



MARATHON COUNTY HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE **AMENDED** AGENDA

Date & Time of Meeting: **Tuesday, February 21, 2023 at 3:00pm**

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

Committee Members: John Robinson, Chair; Alyson Leahy, Vice-Chair; Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

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. (Last updated: 12-20-05)

Committee Mission Statement: Provide leadership for the implementation of the County Strategic Plan, monitor outcomes, review, and recommend to the County Board policies related to human resources initiatives, finance and property of the County.

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!**

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

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** (Any person who wishes to address the committee during the "Public Comment" portion of the meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later the five minutes before the start of the meeting. All comments must be germane to the jurisdiction of the committee.)
4. **Approval of the February 8, 2023, Human Resources, Finance, and Property Committee Meeting Minutes**
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. Approval of Claims and Questioned Costs
 2. **PSC Broadband Expansion Grant Application – Frontier – Consider Support and Match**
 - B. Discussion and possible Action by HRFC to Forward to County Board for Consideration
 1. 2024 Budget Process
 2. Energy Task Force Charter
 3. Current and Proposed Impacts to Marathon County of Tax Increment Financing
7. **Educational Presentations and Committee Discussion**
 - A. Impact of Governor's Proposed Budget on Marathon County – [Microsoft Word - 2023-2025 WCA Initial Budget Summary.docx \(constantcontact.com\)](#)
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Wednesday, March 8, 2023 at 3:00pm
9. **Adjournment**

*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 261.1500 or email countyclerk@co.marathon.wi.us one business day before the meeting.

SIGNED s/s John Robinson
Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups

EMAILED BY: _____

DATE & TIME: _____

NOTICE POSTED AT THE COURTHOUSE

BY: _____

DATE & TIME: _____



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

Date & Time of Meeting: **Wednesday, February 8, 2023 at 3:00pm**

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

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

Staff Present: Lance Leonhard, Mike Puerner, Kim Trueblood, Kristi Palmer, Mary Jo Maly, Jamie Polley, Kevin Lang, Kirstie Heidenreich, Chris Holman

Others Present: Partner staff present for the Big Eau Pleine presentation portion of the meeting

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment - None**
4. **Approval of the January 24, 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 - None**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Discussion and Possible Action by HRFC
 1. Approval of Claims and Questioned Costs – Finance Director Kristi Palmer explained that the Workday report for this item was just created this morning, and therefore will need to be postponed until next month. Motion by Gibbs, Second by Lemmer to postpone until the February 21 meeting. Motion carried on a voice vote unanimously.
 2. Claim Disallowance – Risk Manager Mary Jo Maly presented the below claims that were recommended by WMMIC for disallowance. Details can be found in the packet.
 - a. Tyler Swan – Motion by Gibbs, Second by Leahy to deny the claim. Motion carried on a voice vote unanimously.
 - b. Sandy Pike – Motion by Gibbs, Second by Lemmer to deny the claim. Motion carried on a voice vote unanimously.
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. Recommend Adoption of the Westside Master Plan – Park Director Jamie Polley followed up on the feedback she had received based on previous presentations, both to the full County Board and other committees. Discussion was had and questions were asked and answered. Motion by Leahy, Second by Hart to adopt the Westside Master Plan and forward to the full board for consideration. Motion carried on a voice vote unanimously.
 2. Review and Acceptance of Marathon County’s Equitable Sharing Agreement & Certification (ESAC) – Finance Director Kristi Palmer explained this is a Sheriff’s Department Federal Grant that needs to be acted on, but all the relative information is not available at this time. Motion by Leahy, Second by Marshall to postpone until the February 21 meeting. Motion carried on a voice vote unanimously.
 3. Resolution for Use of Environmental Impact Funds to Fund Repair and Replacement of Aerators at the Big Eau Pleine – Kirstie Heidenrich from CPZ, Jamie Polley from the Parks Department, and Ben Niffenegger from WVIC presented the request. Detailed presentation is in the packet. Discussion was had and questions were asked and answered. Al Niebur from the Wisconsin DNR and John Kennedy from BEPCO also contributed to the discussion. Motion by Gibbs, Second by Leahy to approve the use of the funds for the aeration system with the release of funds contingent on an MOU being agreed upon as to the long term use, insurance, long term maintenance, and other issues that need to be spelled out. Motion carried on a voice vote unanimously.
 4. Budget Transfer from Highway Reserves for CTH “KK” Box Culvert – Kevin Lang from the Highway Department presented the request. Details are in the packet. Chair Robinson stated that this request also requires an amendment of the CIP. Motion by Hart, Second by Leahy to approve the

