



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, October 26, 2021 4:00 p.m.** Meeting Location: **Marathon County Courthouse, Employee Resources Conference Room C149, 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 October 18, 2021 Human Resources, Finance and Property Committee Meeting
4. **Educational Presentations/Outcome Monitoring Reports**
 - A. American Rescue Plan Update
 1. ARPA process, criteria and timeline
 2. Funding and Eligible Expenses Categories
 - i. ARP Action software application for ARPA funding
5. **Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. 2018-2022 Strategic Plan-What should the committee focus on for the remainder of this term?
6. **Discussion and Possible Action by Committee to Forward to the County Board for its consideration**
7. **Policy Issues Discussion and Committee Determination**
 - A. Update on the 2022 Budget Process
8. **Announcements:**

Next Meeting Date- **November 9, 2021 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 one business day before the meeting.

| | | |
|-------------|---|-------------------------------|
| FAXED TO: | <u>Wausau Daily Herald, City Pages, and</u> | <u>J Robinson/s/K Palmer</u> |
| FAXED TO: | <u>Other Media Groups, Record Review</u> | Presiding Officer or Designee |
| FAXED BY: | <u>K Palmer</u> | NOTICE POSTED AT COURTHOUSE |
| FAXED DATE: | <u>10/22/2021 12:15 pm</u> | K Palmer |
| | | DATE: <u>10/22/2021</u> |
| | | TIME: <u>12:15 pm</u> |

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



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Monday, October 18, 2021; 11:00 a.m.**

Meeting Location: **Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau WI 54403**

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

Also Present: Kristi Palmer, Lance Leonhard, Mike Puerner, Marissa Reynolds

VIA Web or Phone: Vicki Tylka, Connie Beyersdorff

1. Call to Order by Supervisor Robinson at 11:00 am
2. Public Comment Period -NONE
3. Approval of the Minutes of the September 28, 2021 Human Resources, Finance and Property Committee Meeting

MOTION BY GIBBS AND SECONDED BY LEAHY TO APPROVE THE SEPTEMBER 28, 2021 MINUTES; UNANIMOUS

4. Educational Presentations/Outcome Monitoring Reports
 - A. 2022 Budget Part I-Annual Budget Process

County Administrator Leonhard discussed the acts that the Committee will take today to move the 2022 budget forward to the County Board. Chairman Robinson discussed the timeline for the 2022 Budget for the remainder of the process. After approval by the Finance Committee, any 2022 budget changes would be amendment to the 2022 budget by members of the County Board

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-None

- B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 1. Discussion and Possible Action-County Administrator’s 2021County Budget-Leonhard

Gibbs would like to thank the County Administrator, department heads and staff on providing a well-organized budget with the rationale for the 2022 budget decisions.

Supervisor Robinson has a question on the 2022 budget move of the UWEX part-time educator position to the County Administrator’s budget for the Broadband project. Through the UWEX position, there is a match for the position that is not available by including the position in the County Administrator budget. Leonhard, if this position is moved back to the UWEX, then I would look at the position as a contractor to which I would direct the work as able. Gibbs-The UWEX is moving in a different direction as they are moving to “Specialist in the field” as a cranberry specialist for the cranberry area Counties. I think that they have ability to have direction over a specific project and appreciate the work completed by the former UWEX staff working on the Broadband project. There were challenges in getting County objectives completed with the UWEX directing the work.

- a. Resolution Approving Adjustment to State Property Tax Levy Limit for 2022 Budget

MOTION BY GIBBS AND SECONDED BY LEAHY TO MOVE TO THE FULL BOARD THE ONE TIME ADJUSTMENT FOR THE STATE PROPERTY LEVY LIMIT FOR THE 2022 BUDGET; UNANIMOUS

- b. Review County Administrator’s 2022 Budget Message
 - c. Review the 2022 Budget- 5 Year Department and Support for Other Agency Budget Comparison
 - d. Review and Approve the 2022 Capital Improvement Plan with Funding-Palmer
 - e. Review and Approve the County Administrator’s Recommended 2022 Budget including the 2022 Capital Improvements Program

