body with pertinent information relevant to an item on the agenda as determined in the discretion of the chairperson of the committee or body.
 4. Timing of Packet items. To provide sufficient time for staff responsible for posting legal notice, the agenda, informational packet materials (including power point presentations), written reports and minutes of the previous meetings should be provided to the County Clerk no later than noon on the Friday preceding the meeting date.
- (f) Public Hearing on the Annual Budget. In the event that the public hearing on the Annual Budget is held in conjunction with a regularly scheduled educational meeting, the business of said meeting will generally be ordered as follows:
1. Administrator's presentation of the budget.
 2. Public Hearing on the Annual Budget.
 3. Public Comment relative to the Educational Meeting.
 4. All other business denoted on the Educational Meeting Agenda.
- (g) Requests for County Board Presentations. Any supervisor desiring to have an educational presentation made to the Board of Supervisors shall make a request of the County Board Chairperson in writing. The Chairperson shall consider the request and determine whether to place the presentation on a subsequent County Board agenda, forward the request to a subordinate body Chairperson for consideration, or deny the request for presentation. In the event the request for presentation is denied, the supervisor may request that the presentation be considered by the Executive Committee. If the Executive Committee approves of the request, the Chairperson shall place the presentation on a subsequent County Board meeting agenda.
- (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 the member formally abstains.

(a) Abstention: A member of the Board of Supervisors, or a subordinate body thereof, that abstains from a particular vote continues to be deemed present for purposes of determining a quorum. Unless otherwise required by law (e.g., Wis. Stats. § 65.90), an abstention reduces the number of members present and voting on a particular question for purposes of determining whether a motion passes and an abstention does not count as an affirmative or negative vote. When a member is participating in a meeting by authorized audio-visual means and, at the time a vote is taken, the Chair is unable to reasonably ascertain the member's intent to vote due to apparent technology or communication issues, the Chair shall deem the member to have abstained from voting on that particular item and shall direct the Clerk to record the abstention in the record. A member that abstains from, or is deemed to have abstained from, a vote is ineligible to move for reconsideration on said issue.

COUNTY BOARD COMMITTEES

(12) *Rule 12. Committees; General Rules.*

(a) Definitions. Following are descriptions and definitions of the acceptable forms of Marathon County workgroups which compose the county governance structure and non-governance structure:

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.

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- (5) 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. In February of every even-numbered year, the Executive Committee shall review all existing Taskforces and consider whether such taskforces shall be dissolved or extended. Any recommendation to dissolve or extend a taskforce shall be forwarded to the County Board for consideration.
- (b) Quorum. For all committees and subordinate bodies of the Board, a majority of the membership of the committee or body, not including any existing vacancies, shall constitute a quorum to do business. For any meeting where audio-visual attendance is approved, a quorum of the committee or body shall include the members present in person and the members present by approved audio-visual means. In the event a quorum is not present at the scheduled start time for a meeting a committee or subordinate body, the chair of the committee or body is permitted to call the meeting to order no later than 15 minutes after the duly posted time for the start of the meeting if a quorum is present.
- (c) Public Comment Before Committees. Any person who wishes to address any subordinate body of the County Board during the "Public Comment" portion of the meeting of said body may only provide comment that is germane to a topic within the jurisdiction of the body. Public comment before a committee or subordinate body shall be limited to a maximum of three minutes per commenter.
- (1) Time. The overall public comment period before a committee shall not exceed 15 minutes unless extended by the committee chairperson at his or her discretion.
- (2) Information provided. Any person who wishes to speak in the Public Comment portion of any meeting a subordinate body must provide his or her name, address, and the topic he or she wishes to present to the chair of the subordinate body no later than five minutes before the start of the meeting. When addressing the subordinate body, individuals must announce their name and municipality of residence before making comment unless otherwise required.
- (3) Decorum. Any person making public comment before a committee or subordinate body shall address his or her comments to the chairperson of that body. All commenters shall refrain from personal attacks; avoid singling out individual members; refrain from profane, abusive, threatening, or offensive comments; and maintain a respectful tone. The chairperson may further limit or end a particular comment, or the period of public comment as a whole, if commentors do not maintain decorum.
- (4) Public Hearings. For any public hearings required by law to be held before a committee or subordinate body, members of the public may speak or give evidence relevant to the topic of the hearing for up to three minutes unless the time to speak is extended by the chairperson or unless otherwise required by law. Members of the public must maintain decorum as outlined within subsection (3) herein.
- (d) Recognition of non-members. Any person not a member of the committee or the County Board of Supervisors desirous of addressing the committee or body on any subject outside of public comment shall first obtain permission, such permission being requested by a member and approved without objection from any committee members present or, if an objection is made, by a majority vote of the committee.

(13) *Rule 13. Appointments to committees, boards and commissions.*

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- (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.
 - i. Chairpersons and Vice-Chairpersons of the Standing and Program committees and task forces, where permitted by statute, shall be appointed by the County Board Chair or Administrator respectively and confirmed by the County Board. Said Chairpersons and Vice-Chairpersons shall be county board supervisors.
 - ii. The County Administrator shall not appoint himself to serve on any county board committee, board, or commission. This rule does not prohibit the County Administrator's service on any committee, board, or commission whereon the Administrator serves by virtue of designation of his position.
 - (b) Vacancies. Should a vacancy on a committee, board, or commission occur, or a vacancy in the position of chair or vice-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, subject to Board approval, members and officers of all standing committees, joint committees, program committees and task forces unless otherwise mandated by state statute.
 - (d) The County Administrator shall appoint, subject to Board approval, members and officers of 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).*

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- (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 and/or reschedule a meeting of such committee. Sections 19.81—19.98, Wis. Stats., regarding open meetings shall be complied with at all times.

- (a) Standing Committee Meeting Dates and Times:
 - 1. The following Standing Committees shall meet during the week of the first Thursday of each month pursuant to the following schedule:
 - i. The Environmental Resources Committee shall meet at 3:00 p.m. on Tuesday;
 - ii. The Health & Human Services Committee shall meet at 3:00 p.m. on Wednesday;
 - iii. The Infrastructure Committee shall meet at 9:00 a.m. on Thursday;
 - iv. The Extension, Education & Economic Development Committee shall meet at 3:00 p.m. on Thursday.
 - 2. The following Standing Committees shall meet during the week of the second Thursday of each month pursuant to the following schedule:

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- i. The Public Safety Committee shall meet at 1:30 p.m. on Tuesday;
 - ii. The Human Resources, Finance & Property Committee shall meet at 3:00 p.m. on Wednesday;
 - iii. The Executive Committee shall meet at 3:00 p.m. on Thursday.
 3. The Human Resources, Finance & Property Committee shall also meet at 3:00 p.m. on the Tuesday of the week of the fourth Tuesday.
 4. Standing Committee Chairs may call a special meeting of their committee if action is required outside of the committee's normal business date and time, as long as Wisconsin Open Meetings laws are followed.
 5. Any agenda posted for a meeting of a committee or subordinate body of the Board where audio-visual attendance is approved must be properly noticed to provide for audio-visual attendance for supervisors, members, and the public.
- (b) Typical Committee Meeting Agendas:
1. Call to order;
 2. Pledge of allegiance; followed by a moment of silence/reflection;
 3. Roll call;
 4. Public Comment - Public Comments must relate to a matter under the jurisdiction of the committee/body. Public comment is further governed by the provisions of County Board Rule 12.
 5. Educational presentations/outcome monitoring reports;
 6. 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;
 7. 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;
 8. Next meeting time, location and agenda items;
 9. Adjournment.
- (c) Members of any subordinate body of the county board are permitted to attend meetings of said subordinate body in person or by approved audio-visual means; however, only members physically present for a meeting may attend a closed session discussion. Members of the body wishing to participate by approved audio-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.
- Note: The typical agenda referenced above may be modified as necessary by the Chair of the respective committee to accommodate committee business.
- (d) A supervisor may utilize the Announcements portion of a committee agenda to individually recognize staff or citizen members.
- (e) Proclamations: A supervisor may request that a standing committee chairperson place on a committee agenda a proclamation by that committee recognizing an individual citizen or

organization that has made a laudable and recognizable contribution to an area under the jurisdiction of the committee. Such a proclamation shall require approval by a majority vote of the committee. Proclamations issued under this section shall be on behalf of the standing committee. Proclamations on behalf of the Marathon County Board shall require a majority vote of the County Board of Supervisors.