resolution and amend the 2023 CIP to complete the budget transfer. Discussion was had and questions were asked and answered. Motion carried on a voice vote unanimously.

5. Energy Task Force Charter – Supervisor Lemmer and Deputy Administrator Holman presented the request for this task force. Detailed presentation is in the packet. Motion by Leahy, Second by Hart to approve the charter and forward it to the Executive Committee for consideration. Motion carried on a voice vote unanimously.
6. 2023 Budget Process – Supervisor Hart presented the St. Croix County model of preparing for the budget process. Administrator Leonhard presented a potential budget timeline based on feedback from this year's budget process. Discussion was had and questions were asked and answered.
7. **Educational Presentations and Committee Discussion** - None
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, February 21, 2023 at 3:00 pm
9. **Adjournment** – Motion by Leahy, Second by Xiong to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 5:13 p.m.

Minutes prepared by Kim Trueblood, County Clerk

DRAFT

From: Phillips, Jack <Jack.Phillips@FTR.com>
Sent: Monday, February 20, 2023 12:16 PM
To: John Robinson <John.Robinson@co.marathon.wi.us>
Subject: [EXTERNAL] Frontier Grant Application

John,
 Below is a summary of the grant eligible and non-grant eligible location counts for our applications we plan to file this week for Marathon County.

TOTAL BUILD - NOT FOR INCLUSION IN APPLICATION - TOTAL PROJECT

Row Labels	SERVED			UNDERSERVED			GRAND TOTAL
	business	household		business	household		
Marathon County, WI	856	14468	15324	20	332	352	15676
Aniwa		4	4		2	2	6
Ringle		11	11		13	13	24
Schofield		2	2	1	16	17	19
Wausau	856	14451	15307	19	301	320	15627
Grand Total	856	14468	15324	20	332	352	15676

Marathon – Schofield

TOTAL BUILD - NOT FOR INCLUSION IN APPLICATION - TOTAL PROJECT

Row Labels	SERVED			UNDERSERVED			GRAND TOTAL
	business	household		business	household		
Marathon County, WI	595	10851	11446	43	257	300	11746
Kronenwetter	15	1648	1663	2	4	6	1669
Mosinee	1	149	150	2	1	3	153
Rothschild	65	1662	1727	2	1	3	1730
Schofield	436	6217	6653	31	242	273	6926
Wausau	73	1175	1248	6	9	15	1263
Weston	5		5				5
Grand Total	595	10851	11446	43	257	300	11746

Again, thank you so much. We appreciate any support Marathon County can provide in the form of letters of support. A match of \$10K would help prioritize the projects for state funding but I understand this is really short notice. Please call if you have questions.

Jack

Jack Phillips
 Frontier Fiber Broadband Team
jack.phillips@ftr.com | (952) 210-0722 | Bonita Springs, FL

