



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

Date & Time of Meeting: **Wednesday, June 7, 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, Chris Holman, Kristi Palmer, Dejan Adzic, Molly Adzic, Connie Beyersdorff, Gerry Klein, Dave Hagenbucher, Kate Florek

Others Present: Supervisor Maszk (W), Staff from Marathon County Humane Society

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** – Supervisor Maszk spoke regarding the Man of Honor Society fundraiser this weekend and extended an invitation to all to attend.
4. **Approval of the May 10 & 23, 2023 Human Resources, Finance and Property Committee Meeting Minutes** – Motion by Leahy, Second by Hart to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. Continue Discussion regarding 2024 Annual Budget and Policy Recommendations from the Committee
 1. Mandatory vs Non-Mandated Programs
 2. Use of Fees and Rates
 3. Understanding a Department's Use of Levy
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. Resolution to Amend the 2023 Capital Improvement Project List to Add Phase A Closure of Bluebird Ridge Recycling and Disposal Facility – Solid Waste Director Dave Hagenbucher explained this resolution. Motion by Gibbs, Second by Lemmer to approve the resolution and move it to the County Board. Motion carried on a voice vote unanimously.
 2. Update of Ordinance for Tax Deed Process – Discussion was had and questions were asked and answered, specifically related to the recent US Supreme Court decision. Deputy Corporation Counsel Dejan Adzic stated that Corporation Counsel Mike Puerner will review that decision when he returns from vacation and will issue a memo. The WCA will also be holding a forum at the end of this month with some guidance. It may be wise for us to wait to update the ordinance until further guidance is received. Further discussion was had regarding some of the proposed changes in the ordinance. Motion by Gibbs, Second by Marshall to postpone action on this item until the July HRFC meetings so that the Supreme Court ruling can be reviewed and appropriate updates made. Motion carried on a voice vote unanimously.
 3. Potential Amendment to #R-28-23 – 2024 Budget Priorities – The proposed amendments were talked through individually. Motion by Gibbs, Second by Leahy to amend the resolution to amend the language as noted in red text below. Motion by Gibbs, Second by Marshall to amend the language as noted in blue text below. Motion carried on a voice vote unanimously. Motion by Hart, Second by Leahy to forward the resolution as amended to the full County Board. Motion carried on a voice vote unanimously.
 4. 2023 Humane Society Contract – Deputy Administrator Chris Holman presented the need to update the contract and historical data behind the current contract. Discussion was had and questions were asked and answered. Motion by Marshall, Second by Gibbs to defer action on this item until the next meeting when more detailed information is available. Motion carried on a voice vote unanimously.
 5. Resolution to Establish or Modify an Imprest Fund at Various County Departments – Finance

Director Kristi Palmer explained the need for this. This is simply a request to increase the amount available for making change within departments. Discussion was had and questions were asked and answered relative to audit concerns. Motion by Leahy, Second by Marshall to move the resolution to the full County Board. Motion carried on a voice vote unanimously.

6. Creation of a Grant Funded Position for Broadband Services – CCIT Director Gerry Klein explained this resolution and the need for and qualifications needed for this position. Chair Robinson explained a proposed amendment to change from a “contractor” to “service provider” or “position” and add an additional paragraph to read, “WHEREAS, this request seeks to encumber \$57,000.000 of ARPA funds to be utilized toward the Broadband Service Provider.” Motion by Gibbs, Second by Leahy to approve the resolution as amended and forward to the County Board. Motion carried on a voice vote unanimously.

7. ARPA Procedures and Policies – Administrator Leonhard stated that there is a document in the packet with some updated ARPA information regarding what has been spent to this point. There is a 3-million dollar commitment for broadband that is not reflected on that document, as that contract has not been finalized at this point. Additional discussion was had and questions were asked and answered. No action will be taken on this item until a future meeting when additional details will be available.