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

(a) Duties of Committee, Board, Commission, and Taskforce Chairperson. 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. The chairperson of each subordinate body of the Board of Supervisors shall be authorized to direct the County Clerk or the department head to call and/or reschedule a meeting of such committee. Sections 19.81—19.98, Wis. Stats., regarding open meetings shall be complied with at all times.

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.

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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.
 13. Closed Session. Shall confer with Corporation Counsel as required in Rule 2.01(10)(d) prior to publication of any agenda that calls for a potential vote to go into closed session and shall ensure that an announcement is made to those present at the meeting regarding the nature of the business to be considered in closed session, the specific exemption or exemptions under Wis. Stat. s. 19.85 by which the closed session is claimed, ensure that the announcement is part of the record of the meeting and ensure that there is discussion in the record as to the specific reasons that necessitate the closed session.
 14. A Chairperson of a subordinate body shall have the authority to cancel meetings of said body due to the following circumstances:
 - i. Anticipated lack of quorum.
 - ii. Inclement weather.
 - iii. Other emergency or unforeseen circumstance.
 - iv. Lack of Agenda items
- (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.
 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.

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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 matters under the jurisdiction of the committee is required. Any such meeting shall be held in accordance with the Wisconsin Open Meetings Law. Such meetings may only be held if all of the following circumstances exist:
 - i. a formal response is required on the part of the committee or county prior to the committee's next scheduled meeting;
 - ii. the action requires no allocation of funding and has no fiscal impact;
 - iii. the action is subsequently agendaized for review by the committee of jurisdiction; and
 - iv. the proposed action to be taken has a benefit to Marathon County.
- (c) Duties and responsibilities of Committee, Board, Commission, and Taskforce Vice-Chairpersons. A Vice-Chairperson of a committee, board, commission, or taskforce shall:
1. Assist the Chairperson of the Committee, Board, Commission, or Taskforce with agenda preparation;
 2. Assume the duties of the Chairperson of the Committee, Board, Commission, or Taskforce in the absence, unavailability, or incapacity of the Chairperson, including during periods of time where the position of Chairperson is vacant. Duties of the Chairperson shall return to the Chairperson at the time that the Chairperson is no longer absent, unavailable, or incapacitated, or when the vacancy in a Chairperson's position has been filled. This subsection does not alter the process for filling vacancies pursuant to Section 2.01(13)(b) of this Code.
- (d) Additional duties and responsibilities of Standing Committee Vice-Chairpersons. In addition to the duties and responsibilities outlined in subsection (c) above, Standing Committee Vice-Chairpersons shall:
1. Consider attending meetings of the Marathon County Executive Committee as a non-voting member;
 2. In the event the Standing Committee Chairperson is absent, unavailable, or incapacitated, or the Standing Committee Chair position is vacant, the Vice-Chairperson shall act in the place of the Standing Committee Chairperson as a voting member of the Executive Committee;
 3. Act as the Standing Committee's liaison to the Vice-Chair of the County Board as to the Standing Committee's implementation of the County's Strategic Plan and County 25-Year Comprehensive Plan.
- (e) 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. Conflict Between Committees.* 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. 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) The Marathon County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the Administrator.

As the county's legislative policy setting body, the Board is responsible for setting policy, including 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.
6. County Board members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the Administrator.

(b) Attendance at Meetings.

1. Supervisors are expected to attend all meetings of the bodies to which they are elected or appointed. In the event a supervisor is unable to attend a meeting, that supervisor shall notify both the chair of said body and the Marathon County Clerk of their inability to attend no less than two business days prior to the scheduled meeting, or as soon thereafter as practicable.
2. In order to ensure compliance with Wisconsin Open Meetings Law, any supervisor not appointed to a subordinate body who desires to attend a meeting of said body shall notify the chair of said body and the Marathon County Clerk of their intent to attend a scheduled meeting no less than two business days prior to the scheduled meeting.

(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.

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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 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. Said statement shall be provided on a form developed by the County Clerk and distributed by the County Clerk to the elected or appointed person within 15 days of his or her election or appointment
 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(s)—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.

Note: A job description setting forth the general expectations of a member of the County Board of Supervisors shall be maintained by the County Clerk to be used when soliciting applications for vacancies on the board. The job description shall be regularly reviewed by the Rules Review Committee to ensure it adequately reflects the duties and responsibilities set forth herein.

(19) *Rule 19. Compensation.*

- (a) Supervisor and Board Chair Salaries. Annual salary for the positions of supervisor, board chair, and board vice-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;"

and § 59.12(2), Wis. Stats., which provides that the board may provide for payment of additional compensation to the vice-chairperson.
- (b) Chairs and Vice-Chairs of Standing Committees, excluding the County Board Chair and Vice-Chair, shall receive additional annual compensation above base salary in amounts fixed by the Board of Supervisors consistent with the process provided within § 59.10(3), Wis. Stats., and herein.
- (c) Method of Payment. County Board salaries shall be paid in biweekly increments by direct deposit to each supervisor.
- (d) Procedure. The procedure for setting such salaries shall be as follows:
 - (1) A vote will be taken to set Supervisor and Board officer salaries in November of odd-numbered years for the next succeeding two-year term.
 - (2) 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 Chairperson 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.

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- (3) Any recommended modifications to the initial resolution under (2) will be developed and proposed to the County Board by the Human Resources, Finance and Property Committee.

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

- (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) 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). The County shall reimburse 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. Local, regional, state and national meetings and education programs in which issues of importance to Marathon County are being discussed to gain knowledge that improves their ability to develop and recommend policy and budgets for Marathon County.
- (c) Budgeting. Budgeting for County Board Supervisor and community member travel and education expenses relative to each of the activities referenced in Rule 20(a) and Rule 20(b), 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. Should a budget amendment be necessary, the Executive Committee shall bring the amendment forward for consideration consistent with existing rules and policies.
1. No County Board committee, board, taskforce or commission and no county department shall maintain or reimburse funds for supervisor or community member travel.
- (d) Approval.
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 is approved.
 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), 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. NACo. NACo Summer Conference and NACo Legislative conference - Subject to budgetary allocations, up to three supervisors can be selected to attend the NACo Summer Conference and Legislative Conference. Attendees shall be selected in accordance with subsection 3 above. By virtue of these appointments, travel and registration reimbursement for these individuals to attend appropriately called meetings of these groups is deemed preapproved. Funding for these activities will come from the County Board's designated travel budget.
5. WCA. WCA Legislative Conference and the WCA Annual Conference - All supervisor travel and registration are approved. Other WCA events are subject to the pre-approval process outlined in subsection (e) of this Rule. Funding for these activities will come from the County Board's designated travel budget.
6. Eastern and Western Towns Association Meetings. All supervisor travel for these WTA meetings is approved.
7. Process. Supervisors who request reimbursement to attend any NACo or WCA activities must work with the County Clerk's office when making travel arrangements.