Decision Matrix for Operating Budget Priorities

Grow Capital Reserves	1	1 – Do Not Utilize Capital Reserves in budget building process for operations
	2	2 or lower – Use Capital Reserve as necessary for operating expenses to maintain or expand service levels (artificially, enhancing revenues)
Employee Compensation	1	1 – Pay for Performance allocation and COLA adjustment to pay scale
	2	2 – Significant Pay for Performance allocation (3.01% or above)
	3	3 – Significant Pay for Performance allocation (less than 3.0%)
	4	4 – No increase
Health Insurance	1	1 – Status Quo Health Insurance Plan
	2	2 – modify benefits to reduce costs and/or increase employee premiums to offset increase
	3	3 or lower – Modify benefits or increase employee premiums to minimize fiscal impact
Position Expansion or Contraction	1	1 – Fund all new position requests deemed necessary by County Administration
	2	2 – Prioritize new positions based on County wide needs and other priorities (3+ new positions estimated)
	3	3 – Prioritize new positions based on County wide needs and other priorities (maybe 1-2 new positions estimated)
	4	4 – No new positions
	5	5 – Target reductions in staffing based on guidance from County Board relative to service-level reductions
Operating Expenses	1	1 – Fund all operating expense request
	2	2 or lower – Prioritize necessities, needs and wants



County Board Establishes Priority Order of Categories

County Administrator Applies Priority Order Decision Matrix to Create Budget

Marathon County 2024 Budget Process Timeline	
CIP BUDGET PROCESS	
Capital Project Requests for 2024 and Requested changes to existing five-year CIP due to Deputy County Administrator (DCA) of Internal Services and Public Works	by May 1
Recommendation from DCA and CIP review team to County Administrator	by May 29
Administrator reports to HR Finance & Property Committee on the requests and provides initial perspective on organizational needs and receives feedback (Report provided to County Board by HRFC Chair and staff)	June
County Administrator conducts final review with DCA and Makes Final Recommendation	July
Resolution Approving 2024 CIP Projects and Board receives five-year capital plan (presentation to Board on August 17)	August 22
OPERATING BUDGET PROCESS	
<p>COTW - Budget Summit led by HR Finance & Property Committee Chair, Board Chair, County Administration:</p> <ul style="list-style-type: none"> - Budget 101 - Mandatory / Discretionary Program Overview - Funding sources – levy, state aids, revenues (contracts, user fees) - Overview of Budget Priorities - Overview of Current Budget Assumptions - Review of Committee jurisdiction for program modification recommendation 	April
Standing Committees consider program modification recommendations at respective committee meetings	May
HR Finance & Property Committee Recommends Budget Priorities	May
County Board Considers and Adopts Budget Priorities	May
Administration shares budget priorities and program modifications with Department Heads	June
New Position Request due to HR Director	by June 1
HR Finance & Property Committee Recommends Budget Assumptions for inclusion in Department Budgets	July
County Board Adopts Budget Assumptions for inclusion in Department Budgets	July 18
Budget Assumptions built into payroll for development of draft Departmental Operating Budgets	August

<p>Department Draft Budgets Distributed to Department Heads</p> <p>Department Heads Initial Budget Requests entered in system</p> <p>County Administrator/Finance Director Reviews Department Budgets with Department Heads</p> <p>County Administrator develops 2024 Budget</p>	<p>August / September</p>
<p>County Administrator Presents Preliminary Budget to HR Finance & Property Committee and County Board of Supervisors (single meeting); HRFC accepts budget</p>	<p>September 26 (County Board voting meeting)</p>
<p>Amendments to proposed 2024 Budget are due from supervisors for consideration by HR Finance & Property Committee prior to publication</p>	<p>Friday, October 6</p>
<p>Final Review & Recommendation of Budget by HRFC (morning of 10.16 deadline)</p> <p>Publication Notice to Newspapers</p> <p>COTW Budget Presentation highlighting changes to budget</p>	<p>October (Oct. 11 is HRFC)</p>
<p>Public Hearing on the Budget</p>	<p>November 2</p>
<p>Deadline for Amendments from County Board supervisors based on public hearing feedback</p>	<p>November 6</p>
<p>HR Finance & Property Committee to review proposed budget amendments received after Public Hearing</p>	<p>November 8</p>
<p>County Board Adoption of Budget</p>	<p>November 9</p>

Decision Matrix for Operating Budget Priorities

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Operating Expenses	1	1 – Fund all operating expense requests
	2	2 – Prioritize necessities, needs and wants

County Board Establishes Priority Order of Categories

County Administrator Applies Priority Order Decision Matrix to Create Budget

COMMITTEE JURISDICTION:

Committee		
Departments	Entities or Dept w/ Boards	Specific Budget Item Lines
Extension, Education and Economic Development Committee		
May 4, 2023 or June 1, 2023		
UW Extension	Marathon County Public Library North Central Wisconsin Workforce Development Board Wisconsin Valley Library Board Marathon County Agricultural Society MCDEVCO Marathon County Historical Society UWSP-Wausau	Special Education
Environmental Resources Committee		
May 2, 2023 or May 30, 2023		
Conservation, Planning, and Zoning	Solid Waste Parks, Recreation and Forestry Board of Adjustment Marathon County Land Information Council Marathon County Metropolitan Planning Organization	
Executive Committee		
May 11, 2023 or June 8, 2023		
County Administrator		General Government Support Other Agencies County Board

Human Resources, Finance and Property Committee

May 10, 2023 or June 7, 2023

Treasurer	Admin/Justice Alternatives
Finance	Contingency
Corporation Counsel	Debt Service
County Clerk	Transfer
Register of Deeds	Insurance
Facilities and Capital Management	CIP
Employee Resources	

Health and Human Services Committee

May 3, 2023 or May 31, 2023

- Veteran's Services
- Health Department
- Social Services
- Transportation Coordinating Committee
- ADRC-CW
- North Central Health Care
- Community Care of Central Wisconsin
- Marathon County Long-Term Care Council
- Children with Disabilities Board
- North Central Community Action Program
- Northern Valley Workshop Board

Infrastructure Committee		
May 4, 2023 or June 1, 2023		
Highway	Marathon County Metropolitan Planning Commission	Airport Debt
	Central Wisconsin Airport (joint with Portage Co.)	
	Rib Mountain Metropolitan Sewerage District	
	City/County IT Commission	
Public Safety Committee		
May 9, 2023 or June 6, 2023		
Sheriff	Criminal Justice Coordinating Council/Evidence Based Decision Making	Emergency Management
Clerk of Courts	Local Emergency Planning Committee	Corrections/Shelter Home
District Attorney	Civil Service Commission	
Circuit Court	Humane Society of Marathon County	
Medical Examiner		

https://www.co.marathon.wi.us/Portals/0/Departments/MCB/Archives/Standing%20Committees/Human%20Resources%20Finance%20and%20Property%20Committee/2022/HRFC_20220726_Packet.pdf

<https://www.browncountywi.gov/government/county-executive/general-information/2023-adopted-budget/>

https://ccitc-my.sharepoint.com/personal/kody_hart_co_marathon_wi_us/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fkody%5Fhart%5Fco%5Fmarathon%5Fwi%5Fus%2FDocuments%2FRules%2FCounty%20Board%20Rules%202022%2Epdf&parent=%2Fpersonal%2Fkody%5Fhart%5Fco%5Fmarathon%5Fwi%5Fus%2FDocuments%2FRules

St Croix County

2023 Capital Improvement Plan (CIP) Budget Process

Action	Complete By
Capital Project Request for 2025 and Requested changes to Years 2021-2024 due to Finance Director	May 2
CIP Team Reviews and Recommends to County Administrator	May 27
Departments Report to Committees/Boards CIP Request	June
County Administrator Reviews with CIP Team and Makes Final Recommendation	July
Resolution Approving CIP Projects	August / September

2023 Operating Budget Process

Action	Complete By
Committee of the Whole (COTW) - Department Presentations on Future Budget Impacts	March 16
Administration Committee Recommends Budget Priorities	April
County Board Adopts Budget Priorities	May 3
New Position Request due to HR Director	June 15
Department Draft Budgets Distribution to Department Heads	June 30
Department Heads Initial Budget Request entered in system	July 31
County Administrator/Finance Director Reviews Department Budgets with Department Heads	August / September
Committees/Boards Review Draft Department Budgets	September
County Administrator Presents Preliminary Budget to Admin Committee Final Review and Recommendation Publication Notice to Newspapers	October
COTW Budget Presentation	
County Board Public Hearing and Adoption of Budget	November 1