



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

Date & Time of Meeting: **Wednesday October 12, 2022, 3:00 P.M.**

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

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

Staff Present – Lance Leonhard, Chris Holman, Mike Puerner, Kim Trueblood, Kristi Palmer

Others Present – David Baker, Gary Gisselman

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment - None**
- 4. Approval of the September 27, 2022 Human Resources, Finance, & Property Committee meeting minutes**
Motion by Leahy, Second by Lemmer to approve the minutes. Motion carried on a voice vote unanimously.
- 5. Educational Presentations and Committee Discussion**
 - A. Update on 1611 Chellis Street – Corp Counsel Mike Puerner updated the committee on the appraisal and sales process for this parcel.
 - B. Administrator’s Proposed 2023 Annual Budget and 2023 Capital and Special Project Funding Plan
 1. Administrator’s Budget Message – Administrator Leonhard presented the 2023 budget. Full details can be found in the packet and on the [County website](#).
 2. 5-Year Departmental and Support for Other Agency Comparison - Finance Director Kristi Palmer went through the departmental and other agency comparisons.
 3. Resolution 2023 Budget and Property Tax Levy – Chair John Robinson stated the process going forward. The committee will be asked to accept the budget at this meeting, then there will be an additional meeting on October 17 before the finance director needs to publish the budget in the paper per statutory requirements. Discussion was had and questions were asked and answered. Committee members were reminded that if they have amendments, please provide those to staff so they can be formatted appropriately.
- 6. Policy Issues Discussion and Potential Committee Determination: None**
- 7. Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Discussion and Possible Action by Committee
 1. Approval of October 2022 Claims and Questioned Costs – Motion by Hart, Second by Gibbs to approve the claims and question costs as presented. Motion carried on a voice vote unanimously.
 2. Approval of Tax Deed Parcel Sale to the Village of Edgar – Corp Counsel Mike Puerner presented the proposed sales agreement that is in the packet. Provided the Village Board approves the terms, the sale will be processed. Motion by Leahy, Second by Gibbs to approve the sale of the tax deed parcel to the Village of Edgar. 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 explained that there are two sets of budget transfers – one for the ADRC and one for the County – Sheriff’s Dept and Social Services. The committee is requested to accept the ADRC transfers and approve the county transfers. Motion by Lemmer, Second by Leahy to accept the ADRC budget transfers. Motion carried on a voice

vote unanimously.

There was a request to divide the question and deal with the departments separately.

Motion by Gibbs, Second by Leahy to approve the Social Services budget transfers. Discussion was had and questions were asked and answered. Motion carried on a voice vote unanimously.

Motion by Gibbs, Second by Leahy to approve the Sheriff's Department budget transfers. Motion carried on a voice vote unanimously.

2. Resolution to Approve and Authorize the Implementation of the Class Compensation Plan Created by McGrath Consulting Group, Inc. – Chair Robinson suggested adding an additional “Whereas” to provide some background as to why the class compensation study was necessary. Administrator Leonhard pointed to the study in the meeting packet and stated that there are two modifications from the original presentation. One modification was a housekeeping error. The other modification was a reclassification of the Justice Services Coordinator in the Administrator's office. Discussion was had and questions were asked and answered.

Motion by Gibbs, Second by Hart to approve the resolution with the addition of the resolution due to changing economic times and to stay competitive for recruitment due to a 17% vacancy in allocated positions. Motion carried on a voice vote unanimously.

3. Acceptance of the County Administrator's Proposed 2023 Annual Budget and 2023 Capital and Special Project Funding Plan – Motion by Gibbs, Second by Leahy to accept the Administrator's Proposed 2023 Annual Budget and 2023 Capital and Special Project Funding Plan. This action transfers the budget from the administrator to the committee. Motion carried on a voice vote unanimously.

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

A. Committee members are asked to bring ideas for future discussion

B. Next Scheduled Meeting October 17, 2022 at 8:00 a.m.

9. **Adjournment** – Motion by Gibbs, Second by Lemmer to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 6:08 p.m.

Minutes prepared by Kim Trueblood, Marathon County Clerk