(e) Pre-approval.

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

(f) Reimbursement submission.

1. Supervisors and community members 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 usual traveled route per Wisconsin Statute section 59.10(3)(g), 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. Supervisors or community members 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 and community members seeking reimbursement shall submit requests in a manner consistent with employee reimbursements. Requests shall be submitted on a

quarterly basis, no later than two-weeks from the close of each quarter (i.e., by April 15, July 15, October 15, and January 15). The County Board Chairperson and County Clerk are responsible for reviewing requests.

4. Mileage Calculations: Supervisors seeking reimbursement for attending any approved meeting will be reimbursed for four miles of travel per meeting or the actual mileage traveled, at the prevailing county rate, whichever is greater.
- (g) Nothing shall prohibit County Board Supervisors from attending any educational opportunity at their own expense if they are not pre-approved for reimbursement under this section.

COUNTY BOARD/COUNTY ADMINISTRATOR RELATIONS

(21) *Rule 21. Board Relationship with County Administrator and Department Heads.* 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 serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the Administrator.

(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) Annual Performance Appraisal.

1. Annual evaluation. Each January, the Executive Committee of the County Board will conduct a performance appraisal of the County Administrator.
2. Criteria for evaluation. The County Administrator's evaluation will include the following criteria:
 - 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;

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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.
 3. Survey of County Board. In each even-numbered year, as part of the performance appraisal process, the Executive Committee will conduct a written survey of the entire County Board to further inform its evaluation of the County Administrator's performance. The survey will include questions which allow Supervisors to assess the performance of the Administrator for the preceding two years.
 - a.
 - b. Following its survey of the Board, the Executive Committee shall prepare a draft appraisal, which it shall discuss with the County Administrator soliciting comment and feedback.
 - c. The Board of Supervisors will review and finalize the appraisal, no later than its March regular meeting.
 - d. The final summary shall be presented to the Administrator and placed in the Administrator's personnel file.
 4. Supplemental Evaluation: As part of the appraisal process in odd-numbered years the Executive Committee may elect to, and in even-numbered years it shall, solicit information from County Department Heads and other constituencies identified within the Administrator's Annual Workplan. The Committee shall consult with the Administrator regarding the instrument and evaluation process, including the manner of evaluation, format of questions, and the identification of the individual to gather and compile the information. Such process shall utilize standardized, performance-based questions aligned with the Administrator's Annual Workplan and performance expectations. The process shall provide appropriate confidentiality safeguards and allow the Administrator an opportunity to review and respond to summarized feedback prior to the final consideration by the Committee. Information gathered through the process shall be used to inform the Executive Committee's evaluation; it shall not substitute for the Committee's independent assessment of performance.
 5. Closed Session: At all phases of the performance evaluation 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. The Board and its committees shall make full usage of the closed session procedure cited above and may exclude the Administrator from some discussions to ensure that an accurate and thorough appraisal occurs.
 - (c) 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.

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- (d) Compensation. The Administrator's compensation may be modified annually in connection with the performance appraisal process.

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

- (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) 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) 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) 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) Phase II: Pursuing Joint Venture Formation.

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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) Phase III: Formation Process Implementation.
1. Selection of the consultant (if needed).

NOTE: The factors identified in [2] through [5] below must all be addressed (except [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.

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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) 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.

(O-12-20; R-29-20; O-17-20; O-23-21; R-58-21; O-10-22; O-11-24)

Sec. 2.02. Fiscal impact; Bills; Claims; Appropriations.

- (1) Fiscal Impact Estimate.
 - (a) Fiscal Impact Estimate Required. 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.
 - (b) Exceptions. The annual County budget, when under consideration during the regular annual review period, shall be exempt from this requirement. Amendments to the Human Resources, Finance and Property Committee's proposed Annual Budget must be presented and voted upon as individual items by the County Board.

- (c) Board May Not Act. 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.
 - (d) Role of County Administrator. The County Administrator or their designee shall work with appropriate department heads and County Board committees in providing such fiscal impact estimates where required.
- (2) Bills or Claims Against County. 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, if practicable, be filed with the County Clerk at least five days before the meeting of the County Board. All bills against the County or claims for services rendered shall be itemized fully and completely.
 - (3) Non-budgeted Appropriations. 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.
 - (4) 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.
 - (5) Receipt of Grants. Grant funds that are not provided for in the adopted County budget shall be approved by the Human Resources, Finance and Property Committee. Receipt and approval of such grant funds shall begin with the completion of a budget transfer form that is forwarded for review and approval.
 - (a) Grant-funded Position. If new grant funds are proposed to be utilized to fund a new position, the County Board must approve the use of non-budgeted grant funds to create and fund the position.

(O-12-20; O-10-22; O-11-24)

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 Resolution No. R-77-21 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 and 5 in the City of Wausau
3	Wards 6 and 8 in the City of Wausau
4	Wards 7 and 12 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 and 18 in the City of Wausau
8	Wards 19 and 20 in the City of Wausau
9	Wards 10 and 11 in the City of Wausau and Ward 3 in the Town of Stettin
10	Wards 21 and 22 in the City of Wausau
11	Wards 4 and 9 in the City of Wausau
12	Towns of Texas and Wausau
13	Towns of Hewitt, Harrison, Easton, Plover, and Ward 1 Town of Norrie and the Village of Birnamwood

14	Villages of Hatley and Elderon, and the Towns of Elderon and Reid, Ward 11 of the Village of Kronenwetter, and Ward 2 of the Town of Norrie
15	Wards 6—10 in the Village of Kronenwetter
16	City of Schofield and Ward 6 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 Ward 1 in the Village of Weston
19	Wards 4 and 5 in the Village of Weston
20	Wards 8 and 9 in the Village of Weston
21	Wards 2 and 3 in the Village of Weston
22	Towns of Ringle and Weston, and Ward 7 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 Wards 6 and 8 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—5 and Ward 7 in the City of Mosinee
27	Town of Day, Wards 2 and 3 in the Town of McMillan, Wards 1—3 in the City of Marshfield
28	Town of Spencer and Village of Spencer
29	Village of Stratford, Town of Eau Pleine, Ward 1 in the Town of McMillan, Ward 1 in the Town of Cleveland, and Ward 1 in the Town of Brighton
30	Cities of Abbotsford and Colby, Villages of Unity and Dorchester, and the Towns of Holton, Hull, and Ward 2 of the Town of 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, 2, and 5 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-12-20; O-10-22; O-11-24)

Sec. 2.04. Standing committees.

- (1) *Extension, Education, and Economic Development Committee.*
 - (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) Statutory responsibilities: § 59.56(3), Wis. Stats.
 - (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) Term: Members shall serve for a two-year term concurrent with their terms of office as County Board Supervisors.

(e) Reporting relationship: The Extension, 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:

UW Extension

(f) Duties and responsibilities: The duties and responsibilities of the Extension, 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. Promote goals that every person has the opportunity for education and for employment to be self-supporting.
10. Additional duties as assigned by the County Board Chairperson.

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

Industrial Development Agency

- (h) Other organization relationships: The Extension, Education, and Economic Development Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

Marathon County Public 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)

Marathon County Historical Society

University of Wisconsin-Stevens Point - Wausau

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

- (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) Statutory responsibilities: Space reserved.

- (c) Composition. The Environmental Resources Committee shall be comprised of eight County Board Supervisors—two of which are members of the Extension, Education and Economic Development Committee appointed by the County Board Chairperson at the April meeting of the County Board in even-numbered years, one representative of the Towns Associations of Marathon County appointed by the County Board Chairperson, and one person who is engaged in an agricultural use as defined in Wis. Stat. § 91.01(2)(a)1 to 7 or its successor statutes. [Source: § 92.06(1)(b), Wis. Stats.].