MOTION BY GIBBS AND SECONDED BY MCEWEN TO APPROVE THE 2022 BUDGET AND FORWARD TO

THE COUNTY BOARD AS PRESENTED BY THE COUNTY ADMINISTRATOR; UNANIMOUS

MOTION BY FISHER AND SECONDED BY AARRESTAD TO ACCEPT AND RECOMMEND THE 2022 CIP PROGRAM TO THE COUNTY BOARD; UNANIMOUS

2. Discussion and Possible Action by the Committee

a. Resolution 2022 Budget and Property Tax Levy-Palmer

MOTION BY GIBBS AND SECONDED BY FISHER TO ADOPT THE 2022 BUDGET RESOLUTION AND FORWARD TO THE COUNTY BOARD; UNANIMOUS

b. Resolution Requesting a 1.0 FTE Social Services Coordinator-Grant Funded Position Effective 10/21/2021

Gibbs-can we get a report from Social Services in regards, if the grant on the successful or is eliminated, would it cost the County more to eliminate the position even if the grant was no

MOTION BY GIBBS AND SECONDED BY MCEWEN TO APPROVE THE GRANT FUNDING AND IF THE GRANT IS NOT FUNDED THE POSITION WOULD BE ELIMINATED SUBJECT TO THE HRFC APPROVAL; UNANIMOUS

c. Final Resolution Regarding Unconditional Guaranty of its Pro Rata Share, Intergovernmental Agreement and Taxable Revenue Bond Financing for Bug Tussel 1, LLC Project-Robinson

The documents provided have been reviewed by attorneys for Bug Tussel, County Bond Counsel and Marathon County Corporation Counsel. The final resolution does allow for minor changes to be made to the resolution. Bond Counsel stated the resolution provides as much protection as can be afforded in a transaction of this nature. This transaction is not without risk. Bug Tussel provides us (County) a lien on any property and there is a guarantee from Hilbert the parent company of Bug Tussel as well. There are a few tweaks yet on access agreements as to where the fiber will be laid. There will be 24 stands of fiber available to Marathon County. Fond du Lac County is completing the borrowing package for Bug Tussel. We are looking for authorization to adopt the final resolution and complete the final documents.

Gibbs-Marathon County could be held liable for up to the \$25Million. The funds (Bug Tussel) are set into a trust and held until the bills are ready for processing? Puerner-Yes. Gibbs-There should be up to one year or debt payments held in the trust as well. Bug Tussel in previous transactions with Fond du Lac, did not fall behind in their debt service commitments. We have been working on this for up to 13 years and this can make it happen in Marathon County.

MOTION BY GIBBS AND SECONDED BY AARRESTAD TO APPROVE THE RESOLUTION AND ALLOW COUNTY OFFICIALS TO EXECUTE APPROPRIATE DOCUMENTS; UNANIMOUS

3. Policy Issues Discussion and Committee Determination-none

6. Announcements: Next Meeting Date-Tuesday, October 26, 2021 4:00 pm

7. Adjourn **MOTION BY MCEWEN AND SECONDED BY AARRESTAD TO ADJOURN AT 11:45 am**

KEY CONSIDERATIONS TO BE READY FOR ARP FUNDS

Setting the stage for success: “right now” priorities

- Develop a cash management plan for the investment and disbursement of funds
- Prepare your systems (technology, process, financial, etc.) for receipt, deployment and tracking of funds
- Design a comprehensive ARP funding strategy – internal, community, regional
- Determine revenue loss and assess the balance between recovery and other needs
- Use this time as an opportunity to advance transparency, collaboration and inclusion



KEY CONSIDERATIONS TO BE READY FOR ARP FUNDS

ARP readiness checklist

- We are actively tracking the ARP legislation and are aware of the amounts currently allocated to us
- We understand the full range of funding sources, options and spending strategies potentially available to us
- We are fully prepared to receive, invest and deploy the ARP funding we expect to receive
- We understand the purposes, eligible uses and constraints on the use of the ARP grant funds
- We have reached out to community stakeholders, constituents and regional partners to assess the community's needs and opportunities
- We are planning and documenting a strategic approach to the utilization of ARP funds for optimum results based on the community needs assessment
- Our spending plans, award criteria and decision structures and process are transparent and inclusive
- We have identified the resources – both internal and external – required to effectively manage the ARP program, ensure compliance and avoid audit exceptions

