



**MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA**

Date & Time of Meeting: **Tuesday, January 25, 2022 4:00 p.m.** Meeting Location: **Marathon County Courthouse, Assembly Room, 500 Forest Street, Wausau WI 54403**

Members: John Robinson, Chair; Alyson Leahy, Vice-Chair; Craig McEwen, Kurt Gibbs, Yee Leng Xiong, Jonathan Fisher, Jennifer Aarrestad

**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)*

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 Public Safety Committee members and the public to attend this meeting remotely. Instead of attendance in person, Committee members and the public may attend this meeting by **telephone conference**. If Committee 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 beginning five (5) minutes prior to the start time indicated above using the following number:**

**Phone#: 1-408-418-9388 Access Code: 146 078 0067** When you enter the phone conference, **PUT YOUR PHONE ON MUTE!**

- 1. Call Meeting to Order**
- 2. Public Comment Period**
- 3. Approval of the Minutes of:**
  - A. the January 18, 2022 Human Resources, Finance and Property Committee Meeting
- 4. Educational Presentations/Outcome Monitoring Reports**
  - A. Review of the 2021 Workplan
  - B. Review of the County Strategic Plan
  - C. Establish Salaries for Elected Department Heads—Sheriff and Clerk of Courts for Their Upcoming Term of Office-Next Steps
- 5. Operational Functions required by Statute, Ordinance, or Resolution:**
  - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
    - 1. Tax Deed Properties
- 6. Discussion and Possible Action by Committee to Forward to the County Board for its consideration**
- 7. Policy Issues Discussion and Committee Determination**
- 8. Announcements:**
  - Next Meeting Date- **Tuesday, February 8 at 3:30 p.m. WebEx or Assembly Room**
- 9. Adjourn**

*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 or e-mail [infomarathon@mail.co.marathon.wi.us](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.*

J Robinson/s/K Trueblood  
Presiding Officer or Designee  
NOTICE POSTED AT COURTHOUSE

EMAIL TO: Wausau Daily Herald, City Pages, and

EMAIL TO: Other Media Groups, Record Review

EMAIL BY: K Palmer

EMAIL DATE: 1/21/2022 4:20 pm

DATE: 1/21/2022

TIME: 4:20 pm

Posted to the County Website: <https://www.co.marathon.wi.us/Home/Calendar.aspx>



**MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES**

Date & Time of Meeting: **Tuesday, January 18, 2022 3:30 p.m.** Meeting Location: **Marathon County Courthouse, Assembly Room, 500 Forest Street, Wausau WI 54403 UNAPPROVED MINUTES**

Members	Present/Web-Phone	Absent
Chair John Robinson	P	
Vice Chair Alyson Leahy	W	
Craig McEwen	W	
Kurt Gibbs	P	
Yee Leng Xiong	W	
Jonathan Fisher	W	
Jennifer Aarrestad	P	

**Also Present:** Lance Leonhard, Michael Puerner, Kim Trueblood, Molly Adzic, Supervisor Cihler

**VIA Web or Phone:** Kristi Palmer, Jean Maskz, Kim Trueblood, Stephanie Martell, David Dailey, Call In Guest

1. **Call Meeting to Order** by Chair Robinson at 3:30 pm
  2. **Public Comment Period** -None
  3. **Approval of the Minutes of:**
    - A. the January 11, 2022 Human Resources, Finance and Property Committee Meeting  
**Motion by Aarrestad and seconded by Gibbs to approve ; vote unanimous**
  4. **Educational Presentations/Outcome Monitoring Reports**
    - A. Overview of Department of Treasury Final Rules relating to the use of Fiscal Recovery Fund (ARPA) Information in regard to the federal changes were discussed by the committee-No action taken
  5. **Operational Functions required by Statute, Ordinance, or Resolution:**
    - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
      1. Discussion of Criteria, Process and Timelines for Distribution of American Rescue Plan Act (ARPA) Funding Discussion on the final guidance from the Treasurer. Discussion on County form for project requests.  
Follow Up items:
        - Add a link on the form for the County’s strategic plan.
        - Add an area for tracking the form through the process
        - Clarify the process for review of where the form will go after submittal
          - The Project Request Form will come to Administration and will be “assigned” to a department with knowledge in the area if the requester is an external entity. County Administration will determine if the project is eligible for funding and if it meets the ARPA guidance as presented at a federal, state or local level etc.
          - The project is forwarded to the HRFC for approval
          - The project is forward to the County Board for approval
- Motion by Gibbs and seconded by McEwen to approve the ARPA form as presented and with changes discussed; vote unanimous**
- a. Consideration of Authorizing expenditure of ARPA funding for:
    - i. Leasing space within Community Partner Campus  
**Motion by Gibbs and seconded by Leahy to authorize the County Administrator to negotiate a lease with the Community Partners Campus and forward the resolution to the County Board; vote passes 6 aye, 1 nay**
    - ii. Uniquely Wisconsin program offered by Wisconsin Counties’ Association and Discover Wisconsin  
**Motion by Leahy and seconded by Fisher to approve the resolution; vote unanimous**
    - iii. Employee Paid Time Off Balance Liability Reduction to maintain service level and long-term financial liability  
**Motion by Gibbs and seconded by Fisher to approve the Resolution of up to \$500,000 for the PTO balance reduction; vote unanimous**



## MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

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Follow Up: Chair Robinson requests to report back to the HRFC in June in regards to the amount of liability reduced and so that the Committee can unencumber the remaining funds up to the \$500,000.