1. The representative of the Towns Association of Marathon County is empowered to offer motions, second motions, and speak when recognized by the Committee Chairperson; however, he or she is not empowered to vote and his or her presence does not count toward establishing a quorum.

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

- (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

Solid Waste

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- (f) Duties and responsibilities: The duties and responsibilities of the Environmental Resources Committee will include, but not be limited to:
1. Act as Land Conservation Committee pursuant to §§ 92.06 and 92.07, Wis. Stats., and maintain the [following]:
 - a. Chapter 91 - Farmland Preservation.
 - b. Chapter 92 - Soil and Water Conservation and Animal Waste Management.
 - c. Chapter 93 (§ 93.90) - Livestock Facility Siting and Expansion.
 2. Act as Planning and Zoning Committee and maintain the following:
 - a. Chapter 59, § 59.69, Wis. Stats., Zoning Ordinance.
 - b. Chapter 59, § 59.692, Wis. Stats., Shoreland and Shoreland-Wetland Zoning Ordinance.
 - c. Chapter 59 and § 87.30, Wis. Stats., Floodplain Zoning.
 - d. Section 145.20, Wis. Stats., Private Onsite Wastewater Treatment System Ordinance.
 - e. Section 236.45, Wis. Stats., Land Division and Surveying Ordinance.
 - f. Section 59.69, Wis. Stats., Land Use, Information and Regulation, Environmental Protection, Surveys, Planning and Zoning.
 - g. Section 59.69, Wis. Stats., Uniform Citation Ordinance.
 - h. Section 59.54(4) and (4m), Wis. Stats., Uniform Addressing Ordinance.
 - i. Chapter 295, Subchapter 1, Wis. Stats., Nonmetallic Mining Reclamation Ordinance.
 - j. Chapter 31, Wis. Stats., Regulation of Dams and Bridges Affecting Navigable Waters.
 - k. Sections 56.70(8), 66.0103, 92.07, 281.31, 281.35, Wis. Stats.
 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. 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. Review new programs and associated budget requirements, prior to their being considered for inclusion in the County's budget.
 6. Facilitate broad based discussion of issues and policies by encouraging involvement and communications with the public and with other standing Committees.
 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. 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. Encourage soil and water conservation research and educational information and public service programs.
 10. Assist in development and administration of the annual and long-range plans and annual reports for the following program activities:

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- a. Land and Water Resource Management.
 - b. Lake Management.
 - c. Parks and Recreation.
 - d. County Forestry.
 - e. Public Transportation.
 - f. Farmland Preservation.
 - g. Solid Waste Management and Recycling.
11. Administer the wildlife damage and abatement program including approving the annual budget, claims, and fence contracts.
 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. Provide County oversight for Sewer Service Area planning.
 14. Evaluate our conservation, land use planning, zoning, and recreation programs and policies to reduce/eliminate disparities in access where they may exist.
 15. Additional duties as assigned by the County Board Chairperson.

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

Parks, Forestry and Recreation Committee

County Forest Citizen's Advisory Sub-Committee

Park Commission

Solid Waste Management Board

Metallic Mining Committee

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

Board of Adjustment

Marathon County Land Information Council

Marathon County Metropolitan Planning Organization

(3) *Executive Committee.*

- (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) Statutory responsibilities: Space reserved.
- (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. Two County Board

Supervisors 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. In the event the Vice-Chairperson of the Marathon County Board is also the Chairperson of a standing committee, the vice-chairperson of that standing committee shall also serve on the Executive Committee on behalf of the standing committee.

- (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) 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) Duties and responsibilities: The duties and responsibilities of the Executive Committee include, but are not limited to:
 1. Provide leadership for the implementation of the County's Strategic Plan.
 2. Proactively identify County policy development needs.
 3. Request the County Board Chairperson assigns requests for any policy development to the appropriate Committee(s).
 4. Identify the need for short-term task forces to address policy formation recommendations.
 5. Establish County Board policy goals and monitor the success of the County Board policy implementation, reporting the results to the County Board.
 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. 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. 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. Consult with the County Board Chairperson regarding the content and structure of the County Board meeting agendas.
 10. Provide leadership of the implementation of the County's Strategic Plan core strategies.
 11. Provide leadership for the allocation of County resources by major County function.
 12. Additional duties as assigned by the County Board Chairperson.
 13. It may create task forces as required by its duties and responsibilities.
 14. Consider requests from County Board Supervisors pursuant to Rule 3(b) to have an item added to a subsequent agenda of the Board of Supervisors.

15. Evaluate the work of the Standing Committees and provide leadership relative to the diversity and inclusion responsibilities set forth within the organizational rules ensuring Marathon County is an open, inclusive, and diverse place to live and work.

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

Rules Review

- (h) Other Organizational Relationships: The Executive Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:

1. None.

- (j) Standing Committee Vice-Chairpersons.

1. Participation In General. The Vice-Chairperson of a Standing Committee shall consider attending meetings of the Executive Committee as a non-voting member.
2. Voting Rights in the Absence of a Standing Committee Chair. If the Chairperson of a County Board Standing Committee is absent, unavailable, or incapacitated, or if the Chair position of a Standing Committee is vacant, the Vice-Chairperson of said Standing Committee shall act as a voting member of the Executive Committee in the place of the Chairperson of said Standing Committee.
3. Quorum in the Absence of a Standing Committee Chair. If a Vice-Chairperson is acting as a voting member of the Executive Committee, that Vice-Chairperson shall be counted in the place of the Standing Committee Chairperson when determining whether a quorum of the Executive Committee exists.
4. Vice-Chair as Chair of Separate Standing Committee. If a Vice-Chairperson is acting as a voting member of the Executive Committee and is also the Chairperson of a separate Standing Committee, that person shall only be entitled to one vote on matters before the Executive Committee and shall not be counted twice for the purpose of determining whether a quorum of the Executive Committee exists.

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

- (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) Statutory Responsibilities: §§ 65.90(5)(b), 893.80, 65.90(5)(a), 59.62[Wis. Stats.], and their successor statutes.
- (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.
- (d) Term: Members shall serve a two-year term concurrent with their terms of office as County Board Supervisors.
- (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
Corporation Counsel's Office
County Clerk's Office
Register of Deeds' Office
Facilities and Capital Management
Employee Resources

- (f) Duties and responsibilities: The duties and responsibilities of the Human Resources, Finance and Property Committee shall include, but are not limited to:
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. 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. 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. Review and on behalf of the County Board act upon claims including all litigation claims against the County.
 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. Monitor the implementation of County Human Resources policies including organization compliance with annual budgets for Human Resources.
 7. Establish and monitor the County's policies regarding donations and grants.
 8. Review and approve for submission all grant requests which directly affect the finances of the County.
 9. Review requests for new allocated positions pursuant to § 4.20 of this Code.
 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. Exceed the amount set up in the contingent fund, or
 - b. Add up to more than ten percent of the fund originally budgeted to each individual office or department or activity.
 11. Provide for publication of notice of contingent fund transfers pursuant to law.
 12. Recommend to the County Board transfers from the General Fund.
 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.