Link to video demonstration below:

[Build your American Rescue Plan funding strategy with ARP ACTION - Baker Tilly](#)

Build your American Rescue Plan funding strategy with ARP ACTION

Sep 27, 2021

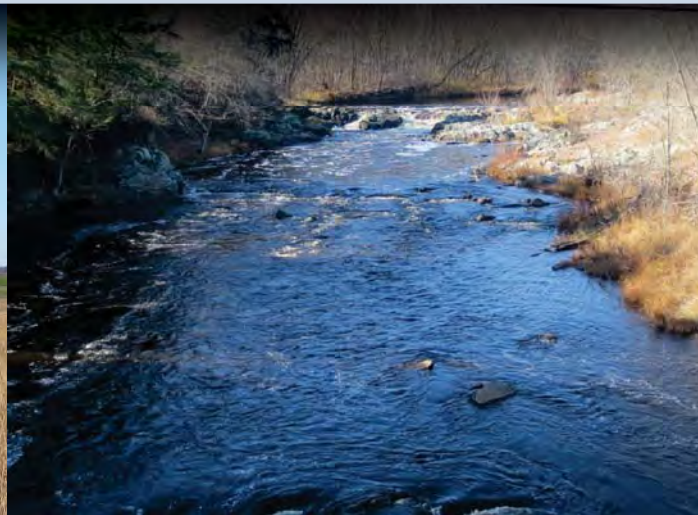
After numerous conversations with state, county and local leaders about the American Rescue Plan Act of 2021 (ARP), it's clear that many need a tool to help prioritize and align spending with the needs of their community. To support this need, we developed **ARP ACTION**. Using your unique inputs, Baker Tilly's **ARP ACTION** application provides a customized strategic funding report that can be shared with elected officials, department heads and community members.

ARP ACTION helps you:

- Identify your community's available funding opportunities, including Economic Development Administration (EDA) grants
- Prioritize eligible expenses and investments
- Solicit equitable responses from community leaders and aggregate them for equal input
- Account for interlocal collaboration opportunities
- Communicate, in a highly organized, analytical and visual way, your community's strategic funding plan
- Engage with peers and our ARP specialty team on the MyBakerTilly client community portal



Marathon County Strategic Plan 2018–2022



STRATEGIC PLAN FRAMEWORK

The Strategic Plan Framework in Figure 1 captures how Marathon County's Vision and Mission drive our planning efforts, which then serve to assist our elected officials as they provide policy guidance to County Administration and each of Marathon County's respective operational departments.



Figure 1

Strategy A

Consider the potential to consolidate emergency service agencies.

Strategy B

Respond to maltreatment allegations and provide protective services for vulnerable populations.

Strategy C

Report every 2 years on the response time with advice for municipalities (ex: consolidation, realignment, or targeted education).



OBJECTIVE 7.1: Provide cost-effective and high quality public safety services.

By December 31, 2022, emergency response times for public safety services (law enforcement, fire, and emergency medical services) will decrease.

Baseline: To Be Determined
Source: Emergency Management & Sheriff's Office

Outcome Measure 1

Departments Contributing

- Central WI Airport
- Corporation Counsel
- County Administration
- Emergency Management
- Finance
- Library
- North Central Health Care
- Sheriff's Office
- Social Services

Strategy A

Maintain a safe highway network to provide access to all communities in the County.

Strategy B

Support technology in the workplace, particularly through access to broadband.

Strategy C

Work with municipalities to maintain a competitive inventory of serviced industrial land and office sites.

Strategy D

Provide appropriate access for trucks and employees for all business and industrial park sites.

Strategy E

Pursue federal & state funding to develop a county-wide revolving loan fund to assist communities with cleanup of contaminated sites.