2. Discussion of presentation to County Board of Supervisor

Follow Up: County Administration will review the APRA materials for the County Board presentation based on today's discussion. The process is now established and requests can be filled out by requestors so that everyone has the same process and we start with a "clean slate".

**6. Discussion and Possible Action by Committee to Forward to the County Board for its consideration-None**

**7. Policy Issues Discussion and Committee Determination**

**8. Announcements:**

Next Meeting Date- **Tuesday, January 25 at 4:00 p.m. WebEx or Assembly Room** should focus on the: 2021 Workplan/Strategic Plan, Tax Deed Properties and an update on the Opioid litigation

**9. Adjourn-Motion by Gibbs and seconded by Fisher to adjourn at 4:55pm**

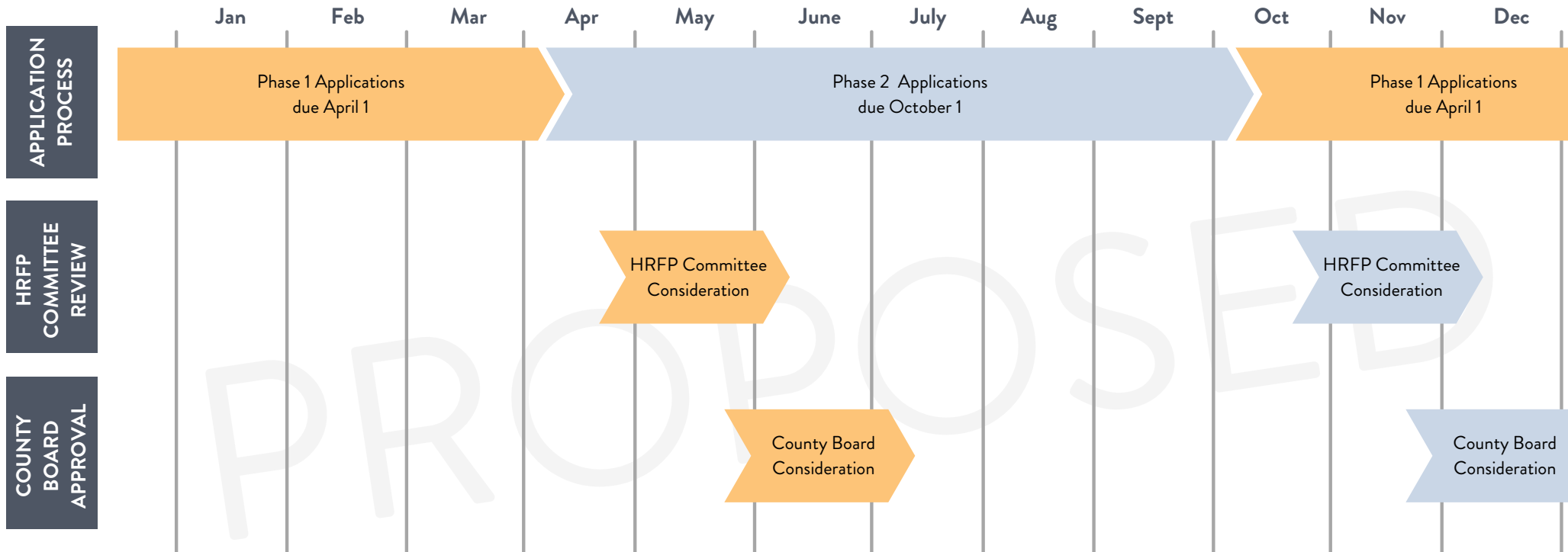
2021 HR, Finance & Property Committee Workplan									
PROJECT NAME	Outcome	Dependencies	Start	End Date	Progress	Staff	Ed Mtg	Issues	Action
Priority Based Budgeting	Educate County Board & HRFP Committee on PPB, Identify how County Board wants to be engaged what are their expectations scoring updates	departments develop sound baseline information	Jan. 2021	Jun-22	Work with Department to review program lists and resources (staff budget) training	Jason Hake	March	Is the present system serving the needs of Marathon County? What efforts are required to implement PPB?	
Capital Improvement Process	Develop a process for reviewing capital requests, identify the role of Facilities & Mgt. staff Is the CIP Committee necessary Modify County Board Rules as necessary	Rule change	Feb. 2021	Jun-21		Terry Kaiser	February	Overview of current process including rolling stock, IT other What is covered by CIP process? How do we rank projects? Who ranks them? How do we fund them?	Create a workgroup: EJ, Terry, Kristi, Alyson, Chad May reporting deadline Changed rules to remove CIP committee from process in 2021 and after
Performance standards for programs	Establish policies and commit resources to develop and implement a dashboard for county programs/departments. Utilize Strategic Plan measurements where appropriate	Budget and staffing	Mar-21	Nov. 21		Lance Leonhard	April	Present information to committee	
Long term facilities plan	Establish goals for long tern facility and property management	Inventory of current assets	Jan. 2021	May-21		Terry Kaiser	March	Westside Master Plan policy decisions start with Infrastructure committee should the highway department be located there in the next 20 years	
Evaluation of Health Insurance options (self-funded, plan design, etc.)	Clarify role of committee is evaluating health insurance options.					Jason Hake	February	Overview of process What criteria does administration look at? (cost, risk, service etc.)	A work group met and evaluated options and developed a recommendation which was incorporated into the 2022 budget
Diversity / Inclusion Employment Policy and Practice Review	Determine Committee role in building an HR system (policies & practices) that effectively recruits, retains, and develops a more diverse, highly talented workforce			TBD		Moly Adzic	Feb action mtg	What are the goals, milestones and policy issues the committee wants? What is the role of Diversity Affairs Commission?	Plan to be developed by December 31