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- 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. Monitor organizational culture survey results and assure that employees are managed and led consistent with the County's values.
 - 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. Promote cultural competence in County employment policies and in the design and delivery of County programs and services.
 - 18. By June 1 of each year, propose to the Marathon County Board of Supervisors a resolution relative to the proposed timeline for the yearly budget process to be followed for that year's budget discussions, including the role and participation timelines relative to each Standing Committee.
 - 19. Additional duties as may be assigned by the County Board Chairperson.
- (g) Committee relationships: The Human Resources, Finance and Property Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communication, and policy recommendations to the County Board with respect to the following:
None
 - (h) Other Organizational Relationships: The Executive Committee will also serve as Marathon County's liaison (non-governance) to the following organizations:
None
- (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

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- (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. Promote health equity to reduce/eliminate health and social disparities where they may exist.
 15. 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 (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following:
- Social Services Board
 - Veterans Service Commission
 - Transportation Coordinating Committee
- (h) Other organization relationships: The Health and Human Services Committee will also serve as Marathon County's liaison (non-governance) 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) *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
- (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.

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- 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. Evaluate transportation, highways, broadband, and other services/facilities to reduce/eliminate disparities in access where they may exist.
 - 21. Additional duties as assigned by the County Board Chairperson.
- (g) Committee relationships: The Infrastructure Committee shall be the committee of jurisdiction (governance) 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 (non-governance) to the following organizations:
 - Marathon County Metropolitan Planning Commission
 - Central Wisconsin Airport Board
 - Rib Mountain Metropolitan Sewerage District
 - City/County IT Commission
- (7) *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.

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- (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 Office

Clerk of Courts' Office

District Attorney's Office

Circuit Court Judges

Medical Examiner's Office

- (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. Evaluate programs and services to foster the fair and impartial administration of justice.
 10. Additional duties as assigned by the County Board Chairperson.
- (g) Committee relationships: The Public Safety Committee shall be the committee of jurisdiction (governance) providing the leadership for interaction, communications, and policy recommendations to the County Board with respect to the following committees of the County:

Criminal Justice Coordinating Council/Evidence Based Decision Making

Local Emergency Planning Committee

Civil Service Commission
- (h) Other organization relationships: The Public Safety Committee will serve as the Marathon County Boards liaison (non-governance) to the following organizations:

Humane Society of Marathon County

Department of Corrections (Probation and Parole)

(O-12-20; O-10-22; O-11-24)

Sec. 2.05. County statutory, program, joint committees and task forces (governance).

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 is a body created by statute to exercise the powers and duties detailed below and maintains a coordinated relationship with the County Board through the Marathon County Health and Human Services Committee.
- (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 eight members consisting of at least three of whom are not elected County officials and no less than five County Board Supervisors. Board of Health members will demonstrate interest or competence in the field of public health or community health. The membership composition will be in keeping with § 251.03, Wis. Stats.

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) Appointment Authority and 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 two-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. In offering appointments, the Administrator shall designate the positions of Committee Chairperson and Vice-Chairperson, which shall be county board supervisors.
- (f) Duties and responsibilities:
 - 1. Assure the enforcement of public health statutes and rules (§ 251.04(1), Wis. Stats.).
 - 2. Meet at least quarterly (§ 251.04(5), Wis. Stats.).
 - 3. Assure the local health department meets the requirements of a Level III Health Department as defined by statute (§ 251.04(2), Wis. Stats.).
 - 4. 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 (§ 251.04(3), Wis. Stats.).

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5. Assess public health needs and advocate for the provision of reasonable and necessary public health services. (§ 251.04(6)(a), Wis. Stats.).
 6. Develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs (§ 251.04(6)(b), Wis. Stats.).
 7. Assure that measures are taken to provide an environment in which individuals can be healthy (§ 251.04(7), Wis. Stats.).
 8. Maintain a coordinated relationship and alignment with the County Board through prompt reporting to the Health and Human Services Committee regarding decisions made and actions taken as well as supporting data and rationale.
- (g) Other organization relationships: The Board of Health will serve as the Marathon County Boards liaison (non-governance) to the following organizations:
- Marathon County Humane Society
- (2) *County Forest Citizens' Advisory Sub-Committee.*
- (a) Mission/Purpose: Assists the Parks, Forestry and Recreation Committee in formulating long-range plans for the County Forest, advising the Parks, Forestry and Recreation 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) Appointment Authority and Member Term: Members shall be appointed by the Chair of the Parks, Forestry and Recreation Committee and shall serve a two-year term. The subcommittee shall elect its officers and adopt its own rules and regulations for carrying out its duties.
 - (e) Reporting relationship: The County Forestry Advisory Subcommittee shall report to the Parks, Forestry and Recreation Committee and shall meet quarterly or as otherwise necessary.
 - (f) Duties and responsibilities: The duties and responsibilities of the County Forestry Advisory Committee are:
 1. Give advice and counsel to the Parks, Forestry and Recreation Committee regarding long-range forest and outdoor recreation plans for the county forest.
 2. Provide recommendations to the Parks, 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 Parks, Forestry and Recreation Committee.
 4. Attends tours of recreation, forestry and wildlife projects in County forests.
 5. Prepare an annual report for the Parks, Forestry and Recreation Committee of activities and issue addressed in the prior year and goals and activities anticipated in the current year.
- (4) *Parks, Forestry and Recreation Committee.*

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- (a) Committee type and reporting relationship: The Parks, Forestry and Recreation Committee is a subcommittee which reports to the Marathon County Environmental Resources Standing Committee.
 - (b) Mission/purpose statement: The Parks, Forestry and Recreation Committee shall have the responsibility to manage and protect Marathon County's parks, forests, and recreational resources in a sustainable manner that supports ecological health, economic vitality, educational opportunities, and high-quality recreational experiences for current and future generations.
 - (c) Statutory responsibilities: The Marathon County Parks, Forestry and Recreation Committee will follow Chapters 26, 28, 29, 59 and 77 of the Wisconsin Statutes.
 - (d) Membership: Total of five (5) members consisting of (4) County Board Supervisors and (1) Citizen member.
 - (e) Appointment Authority and Member term: All 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. In offering appointments, the Administrator shall designate the positions of committee Chairperson and Vice Chairperson, which shall be county board supervisors.
 - (f) Duties and responsibilities:
 1. Oversee the County's parks and forests program systems, including policy development, land use planning, and resource management consistent with Chapters 26, 28, 29, 59 and 77, Wisconsin Statutes.
 2. Implement and monitor the County Forest Comprehensive Land Use Plan, including preparing amendments and updates as required.
 3. Recommend and develop policies for the sustainable forest management, acquisition, protection, and use of natural resources.
 4. Review and recommend policies and funding for parks, trails, and recreational programs and facilities, including those for tourism and community engagement.
 5. Review and recommend for approval to County Board the annual forestry division work plan and budget for the ensuing calendar year.
 6. Oversee recreational trail development and maintenance, including County-sponsored and State-funded trails.
 7. Review and/or recommend to the Environmental Resources Standing Committee of the County Board all proposed CIP projects of the County parks and forests.
 8. Make rules and recommend ordinances for the regulation and use of County forests.
 9. Direct the monitoring and protection of the County forests and parklands 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.
 10. Promote habitat preservation and support the creation and maintenance of diverse wildlife habitats, integrating ecological goals into recreational planning.

