



MARATHON COUNTY ENVIRONMENTAL RESOURCES COMMITTEE AGENDA

Date & Time of Meeting: Tuesday, March 16, 2021 at 3:00 p.m.

Meeting Location: 210 River Drive, CPZ Large Conference Room, Wausau 54403

Committee Members: Jacob Langenhahn - Chair ; Sara Guild, -Vice-chair; Rick Seefeldt, Allen Drabek, Bill Conway, Randy Fifrick, Arnold Schlei, Dave Oberbeck, Eric Vogel - FSA Member, Marilyn Bhend – WI Towns & Villages Association (non-voting member)

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).*

Environmental Resources Committee Mission Statement: *Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to environmental resource initiatives of Marathon County. (Revised: 04/17/12)*

Strategic Plan Goals 2018 - 2022: Objective 5.2 - Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth.

Objective 6.3 - Protect and enhance the quantity and quality of potable groundwater and potable surface water supplies.

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages (Committee/Board/Commission) members and the public to attend this meeting remotely. To this end, instead of attendance in person, (Committee/Board/Commission) members and the public may attend this meeting by telephone conference. If (Committee/Board/Commission) members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.

Persons wishing to attend the meeting by phone may call into the **telephone conference ten (10) minutes prior to the start time indicated above using the following number:**

Phone Number: 1-408-418-9388

Access Code/Meeting Number: 146 270 5670

Please Note: If you are prompted to provide an “Attendee Identification Number” enter the # sign. No other number is required to participate in the telephone conference.

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

1. Call meeting to order
2. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - A. Reorganization of Conservation, Planning and Zoning Department Management Structure
3. Next meeting March 30, 2021 3:00 pm Room 5 and future agenda items:
 - A. Committee members are asked to bring ideas for future discussion
 - B. Announcements/Requests/Correspondence
4. 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 715-261-1500 at least one business day before the meeting.

EMAILED AND/OR FAXED TO:

News Dept. at Daily Herald (715-848-9361), City Pages (715-848-5887),
Midwest Radio Group (715-848-3158), Marshfield News (877-943-0443),
TPP Printing (715 223-3505)

Date: March 12, 2021
Time: 9:10 a.m.
By: cek
Date/Time/By: _____

SIGNED _____

Presiding Officer or Designee

NOTICE POSTED AT COURTHOUSE:

Date: _____
Time: _____ a.m. / p.m.
By: County Clerk

2021 Mini Reorganization
Conservation, Planning and Zoning Department
February / March 2021

Summary:

As provided by the New Position Request form submitted by Conservation, Planning and Zoning after the retirement of the CPZ Director, in September, the department took the initiative to realign some duties to improve efficiencies and authorize the appropriate staff to make decisions relative to the scope of responsibility particularly in for the Land Resource staff. There is sufficient documentation provided to support significant changes in duties and responsibilities to warrant consideration of the management team reorganization.

After review and discussions between County Administration and Employee Resources, it was determined that due to the removal and reassignment of various duties among the management team, it would be prudent to evaluate the entire management team structure as this time. At the request of Employee Resources, each member of the management team in CPZ had submitted an updated Position Description Questionnaire for evaluation. This includes the new management level position requested for a Land Resource Manager.

Employee Resources has reviewed and applied the Decision Band Method as instructed by Fox Lawson and Associates to determine the appropriate placement of CPZ’s management team within the County’s Classification Compensation Structure.

Current Classification (Working Title) - DBM	Incumbent	Classification Recommendation - DBM
NEW POSITION (Land Resource Manager) Currently Planning Analyst – C42	Lane Loveland	CPZ Manager (Land Resource Manager) – C52
CPZ Director – D63	Vacant	No Change. CPZ Director – D63
Senior CPZ Manager (Land and Water Program Director) – D61	Paul Daigle	CPZ Manager (Conservation Program Manager) – C52
Planning CPZ Manager (Planning Program Manager) – C52	Dave Mack	No change. CPZ Manager (Planning Program Manager) – C52
Accounting Professional (CPZ Administrative Manager) – C43	Diane Hanson	Financial Supervisor (CPZ Administrative Manager) – C51

It is our recommendation to create three equal **CPZ Managers** in the areas defined above (Land Resource, Conservation Programs and Planning Program Manager) and one Administrative Manager (Financial and Administrative direction). Each of the Managers will report directly to the CPZ Director. Each manager will be responsible for the full operations, policy development, regulatory compliance, building relationships with business partners, customer service, increasing utilization of services offer in the community as well as building strong teams, fair assessment of performance evaluations, and demonstrate leadership in the achievement of objectives defined in the Marathon County Strategic Plan.