Tax Delinquent Property Process - policy setting	Establish guidelines, policies and expectations relating to tax deed foreclosure and sale/transfer of property	Ordinance change	Jan. 2021	Dec-21		Scott Corbett	January	Time frame for initiating taking of deeds (3 versus 4 years), defining roles of parties, milestones/triggers, priorities 10 years +, 8-9 years etc. In Rem vs tax deed Method of disposal advertising Role of private sector or enterprise account, educational component of risk of losing deed	Workgroup from Treasurer, Clerk, Corp Counsel offices are working on streamlining.
New Position Request Process and Ranking	Review existing ordinance and policies. Work with Administrator position prioritization process.		Feb. 2021	Jun-21		Lance Leonard	February	Overview of current process, what is working? what needs to change? Prioritization process for all requests? what is the basis for ranking? Relationship to strategic plan	Workgroup Molly, Jonathon, Judge, Lance, Michelle May reporting deadline
Policy on sale/disposition of excess county property	Tied into Long Term Facilities Plan	Inventory of current assets	Jan. 2021	May-21		Terry Kaiser	May	Create inventory; policy issues: classes of property: clear need; questionable need; surplus	
Strategic Plan	Periodically review status evaluate resource commitment to implement goals		ongoing						
Customer Service Expectations - policy setting	Determine committee role in development of customer service expectations					Molly Adzic			
Tax Increment Financing - pursue legislative recommendation and criteria for guiding representative on local committee	Determine the role of the committee in evaluating current and potential impacts with the TIF law							Identify potential changes to TIF process as it relates to donor TIFs, valuation, length of district	No action taken
Property Insurance Evaluation (RFP)	Clarify role of committee is in evaluating property insurance options.					Mary Jo Maly			
Renewable energy policy	Determine committee role in developing policies aimed at the County becoming more environmentally and fiscally sustainable							Are there opportunities with the new administration for us to be proactive? What have we done in the past (library)?	
Update Procurement Policy	Review existing procurement ordinance and provide guidance to Corp Counsel on needed changes.			Apr-21		Terry Kaiser		What criteria do we use to set the thresholds for procurement?	Updated ordinance adopted Dec. 2021



# ARPA FUNDING REQUEST TIMELINE

*\*PROPOSED DRAFT TIMELINE\**



Resolution No. \_\_\_\_\_

Establish Salaries For  
Clerk Of Court And Sheriff Elected Department Heads  
For Their Upcoming Term Of Office

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the annual compensation for services to be paid to certain county elected prior to the earliest time for filing nomination papers for county elective offices; and

WHEREAS, it is the recommendation of the Human Resources, Finance and Property Committee that the compensation for the Sheriff and Clerk of Court be set consistent with the compensation recommended by the county compensation study that was completed in 2017; and

WHEREAS, the Human Resources, Finance and Property Committee at their ??? meeting decided to recommend the salaries for the Sheriff and Clerk of Court be set at the control point of their respective pay level for the next 4-year term (2023, 2024, 2025 and 2026); and

WHEREAS, in the event the respective control point salary does not change in a given year, the incumbents will receive a lump sum payment equal to the County Board adopted percentage wage increase for that year. The lump sum payment will be paid when other County employees receive their discretionary performance pay increases; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marathon does ordain the following:

- (1) To announce the following annual salaries for elected department head positions with the intent to provide their positions with the control point annual salary of their respective pay level in 2023, 2024, 2025, and 2026:

	<u>2023 Salary</u>
Sheriff (E81)	\$105,384
Clerk of Court (D62)	\$87,078

- (2) Authorize the County Clerk to issue checks pursuant to this resolution and the County Treasurer to honor said checks.

DATE: ????

Human, Finance and Property Resources Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FISCAL IMPACT STATEMENT: 2023 estimated ??% lump sum increase as indicated below:

Salary	\$??
Salary Related Fringe Benefits (FICA, WRS, Worker's Comp)	\$??
<b>Total Estimated Increase for 2023</b>	<b>\$???</b>