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11. Recommend land acquisitions or exchanges to enhance or expand park and forest holdings, consistent with strategic conservation, recreation objectives and County Comprehensive Plan.
 12. Cooperate with the Department of Natural Resources on all matters pertaining to natural resource management of the County forests.
 13. 13.Support and recommend educational and outreach programs, fostering community awareness and stewardship of County natural resources.
 14. Direct the preparation and presentation of annual reports to the Environmental Resources Standing Committee and the County Board on parks, forestry, and recreation activities and outcomes.
 15. Review, approve, and close timber sales of the County forests.
 16. Additional duties as assigned by the Environmental Resources Committee or County Board.
- (g) Other organization relationships: Coordinate with the Park Commission to ensure policy consistency, public engagement, and long-term visioning across all department operations. Encourage work with other County Board committees as the need arises.
- (5) *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) Appointment Authority and Member term: All appointees are appointed by the County Administrator, subject to confirmation by the Board of Supervisors, for a two-year term to coincide with biennial organization of the County Board. Committee vacancies will be filled according to County Board Rule 13. The Highway Safety Coordinator shall serve as Chairperson and the Highway Commissioner shall serve as Vice-Chairperson.
- (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 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.
- (6) *Local Emergency Planning Committee.*
 - (a) Mission/purpose: The committee exists pursuant to the Federal Emergency Response Community Right-to-Know Act (EPCRA) of 1986. The mission is to protect the community from harmful and possible life-threatening effects of a hazardous materials release. The LEPC's purpose is to develop policies, procedures, and emergency plans for prevention of, and responding to, accidental releases of hazardous materials.
 - (b) Membership: Pursuant to § 59.54(8), Wis. Stats., The LEPC is required to have members specified within the United State Code and under Wisconsin Statutes Chapter 323.
 - (c) Appointment Authority and Member term: Members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. Consistent with 42 USC 11001, the committee shall appoint a chairperson and shall establish rules by which the committee shall function.

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- (d) Duties and responsibilities: The LEPC exists to perform the duties specific in section 59.54(8) and relevant sections of the United States Code.

(7) *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) Appointment Authority and Member Term: The committee will be composed of no less than five nor more than seven County Board supervisors. Appointments are made by the County Board Chair and confirmed by the Marathon County Board of Supervisors. The County Board Chair shall appoint the County Board Vice-Chair to serve as Committee Chairperson. In offering appointments, the County Board Chair shall also designate a member of the Committee to serve as Vice-Chairperson, who shall be authorized to act in the absence of the Committee Chairperson.

Members are appointed to serve through the remainder of their current term of office.

(e) 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, taskforces 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, Taskforces 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, taskforces and other governance structures.
- (f) 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.

(8) *Social Services Board.*

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- (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(1m), 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) Appointment Authority and Member term: Social Services Board members are appointed by the County Administrator, subject to confirmation by the Marathon County Board of Supervisors, will serve two-year terms. 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. Consistent with § 46.22(2g)(a), at its first meeting, the board shall elect from its members a chairperson, a secretary, and other officers as deemed necessary.
 - (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.
- (9) *Solid Waste Management Board.*
- (a) Mission/purpose: To provide the residents, businesses, and organizations of the region with a cost effective, comprehensive, integrated waste management system. The system consists of programming, education, and consulting services on waste reduction, recycling, composting, and hazardous waste management, along with the landfill disposal, with landfill-gas-to-energy production.
 - (b) Statutory Responsibilities: Pursuant to § 59.70, Wis. Stats., in any county with a county executive or county administrator which has established a solid waste department, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the county solid waste management board, which shall be only for a policy-making body determining the broad outlines and principles governing the administration of programs under this section.

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- (c) Membership: The Solid Waste Management Board shall 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.
 - (d) Appointment Authority and Member terms: All 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. In offering appointments, the Administrator shall designate the positions of Committee Chairperson and Vice-Chairperson, which shall be county board supervisors.
 - (e) Duties and responsibilities:
 - 1. General policy advice and recommendations 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.

(10) *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 advocateMembers are appointed by the County Board Chair and confirmed by the Marathon County Board of Supervisors.
- (e) Appointment Authority and Member term: All members are appointed by the County Administrator and confirmed by the Marathon County Board of Supervisors. 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. In offering appointments, the Administrator shall designate the positions of Committee Chairperson and Vice-Chairperson, which shall be county board supervisors.

(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.

(11) *Reserved.*

(12) *Reserved.*

(13) *Criminal Justice Coordinating Council (CJCC).*

- (a) Reporting Relationship: Reports to Public Safety Committee.
- (b) Mission: The Criminal Justice Coordinating Council (CJCC) is established to improve the administration of justice and promote public safety through community collaboration, planning, research, education, and system-wide coordination of criminal justice initiatives.
- (c) Statutory Responsibilities: None.
- (d) Membership: The CJCC shall be composed of not more than 19 voting members). Fourteen voting members are designated as follows:
 1. A Marathon County Circuit Court Judge as selected by Marathon County Circuit Court Judges.
 2. Marathon County Administrator.
 3. Marathon County Board Chairperson.

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4. Health and Human Service Committee Chairperson or his/her designee.
 5. Public Safety Committee Chairperson or his/her designee.
 6. Marathon County Sheriff or his/her designee.
 7. Chief of Police of the City of Wausau Police Department or his/her designee.
 8. Marathon County District Attorney or his/her designee.
 9. Marathon County Clerk of Court or his/her designee.
 10. State Public Defender's Office local attorney manager or his/her designee.
 11. Department of Community Corrections local office supervisor or his/her designee.
 12. Marathon County Department of Social Services Director or his/her designee.
 13. North Central Health Care Chief Executive Officer or his/her designee.
 14. Women's Community Executive Director or his/her designee.

The remaining five members shall be appointed as follows:

1. A municipal law enforcement representative (outside of the Marathon County Sheriff's Office and the City of Wausau Police Department) appointed by the Chair of the CJCC and subject to confirmation by the full Council.
 2. Not more than four citizen members, as appointed by the Chair of the CJCC and subject to confirmation by the full Council.
- (e) Member terms: Citizen Members and the municipal law enforcement representative shall serve two-year terms commencing at the first meeting of even-numbered years following the election of the County Board of Supervisors.
- (f) Duties and Responsibilities: The CJCC shall monitor trends, identify system-wide issues, assess program function and efficacy, develop recommendations for systems improvement, enhancement, and change; serve as a forum for discussions on implementing operational systems change which link current and future adult justice programs to the County's public safety goals; and identify potential policy questions for consideration by the Public Safety Committee, Health & Human Services Committee, and ultimately County Board of Supervisors. The CJCC may also make recommendations to individual or selected members and justice system stakeholders for consideration. The Council may perform other general functions as requested by the County Board of Supervisors or its subordinate committees and it shall provide updates to the board or its subordinate committees as requested.
- (14) *Reserved.*
- (15) *Metallic Mining Committee.*
- (a) Mission/purpose. The Metallic Mining Committee shall provide leadership to protect the human health, safety, and general welfare in Marathon County as they may be impacted by mineral resource exploration, prospective, bulk sampling, and mining and provide for Marathon County's long-term social and economic interests, including the public interest in the orderly development and production of mineral resources within the County in an environmentally sensitive manner as consistent with applicable law.
 - (b) Statutory responsibilities. The Metallic Mining Committee shall serve as and carry out the powers and duties of the Local Impact Committee for Marathon County, as provided by Wis. Stat. § 293.33, and may participate in a joint local impact committee as provided by Wis. Stat. §

293.33(2) if approved by the Marathon County Board of Supervisors. The Metallic Mining Committee shall have all the powers and duties of a committee under Wis. Stat. §§ 293.33 and 293.33(2) in addition to any other powers and duties prescribed or authorized by this code.

