



HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE MEETING AGENDA WITH MINUTES

Date & Time of Meeting: **Wednesday, June 8, 2022, 3:00 P.M.**

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

Committee Members:

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

Staff Present: Lance Leonhard, Kristi Palmer, Kim Trueblood, Terry Kaiser, Chad Billeb, Bill Milhausen

Others Present: Supervisor Baker, Andy Kurtz, David Belanger, Jeff Gates

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment:** None
- 4. Policy Issues Discussion and Potential Committee Determination:** None
- 5. Approval of the May 12 & 24 HRFC meeting minutes** – Motion by Gibbs, Second by Leahy to approve.
Motion carried on a voice vote, unanimously.
- 6. Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Discussion and Possible Action by HRFC:**
 1. Approval of May 2022 Claims and Questioned Costs – Motion by Leahy, Second by Hart to approve.
Motion carried on a voice vote, unanimously.
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration**
 1. 2022 Intergovernmental Budget Transfers – Finance Director Kristi Palmer stated that some of the transfers included in the packet were from 2021 and were included by mistake. Those items are pulled from consideration. Motion by Gibbs, Second by Lemmer to approve. Motion carried on a voice vote, unanimously.
- 7. Educational Presentations and Committee Discussion**
 - A. 2023 Budget Timeline for Payroll and Operational Functions**

Finance Director Kristi Palmer talked about the process that she and her staff go through to put together the annual budget. Preliminary numbers will be presented in July. Kristi then outlined all the steps leading up to the approval of the budget in November. Some of the fall meeting dates may need to be adjusted or a special meeting called. There will be general education presented to the County Board leading up to the budget process as well. Discussion followed. No questions.
 - B. Presentation on the Delivery of Jail Medical Services**

Administrator Leonhard and Chief Deputy Billeb stated that there have been issues with the current medical vendor. There has been a discussion as to whether to find another vendor or moving to providing those services internally. The current contract will expire at the end of July. In the short term, a new vendor will be providing medical services in the jail. In the event that vendor does not work out, there is a business plan that has been completed to move to directly provide medical services in the jail.
 - C. Potential Updates to the [2018 – 2022 Strategic Plan](#).**

Administrator Leonhard explained the basics of the Strategic Plan and the Comprehensive Plan and the

differences between the two documents – the Strategic Plan is more short-term, and the Comprehensive Plan is more long-term. He stated that Vice Chair McEwen would like to see the Strategic Plan updated rather than scrapped. The three questions listed on the agenda will be asked of all the standing committees and input collected to be presented to the Executive Committee in the near future. He also provided some guidance as to how to go about identifying priorities for updates and where to find data to guide decision making. The HRFC is not the primary committee of responsibility for any of the outcome measures in the Strategic Plan, but the members should certainly be familiar with the document and are welcome to provide any input. Chair Gibbs stated that one of the leading concerns nationwide is child care, which has led to a shortage of workforce members. This item should potentially be added to the Strategic Plan. Administrator Leonhard stated that the standing committee vice chairs will be called on to do additional work related to the committee relationships to the Strategic Plan. Questions were asked and answered.

- D.** Presentations Relative to Applications for American Rescue Plan Act funding – Without objection, this item was taken out of order and discussed immediately following 6B1.
1. Village of Marathon City Business Park – Village President David Belanger and Administrator Andy Kurtz presented their request. Their handout will be added to the packet. Questions were asked and answered.
 2. City of Mosinee – historic Library Window Restoration – City Administrator Jeff Gates presented their request. The library is only 1 of 7 buildings in Marathon County listed on the National Historic Register that is not located in Wausau. Questions were asked and answered.
 3. Fire Department Communication / Alerting Infrastructure Upgrade – Captain Milhausen addressed this request, which is divided into two sections. Local fire departments would also be asked to supplement this request with their funds. Questions were asked and answered.
 4. Digital Forensics Lab Faraday Enclosure and Forensic Tools Upgrade – Chief Deputy Billeb explained this request. They are going to remove the forensic tools upgrade portion of the request, as they have received a grant that will cover a large portion of that expense. There are also other municipal partners working with the Sheriff's Department to cover the remaining costs. He went on to explain what the Faraday enclosure is. Questions were asked and answered.
 5. Jail Property and Person Scanner – Chief Deputy Billeb and Captain Milhausen talked about the request. The person scanner will show if a person has a weapon or contraband secreted on or in their person. The property scanner will do the same thing for personal items. These items were strongly recommended by the jail inspector. Questions were asked and answered.
 6. Sheriff's Office Taser Replacement – Chief Deputy Billeb discussed this request. Training on tasers is something that is required by state statute. The tasers obtained in 2005 are still functional, but the vendor will no longer be making the batteries for them, so they have become obsolete. No questions.
 7. HVAC Replacement – Jail Administration – this item has already been addressed and is pulled from consideration.
 8. Air Handler and Duct Cleaning – Juvenile Detention Center – see below #10.
 9. Courthouse Duct Cleaning – see below #10.
 10. Library Duct Cleaning – Administrator Leonhard and Facilities Director Terry Kaiser addressed items 8, 9, and 10. This is routine maintenance that should be completed every 10 years. Questions were asked and answered.
 11. Sheriff's Office Training and Resource Center Replacement – Chief Deputy Billeb outlined the specifics of this request. Facilities recommended they pursue funding to upgrade the existing facility. The request proposes moving the existing facility to current County owned land near Sunnyvale Park. This project is in the preliminary planning phase and more information will be forthcoming. No questions.

Chair Robinson stated that the remaining ARPA requests will be presented at an upcoming meeting. There is also the need to check to see if per an existing resolution, it is possible to use one-time funds for these project requests.

8. Next Meeting Time, Location, Announcements and Agenda Items:

A. Committee members are asked to bring ideas for future discussion. Chair Robinson stated that he would like to look at the committee work plan and begin to come up with a process of how the ARPA requests will be ranked for approval. Chair Gibbs stated that the opioid settlement funds will need to be discussed at an upcoming meeting as well.

B. Next Scheduled Meeting June 21, 2022 at 3:00 p.m.

9. Adjournment – Motion by Gibbs, Second by Lemmer to adjourn. Motion carried on a voice vote, unanimously. Meeting adjourned at 5:00 p.m.

Minutes prepared by Kim Trueblood, Marathon County Clerk