The creation of the Land Resource Manager will shift responsibilities for zoning, onsite water treatment and non-metallic mining programs and six full time staff from the current Senior CPZ Manger (Land and Water Program Director), so we are recommending taking that role from a higher level DBM D61 to the classification of CPZ Manager at the DBM C52. The department implemented this transfer of duties and responsibilities at the end of 2020 in an effort to determine if this change would improve efficiencies. It has proven to be an effective change that has helped streamline processes and given appropriate authority for decisions at the Manager level of related programs. It also gives each manager the authority to provide direction and performance feedback directly to the staff assigned to each area.

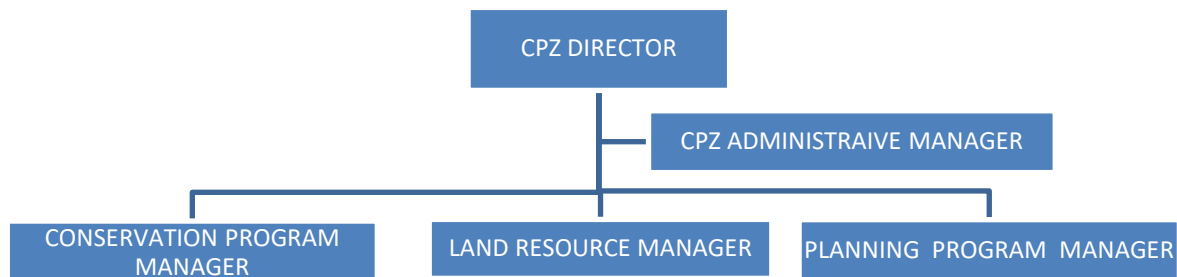
We have seen extensive growth in the programs and services needed in the community provided by the Conservation, Planning and Zoning department over the years, and this reorganization creating three managers with full authority over their program areas has proven to be an effective change. This new structure clarifies responsibility of programs and delegates managers to ensure sufficient resources and staff are available to meet the growing needs and growth in programs.

The final member of the management team is currently an Accounting Professional (CPZ Administrative Manager). After review of the duties and responsibilities, it is the recommendation that we elevate this position to one that is equitable to other Administrative Managers who deliver financial and administrative direction across the department. A key expectation is to streamline and centralize the support functions and create consistency across all programs provided by CPZ. This position provides extensive support across programs and assists with department budget and grant applications and tracking for each of the managers in Conservation, Planning, and Zoning. The Administrative Manager plays an integral role in planning and coordinating the resources and operations related to financial and administrative support. After application of the Decision Band Method, based on the diversity and complexity of the duties performed and the level of decision making authority, we recommend at DBM rating of C51 for this position.

Recommended classification: The recommendations is provided above.

1. Abolish 1.0 FTE Planning Analyst (Environmental Resource Specialist) and Create 1.0 FTE CPZ Manager (Land Resources Manager)
2. Abolish 1.0 FTE Senior CPZ Manager (Land and Water Director) and Create 1.0 FTE CPZ Manager (Conservation Manager)
3. Abolish 1.0 FTE Accounting Professional (CPZ Administrative Manager) and Create 1.0 FTE Financial Supervisor (CPZ Administrative Manager)

Summary of Organizational Structure of CPZ Management Team after Reorganization:



See spreadsheet.

2021 Anticipated Fiscal Impact: \$0.00

CPZ Mini Reorg

2021 BUDGET PLANNING - NEW POSITION COST

Abolish 1.0 FTE Planning Analyst (Environmental Resource Specialist)

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum	Incumbent Current Rate
DBM C42 at Full-time		\$54,263	\$65,116	\$78,247	\$68,453
Health - Family	\$1,917.55	\$23,011	\$23,011	\$23,011	\$23,011
Dental - Family	\$62.14	\$746	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$3,364	\$4,037	\$4,851	\$4,244
FICA Medicare Rate	1.45%	\$787	\$944	\$1,135	\$993
Unemployment Insurance	0.10%	\$54	\$65	\$78	\$68
Retirement - Employer	6.75%	\$3,663	\$4,395	\$5,282	\$4,621
Worker's Comp - Clerical	0.05%	\$27	\$33	\$39	\$34
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$86,461	\$98,893	\$113,935	\$102,716