- (c) Membership. A total of seven members, consisting of at least two County Board Supervisors; two local government officials from a unit of government potentially impacted by mining; and three community representatives from the Marathon County business community, Marathon County environmental groups, and Marathon County citizens at large. The committee shall be chaired by a County Board Supervisor who serves on the Environmental Resources Committee.
- (d) Appointing Authority and Member Term. Metallic Mining Committee members are appointed by the County Board Chairperson, subject to the approval by the County Board of Supervisors, and shall be appointed for a term to coincide with the biennial organization of the Marathon County Board of Supervisors. Committee vacancies shall be filled according to County Board Rule 13. In offering appointments, the County Board Chairperson shall designate the positions of Committee Chairperson and Vice-Chairperson, which shall be county board supervisors.
- (e) Reporting relationship. The Metallic Mining Committee shall coordinate through the Environmental Resources Committee to the Marathon County Board.
- (f) Duties and Responsibilities. The Metallic Mining Committee shall have the following powers and duties and such other duties as are delegated to it by the County Board from time to time:
 1. The committee shall analyze implications of non-ferrous, metallic mineral exploration, prospecting, bulk sampling, and mining and investigate the possible impacts that exploration, prospecting, bulk sampling, and mining would have on the County and its residents and resources.
 2. The committee shall meet within two weeks of the County receiving a Notice of Intent to Apply for a Permit and the Notice of the Public Hearing on the Permit under Wis. Stat. § 293.43.
 3. The committee shall provide recommendations, on behalf of Marathon County, to the Wisconsin Department of Natural Resources regarding the scope of studies and information needed to be included in the permit application process.
 4. The committee's work and recommendations should protect the public health, safety, and welfare and promote the public interests consistent with the Marathon County Code.
 5. The committee shall make recommendations on Marathon County policy for non-ferrous metallic mineral exploration, prospecting, bulk sampling, and mining and their related activities and impacts.
 6. The committee shall develop a plan of action to address mining-induced growth problems and potential reuse of capital improvements associated with the activities after the completion of mining.
 7. The committee shall recommend priorities for local actions proposed by the committee.
 8. The committee shall anticipate the potential for and prepare the County Board to evaluate mineral exploration, prospecting, or mining activities on County-owned lands.
 9. The committee shall facilitate communications between the committee, other local governmental units, and mineral activity operators and applicants.
 10. The committee shall review, comment, and act on proposed reclamation plans.

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11. The committee shall formulate requests to the State Investment and Local Impact Fund Board regarding distribution of funds pursuant to Wis. Stat. § 70.395(2)(g).
 12. The committee shall formulate recommendations to the County Board on how to utilize, distribute, or invest funds received from the County or the State investment and Local Impact Fund Board under Wis. Stat. §§ 70.395(2)(g) and 70.395(2)(d), (fm), and (g).
 13. The committee shall work with other local units of government and the permit applicant to negotiate local agreements under Wis. Stat. § 293.41(3), for approval by the County Board.
 14. The committee shall conduct a public hearing on any proposed local agreement.
 15. The committee shall formulate recommendations to the County Board regarding formation and membership of a joint committee under Wis. Stat. § 293.33(2).
 16. The committee shall formulate recommendations to the County Board regarding requests for funds to operate the committee under Wis. Stat. § 293.33(4).
 17. The committee may request that the County Board create work groups or task forces to study and make recommendations relating to any of the duties and responsibilities outlined herein. Any work groups or task forces outlined herein shall be consistent with Wis. Stat. § 293.33(2) and may include representatives of affected units of government, business, and industry; manpower, health, protective or service agencies; school districts; or environmental and other interest groups or other interested parties.
- (g) Other organizations and relationships. The Metallic Mining Committee shall work with the Environmental Resources Committee to develop county-wide policies relating to non-ferrous metallic mining and shall work with other County Board committees and local governmental units as the need arises.

(O-12-20; O-14-20; O-10-21; O-22-21; R-40-21; O-26-21; O-10-22; O-20-23; O-11-24)

Sec. 2.06. County non-governance 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 comprised of 15 members; two County Board members from each of the four member counties and seven citizen members appointed by all four-member County Boards. A third County Board member may be appointed as alternate to serve on the ADRC-CW by any member county; however, the alternate is only permitted to vote when requested by the appointed Board member and announced at the beginning of a specific meeting.

(c) Appointment Authority and Member Term: Marathon County ADRC-CW appointments are made by the County Administrator and are subject to confirmation by the Marathon County Board of Supervisors. Board of Supervisor appointments are for two-year terms to coincide with the terms of the County Board. Citizen member terms shall continue until such time as the originating county offers a replacement appointment.

(d) 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) Appointing Authority and Membership: The Board of Adjustment shall be appointed by the County Administrator, subject to confirmation by the County Board. It shall consist of five members, one of which shall be a County Board Supervisor, and two alternates. The terms of each appointment shall be consistent with § 59.694(2)(am), or its successor.
- (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) Appointing Authority and 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, subject to confirmation by the Board of Supervisors.

- (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: Pursuant to § 115.86, Wis. Stats., County Board Resolution #138-85 (11/14/85) County Board Ordinance #311 (11/13/86), participating School Boards, Marathon County Children with Disabilities Education Board agrees to do all necessary activities to provide special education including staff, materials, equipment, and other for those School Boards electing such services to the extent of the joint agreements.
- (b) Appointing Authority and Membership: The Children with Disabilities Education Board is appointed by the County Administrator, subject to confirmation by the Marathon County Board of Supervisors.

- (c) Duties and responsibilities: The Children with Disabilities Education Board exists to perform the following:

Maintain Board membership knowledge of needs, activities, and options for policy decision-making.

Secure and maintain professional staff with appropriate State licensure and expertise for implementation of Board policies.

Secure and maintain appropriate instructional materials and equipment for student benefit with staff direction.

Provide State approved management, fiscal data and word processing expertise for reporting and communications.

Assure adequate facilities for all instructional and management expertise for operational efficiency.

Assess needs and plan appropriate programs for all eligible students.

Maintain fiscally sound management system.

(5) *Community Development Block Grant (CDBG) Central Housing Region 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.

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- (b) Appointing Authority and Membership: A representative from Marathon County appointed by the Marathon County Administrator, subject to confirmation by the 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) Appointing Authority and Membership: Membership is established in accordance with the provisions of the intergovernmental agreement creating the commission.
 - (c) Duties and responsibilities: Space reserved.
- (7) *Civil Service Commission.*
- (a) Mission/purpose: Space reserved. (See Section 5.01 of this Code.)
 - (b) Appointing Authority and Membership: The Civil Service Commission for the Sheriff's Office shall consist of five members who shall be residents of Marathon County. Appointments shall be made by the County Administrator on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service and are subject to confirmation by the County Board of Supervisors. No person holding any elective or appointive public office of any sort in the government of Marathon County shall be appointed to the Commission. Appointments shall be for five-year terms, consistent with section 5.01 of this Code.
 - (c) Duties and responsibilities: Space reserved. (See Section 5.01(7) of this Code.)
- (8) *Industrial Development Agency Board.*
- (a) Mission/purpose: Space reserved.
 - (b) Membership: Upon a determination of need, 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.
- (9) *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) Appointing Authority and Member term: All members are appointed to a two-year term which coincides with biennial organization of county board. Appointments shall be made by the County Administrator, subject to confirmation by the county board. Council vacancies will be filled according to County Board Rule 13. In offering appointments, the Administrator shall designate a Chairperson and Vice-Chairperson.

(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.

(10) *Marathon County Public 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) Appointing Authority and Membership: The County Administrator pursuant to § 43.57(4)(b), Wis. Stats., shall appoint, subject to confirmation by the Board of Supervisors, 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.

Appointments shall be for three (3) year terms; however, in the event that an appointee under (b)1 or (b)2. loses the status upon which the appointment was based, the appointment is terminated and a new appointment shall be made to fulfill the remainder of the original appointment.

(c) Duties and responsibilities: Pursuant to § 43.58, Wis. Stats., the duties are assigned to the Library Board.