7. **Educational Presentations and Committee Discussion**

A. Follow-Up from Previous Employee Benefits Presentation – Priorities to Address and Next Steps – HR Director Molly Adzic gave a presentation following up from the March meeting relative to employee retention and other issues and recommendations. Discussion was had and questions were asked and answered throughout. This will be an action item at the next HRFC meeting.

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, June 20, 2023 at 3:00pm

9. **Adjournment** – Motion by Hart, Second by Leahy to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 5:58 p.m.

Budget Resolution Text Amendments:

Original Resolution Text

First amendment motion

Second amendment motion

WHEREAS, Marathon County is an economically diverse county with a growing population and variety of rural, suburban, and urban communities; and

WHEREAS, County staff provided background information on historical revenues and expenses at the April 20th and 25th meetings of the Board of Supervisors and the May 10th meeting of the Human Resource and Finance Committee meeting; and

WHEREAS, revenue limitations by the State continue to require tough decision prioritizing which expenses will be covered with limited revenues; and

WHEREAS, prudent financial management and maintenance of fund balance reserves are essential to the long-term fiscal health of the county and the retention of a strong credit rating; and

WHEREAS, the Marathon County Board of Supervisors is sensitive to the nature of the tax burden on the residents of Marathon County, and prioritizes a stable, sustainable ~~total~~ tax levy rate; and

WHEREAS, during the 2023 budget process, the Marathon County Board of Supervisors and the County Administrator indicated a commitment to further review non-profit funding; and

WHEREAS, Marathon County has a Debt Management Policy in ordinance section 1.51,; and ~~(5), states “Utilizing the County's debt capacity will only be considered after all other financing options have been exhausted”;~~

WHEREAS, the Marathon County Board adopted a budget development timeline that calls for the establishment of budget priority guidelines for the County Administrator to consider when putting together a budget recommendation.

NOW, THEREFORE, BE IT RESOLVED that the Marathon County Board of Supervisors hereby establishes the following categorical priority guidelines for the County Administrator to consider, in conjunction with the direction to maintain the county's long-term fiscal health and strong credit rating, when creating the 2024 budget:

- 1 – Capital Reserves (Structural Deficit) – proposed budget should not utilize capital reserves to fund operating costs and debt services, while using remaining ARPA for capital needs.
- 2 - Employee Compensation – proposed budget should be based on a **maximum** 3% increase in employee compensation.
- 3 - Health Insurance – proposed budget should maintain the quality of health care program currently offered to employees, while also evaluating the delivery vehicle and cost.
- 4 - New Positions – proposed budget should not include any new positions unless they are fully funded through non-levy resources.
- 5 - Operating Expenses – proposed budget process should strive to pursue efficiencies in service delivery to reduce costs. **and limit the increase in total tax levy to the increase in net new construction.**
- ~~6 – Standing Committees – Proposed budget should equally consider all standing committee recommendations on programs and services.~~
- ~~7 – Non-Profit Funding – Proposed budget should include a plan to convert nonprofit funding to a true “fee for service” basis, utilize requests for proposals for desired services rather than issue sole source contracts, and provide an estimate of cost savings vs. directly providing the services.~~
- ~~8 – Debt Use – Per County debt management policy and in light of the recent rapid increase in County debt, the proposed budget should consider utilizing \$8,000,000 to \$10,000,000 of ARPA funds to extend the life of the current Highway Department facilities on West Street.~~

BE IT FURTHER RESOLVED, the seven (7) standing committees of Marathon County are hereby called upon to continue the review of the 2023 mandated **and discretionary services report, the rates and fees document, and the 5-year departmental expense and levy document** during the ensuing months to develop additional recommendations for consideration by the Board of Supervisors in the 2024 budget development and approval process.

****BE IT FURTHER RESOLVED**, standing committees with jurisdiction of nonprofit agencies are called upon to bring recommendations to the full board relative to continued funding for nonprofit agencies as part of the budget development process.