



# MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Tuesday, July 18, 2023 at 3:00pm**

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

John Robinson	Present
Alyson Leahy	Present
Kurt Gibbs	Present
Gayle Marshall	Present
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Absent

Staff Present: Lance Leonhard, Kim Trueblood, Kristi Palmer, Dejan Adzic, Chris Holman, Ryan Weber, Tim Burkholder, Chad Billeb

Others Present: Ben Walljasper – Enterprise Fleet Management, Supervisor Baker (WebEx)

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the July 12, 2023 Human Resources, Finance and Property Committee Meeting Minutes –**  
Motion by Leahy, Second by Gibbs to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
  - A. Continued Discussion regarding 2024 Annual Budget and policy recommendations from the committee
    1. Review Mandatory / Discretionary Program document – Discussion of facility energy audit. This needs to be done system wide to establish a baseline. Committee consensus was for administration to develop a proposal to evaluate facilities and practices.
    2. Review of Rates and Fees document – Supervisor Marshall asked about the possibility of examining fees to see how they relate to potential upcoming large capital expenditures and potentially setting aside a portion of that revenue for projects. Department heads and finance will begin working on those projections.
    3. Review of 5-Year Departmental Expense / Levy – this item has been a struggle for quite some time and primarily affects Parks, Highway, and Sheriff’s Departments. Additional discussion under 6B2 relative to smaller vehicles. The rolling stock policy needs to be updated relative to the procurement policy. Administration will look at this for each of the departments and bring forward a recommendation, as there are many older specialized vehicles that need to be replaced. The Health Dept and Social Services Dept are already working to gather data relative to their IRS reimbursements.
    4. Capital Improvement Plan: Rolling Stock Funding Levels
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
  - A. Discussion and Possible Action by HRFC
  - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
    1. ARPA Reconciliation of Funds – Administrator Leonhard went through the current situation with the allocation of ARPA funds. Unallocated funds now stand at 4.489 million dollars with the ability to recapture unused allocated dollars. Request made to share the spreadsheet with committee members. Motion by Gibbs, Second by Lemmer to re-allocate the dollars based on the Administrator’s spreadsheet. Motion carried on a voice vote unanimously.
    2. Sheriff’s Office Transition to Enterprise Fleet Management from Current Rolling Stock Model – Deputy Administrator Holman introduced the topic and why the Sheriff’s Department is looking at moving to a managed fleet. Captain Weber and Administrator Leonhard also spoke to this proposal and potentially expanding it to other departments. Additional discussion was had and questions were asked and answered. Administration will be working with appropriate departments to bring forward recommendations for future discussion and potential action.
    3. Update 2024 Budget Assumptions – Chair Robinson clarified that these items are the historic practice of the county board when it comes to looking at budget assumptions. The utilities were added in this year. Additional discussion about the WRS numbers. These assumptions give

guidance to the administrator going forward as a baseline. Departments under the purview of the committee will look at fees for additional revenue potential. Health insurance assumption is based on

remaining fully insured. Additional discussion was had and questions asked and answered. No need for action as there were no changes since the assumptions were adopted last week.

4. **Motion to go into Closed Session (roll call vote suggested), pursuant to Wis. Stat. s. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit: review of appraisals for, and discussion of strategy regarding the potential purchase of private property adjacent to county-owned properties.**

Motion by Gibbs, Second by Lemmer to go into closed session. Motion carried on a roll call vote unanimously. Closed session began at 4:00 p.m.

5. Motion to return to open session (roll call vote not required) – Motion by Marshal, Second by Lemmer to return to open session. Motion carried on a voice vote unanimously. Return to open session at 4:11 p.m.
6. Discussion and possible action resulting from closed session discussion
  - a. Amend the Budget to Fund Acquisition of Properties Located Adjacent to County-Owned Properties – Motion by Gibbs, Second by Hart to approve the resolution and forward to the County Board. Motion carried on a voice vote unanimously.

7. **Educational Presentations and Committee Discussion**

- A. Property Management Policy on Sale / Disposition of Excess County Property – This has been part of the work plan in the past, but has not been acted on and needs to be revisited. The county has a wide variety of excess properties and a process needs to be developed for disposing of those. The committee needs to discuss the factors that need to be considered as this process moves forward. Administrator Leonhard stated that economic development potential is something that needs to be considered with each parcel. Additional discussion was had regarding other things to consider.

8. **Next Meeting Date & Time, Announcements and Future Agenda Items**

- A. Committee members are asked to bring ideas for future discussion – ARPA resolution update, HR policy update, Workday update, North Central healthcare update. Members encouraged to listen to the shared revenue discussion with Andy Phillips tomorrow.
- B. Next meeting: Wednesday, August 9 at 3:00pm

9. **Adjournment** – Motion by Hart, Second by Lemmer to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 4:30 p.m.

Minutes prepared by Kim Trueblood, County Clerk