Loveland

Abolish 1.0 FTE Senior CPZ Manager (Land and Water Program Director)

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum	Incumbent Current Rate
DBM C61 at Full-time		\$66,783	\$83,422	\$103,109	\$91,000
Health - Family	\$1,917.55	\$23,011	\$23,011	\$23,011	\$23,011
Dental - Family	\$62.14	\$746	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$4,141	\$5,172	\$6,393	\$5,642
FICA Medicare Rate	1.45%	\$968	\$1,210	\$1,495	\$1,320
Unemployment Insurance	0.10%	\$67	\$83	\$103	\$91
Retirement - Employer	6.75%	\$4,508	\$5,631	\$6,960	\$6,143
Worker's Comp - Clerical	0.05%	\$33	\$42	\$52	\$46
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$100,803	\$119,863	\$142,415	\$128,545

Daigle

Abolish 1.0 FTE Accounting Professional (CPZ Administrative Manager)

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum	Incumbent Current Rate
DBM C43 at Full-time		\$57,311	\$68,772	\$82,640	\$75,962
Health - Family	\$1,917.55	\$23,011	\$23,011	\$23,011	\$23,011
Dental - Family	\$62.14	\$746	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$3,553	\$4,264	\$5,124	\$4,710
FICA Medicare Rate	1.45%	\$831	\$997	\$1,198	\$1,101
Unemployment Insurance	0.10%	\$57	\$69	\$83	\$76
Retirement - Employer	6.75%	\$3,868	\$4,642	\$5,578	\$5,127
Worker's Comp - Clerical	0.05%	\$29	\$34	\$41	\$38
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$89,952	\$103,081	\$118,967	\$111,317
Cost Saving abolish three:		\$277,216	\$321,837	\$375,317	\$342,578

Hanson

Create 2 (1.0 FTE) CPZ Managers (Land Resource Manager and Conservation Program Manager)

Item	Projected 2010 Rates	Minimum	Mid-Point	Maximum	Proposed Rate for Loveland	Proposed Rate for Daigle
DBM C52 at 2.0 Full-time		\$65,702	\$78,843	\$94,742	\$68,453	\$91,000
Health - Family	\$1,917.55	\$23,011	\$23,011	\$23,011	\$23,011	\$23,011
Dental - Family	\$62.14	\$746	\$746	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$4,074	\$4,888	\$5,874	\$4,244	\$5,642
FICA Medicare Rate	1.45%	\$953	\$1,143	\$1,374	\$993	\$1,320
Unemployment Insurance	0.10%	\$66	\$79	\$95	\$68	\$91
Retirement - Employer	6.75%	\$4,435	\$5,322	\$6,395	\$4,621	\$6,143
Worker's Comp - Clerical	0.05%	\$33	\$39	\$47	\$34	\$46
PEHP	\$21	\$546	\$546	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$99,566	\$114,617	\$132,830	\$102,716	\$128,545
Cost of 2 FTES:		\$199,132	\$229,234	\$265,660		

No change to wages already within new pay range.

Create 1.0 FTE Financial Supervisor (CPZ Administrative Manager)

Item	Projected 2010 Rates	Minimum	Mid-Point	Maximum	Proposed Rate for Hanson
DBM C51 at 1.0 FTE		\$61,127	\$73,351	\$88,144	\$75,962
Health - Family	\$1,917.55	\$23,011	\$23,011	\$23,011	\$23,011
Dental - Family	\$62.14	\$746	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$3,790	\$4,548	\$5,465	\$4,710
FICA Medicare Rate	1.45%	\$886	\$1,064	\$1,278	\$1,101
Unemployment Insurance	0.10%	\$61	\$73	\$88	\$76
Retirement - Employer	6.75%	\$4,126	\$4,951	\$5,950	\$5,127
Worker's Comp - Clerical	0.05%	\$31	\$37	\$44	\$38
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$94,324	\$108,327	\$125,272	\$111,317
Cost to create three new positions:		\$293,456	\$337,561	\$390,932	\$342,578

Potential increase in cost after reorganization:

\$16,240 \$15,724 \$15,615

Mack is currently a CPZ Manager (Planning Manager at C52 at annual wage of \$86,944 for comparison)
 Also current vacant CPZ Director - D63: Salary Range: Min\$72,587- Mid\$920,735-Max\$112,148 (Incumbent was at \$105,456)