



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

Date & Time of Meeting: **Wednesday, September 13, 2023 at 3:00pm**

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

John Robinson	Present
Alyson Leahy	Excused
Kurt Gibbs	Present
Gayle Marshall	Present – 3:07 (W)
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Present (W)

Staff Present: Lance Leonhard, Chris Holman, Mike Puerner, Kim Trueblood, Connie Beyersdorff, Jaime Alberti, Jim Griesbach, Jamie Polley, Ryan Weber, Troy Torgerson

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the August 22, 2023, Human Resources, Finance and Property Committee Meeting Minutes** – Motion by Lemmer, Second by Gibbs to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
  - A. Discussion and Possible Action by HRFC
    1. Claim Disallowance – Mueller – Corporation Counsel provided some background on this claim. Motion by Gibbs, Second by Lemmer to deny the claim consistent with our insurance carrier's recommendation. Motion carried on a voice vote unanimously.
    2. Approval of July and August Claims and Questioned Costs – Discussion regarding the formatting and timing of the report being provided. There will be a check register that is able to be provided within two days of the month end close in the future as well. This is not a binding requirement on the finance department staff. Motion by Gibbs, Second by Hart to approve the July and August claims and questioned costs. Motion carried on a voice vote unanimously.
  - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
7. **Educational Presentations and Committee Discussion**
  - A. Tax Deed Property Status Update – Corporation Counsel provided an update on the in rem process for tax delinquent properties. The first batch will be ready to be filed soon. This process is a learning curve, but progress is being made. He also talked through the steps involved in the in rem process.
  - B. Budget Update – Administrator Leonhard gave an update on the budget work that is ongoing. He is meeting with each department head, looking for opportunities to identify savings. No new positions are being approved. Employee compensation and benefits is also a focus. Departments are also looking at the fee schedule to find opportunities to increase revenue. Additional details will be provided in the budget message. Administration and Finance is doing everything possible to have the budget document available by the September 26 meetings to provide for meaningful discussions. Update will be provided at the September 21 County Board meeting.
  - C. Capital Improvement Program Projects and Rolling Stock Update – Deputy Administrator stated staff has been going through the CIP program list in an effort to bring costs down and identify the “should-do’s” in an effort to allow the committee and board to give additional guidance. He talked through the new project document. Discussion was had and questions were asked and answered. Captain Weber, Jamie Polley, and Jim Griesbach addressed the rolling stock situation in each of their departments. A draft rolling stock policy update was discussed and will be considered at the next meeting.
  - D. Reports from Standing Committees – In the packet is a document that was generated from the ERC and CPZ relative to fee increases. The ERC wanted to make sure that HRFC was aware of and in support of that document. Discussion relative to when to look at the overall fee structure on a recurring basis and what criteria should be used to do that. Have a fee appendix to the budget document will be helpful in determining

that policy.

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

A. Committee members are asked to bring ideas for future discussion – CIP and Rolling Stock update, potential budget document, approval of funding for final design of the Forensic Science Center

B. Next meeting: Tuesday, September 26, 2023 at 3:00pm

9. **Adjournment** – Motion by Lemmer, Second by Hart to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 5:04 p.m.

Minutes prepared by Kim Trueblood, County Clerk