(11) *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) Appointment Authority and 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 (MPO) boundary; and a representative from the Wisconsin Department of Transportation. In offering appointments to the Infrastructure Committee, the Board Chair shall designate an individual to serve as the representative to the Metropolitan Planning Organization. Consistent with the Metropolitan Planning Organization bylaws, the County Board Chair shall appoint, subject to confirmation by the Board of Supervisors, specific MPO members to serve as the Chairperson and Vice-Chairperson.

(c) Duties and responsibilities:



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1. Advisory body to Marathon County Board of Supervisors Infrastructure Committee and Environmental Resources 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.

(12) *Marathon County/City of Wausau 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 City of Wausau's and Marathon County's open space, water, historical, cultural, and natural resources; and provide recreation opportunities that are designed to enhance the quality of life.
- (b) Appointment Authority and Membership: The Marathon County Administrator shall appoint, subject to confirmation by the Board of Supervisors, seven members to the Park Commission. Those members shall be comprised of three Marathon County Board Supervisors, three Wausau City Council members who shall be recommended for appointment by the Mayor of the City of Wausau, and one citizen member. Member term appointments shall be for seven (7) year terms or until they are no longer serving as Common Council members or County Board supervisors. The Commission will meet quarterly or as needed.
- (c) Duties and responsibilities:
 1. Monitor, preserve and protect the City and 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. Review and recommend policies and funding for parks, trails, and recreational programs and facilities, including those for tourism and community engagement.
 5. Monitor and recommend policy for the development and maintenance of recreation trails including County-sponsored trails and State-funded trails.
 6. Make rules and recommend ordinances for the regulation of the use and enjoyment of the City and County parks, trails and recreation lands, ensuring accessibility and responsible public use.
 7. Govern, manage, control, improve and care for the City parks, pathways, boulevards and pleasure drives pursuant to § 27.075(1), Wis. Stats.

(13) *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) Appointing Authority and 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.

(14) *North Central Community Action Program Board.*

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- (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) Appointing Authority and Membership: The County Administrator shall appoint one member of the Board of Supervisors, subject to confirmation of the Board of Supervisors, to serve as the representative on the North Central Community Action Program Board. The appointment shall be for a two (2) year term to coincide with the term of the Board of Supervisors.
 - (c) Duties and responsibilities: Space reserved.
County Board Supervisor will provide annual report to Health and Human Services Committee.

(15) *North Central Community Services Program Board (51.42).*

- (a) Mission/purpose: see Joint Agreement for the Sponsorship of Community Programs.
- (b) Membership: see Joint Agreement for the Sponsorship of Community Programs.
- (c) Duties and responsibilities: see Joint Agreement for the Sponsorship of Community Programs.

(16) *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.

(17) *Rib Mountain Metropolitan Sewerage District.*

- (a) Mission/purpose: Space reserved.
- (b) Appointing Authority and Membership: In accordance with § 200.09, Wis. Stats., the Rib Mountain Metropolitan Sewerage District is appointed by the County Administrator and is comprised of five members, referred to as commissioners. Appointments are subject to confirmation by the Board of Supervisors and are for five (5) year terms.
- (c) Duties and responsibilities: The commissioners are vested with all of the powers enumerated with Chapter 200 of the Wisconsin Statutes to perform the duties and responsibilities described therein.

(18) *Veterans Service Commission.*

- (a) Mission/purpose: Determine aid to needy veterans and their families.
- (b) Appointing Authority and Membership: The County Administrator shall appoint three citizen members to the Veterans Service Commission. Appointments are subject to confirmation by the Board of Supervisors and are for three (3) year terms.
- (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.

(O-12-20; O-10-22; O-11-24; O-12-25)

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-12-20; O-10-22)

(7) 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.

Commented [CD1]: Should be county board's term, not the chair's

(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.

Commented [CD2]: redundant

Commented [CD3]: redundant

(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, taskforces 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, Taskforces or other governance structures.

Commented [CD4]: redundant

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, taskforces and other governance structures.

Commented [CD5]: Not sure how this is even possible. The committee starts in June of odd-numbered years, well beyond this guideline; this is unattainable. Strike it as redundant or keep and change the date to March 1

(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.



MARATHON COUNTY AGENDA MEMORANDUM

TO: Rules Review Committee
FROM: Administrator Lance Leonhard, Finance Director Samantha Fenske
DATE: March 13, 2026
SUBJECT: Potential amendments in existing rules to clarify Budget Modification process – follow up and recommendation from HR Finance & Property

Action Requested

- Consideration of recommendation from HR Finance & Property to amend section 2.02(3) and section 2.04(4)(f)10 of the existing county ordinances.

Specific recommendations are **in red** on page 3.

Background and Governing Statute/Ordinance/Policy

The process of amending the county budget is controlled by both State statute and County ordinance. Specifically, the germane authority is as follows:

65.90(5)(b) provides as follows:

A county board may authorize its standing committees to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund. ***Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department, or activity in excess of 10 percent of the funds originally provided for such office, department, or activity in such annual budget.*** The publication provisions of par. (ar) shall apply to all committee transfers from the contingent fund.

2.02(3) provides as follows:

Non-budgeted Appropriations. 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.***

2.04(4)(f)10-12, relates to the role and authority of the Human Resources, Finance & Property Committee with respect to various forms of budget adjustments, providing as follows:

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. ***Exceed the amount set up in the contingent fund, or***
- b. ***Add up to more than ten percent of the fund originally budgeted to each individual office or department or activity.***

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

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

2.02(5) relates to receipt of grant funds and provides

Grant funds that are not provided for in the adopted County budget shall be approved by the Human Resources, Finance and Property Committee. Receipt and approval of such grant funds shall begin with the completion of a budget transfer form that is forwarded for review and approval.

- (a) Grant-funded Position. If new grant funds are proposed to be utilized to fund a new position, the County Board must approve the use of non-budgeted grant funds to create and fund the position.

In practice, our standard practices with respect to reallocations and amendments of the annual budget can be explained as follows:

- Intra-Department Reallocations - reallocations within individual Department Budgets, such as a movement of funds from a “Contractual Services” expenditure line to a “Materials and Supplies” expenditure line have been approved internally, provided that the overall department expenditure budget is not increased.
- Reallocation between Appropriation Units (i.e., Departments) – a reallocation of funds from one line in a department, or from the Contingency Fund, to an expenditure line in a different department, regardless of the amount of the reallocation, has historically been approved by the Human Resources, Finance & Property Committee and a 2/3 majority vote of the County Board.

HR Finance & Property considered these issues on multiple meetings, ultimately recommending adoption of a county Budget Modification Policy, which will be considered by the full board this month, and amendment of the existing rules to address the inconsistencies above. The recommendation is below.

Recommendation

Incorporate the suggested edits from HR Finance & Property into the proposed rules as provided below – Eliminate the current internal conflict between section 2.02(3) and 2.04(4) by modifying the language of both section 2.02(3) and 2.04(4) to provide as follows:

2.02(3)

Non-budgeted Appropriations. All reports or resolutions appropriating any money or dealing with expenditures of money not provided for in the adopted County budget shall be **approved by the Human Resources, Finance & Property Committee in a manner consistent with existing ordinances and policies. In the event that the amending appropriation exceeds 10% of the funds originally provided for such office, department, or activity in such annual budget or provides for the expenditure of general fund balance or a specific-departmental non-lapsing contingency fund or reserve additional approval by** a two-thirds vote of the membership of the County Board **is required**.

2.04(4)(f)7

Establish and monitor the County's policies regarding donations, **and grants, and budget modifications**.