Strategy F

Secure state and federal funding to maintain infrastructure and support economic growth.



OBJECTIVE 10.12: Maintain infrastructure to support economic growth.

Through December 31, 2022, the county highway overall Pavement Surface Evaluation and Rating Score will maintain an average annual rating of 7.0.

Baseline: 7.03 in 2018
Source: Marathon County Highway Department

Outcome Measure 1

By December 31, 2022, the total automobile crash rate will be reduced by 5% in Marathon County to improve traffic flow, efficiency, and safety.

Baseline: New Measure
Source: Wausau Area Metropolitan Planning Organization

Outcome Measure 2

Departments Contributing

- Central WI Airport
- City-County IT Commission
- Conservation, Planning & Zoning
- County Administration
- Facilities & Capital Management
- Highway

Strategy A

Support efforts by local municipalities to establish cooperative service and joint facility arrangements.

Strategy B

Continue to enhance E-911 dispatch services for all police, fire, and EMS* agencies in Marathon County.

Strategy C

Work with local municipalities and other government agencies to explore opportunities to share costs and/or consolidate public services.

Strategy D

Address solid waste management issues on a regional basis, cooperating with other counties.

Strategy E

Implement a plan to increase the number and nature of services accessible to the public online and identify achievable measures to track our progress at engaging the public.



OBJECTIVE 12.3: Promote cost-effective public services.

By December 31, 2020, all county departments will have employees with knowledge of continuous improvement and skills for facilitating improvement.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 1

By December 31, 2022, the number of county employees who have completed the Marathon County Leadership Development Program will increase by 25%.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 2

By December 31, 2020, a framework will be developed to share services with a local municipality, nearby county, or non-governmental entity to reduce cost and increase effectiveness, and thereafter meet at least once a year to discuss joint ventures.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 3



* Emergency Medical Services

| Date | Action Item | Strategic Plan Objective |
|-----------|---|--|
| 2/10/2020 | Parks and Forestry casual, seasonal temp. wage rates Amend 2020 budget and CIP for jail medical costs and | OBJECTIVE 7.1: Provide cost-effective and high-quality public safety services. |
| 2/10/2020 | Medical room Approve labor agreements with Deputy Sheriff's | OBJECTIVE 7.1: Provide cost-effective and high-quality public safety services. |
| 2/24/2020 | Association and Lieutenants | economic growth. |
| 2/25/2020 | Award \$8,500,000 in GO Notes | OBJECTIVE 5.2: Promote sound land use decisions that |
| 3/9/2020 | Purchase of CERES Timber Property for County Forest | OBJECTIVE 3.3: Ensure that every child makes it to adulthood with health, stability, and growth opportunities. |
| 3/9/2020 | Create 2 FTE for Children's Long Term Support Create 1 FTE in Social Services Community Support | OBJECTIVE 12.3: Promote cost-effective public services. |
| 3/9/2020 | Specialist | OBJECTIVE 12.3: Promote cost-effective public services. |
| 3/9/2020 | Reorganization of Register of Deeds office | OBJECTIVE 12.3: Promote cost-effective public services. |
| 3/9/2020 | Create 1 FTE in Corp Counsel Office | OBJECTIVE 12.3: Promote cost-effective public services. |
| 4/6/2020 | Central WI Airport Administration Restructuring Acceptance of grant funds for Healthcare Emergency | OBJECTIVE 12.3: Promote cost-effective public services. |
| 4/6/2020 | Readiness Coalition | OBJECTIVE 7.1: Provide cost-effective and high-quality public safety services. |
| 5/12/2020 | Budgeting during a crisis Mid year budget adjustments | OBJECTIVE 10.10: Create an innovative atmosphere to foster an entrepreneurial-supportive environment. |
| 5/12/2020 | Increase Sherriff Dept. custodian from .5 to .75 FTE Approve reuse of \$250,000 of foundation dollars by | OBJECTIVE 7.1: Provide cost-effective and high-quality public safety services. |
| 5/26/2020 | McDEVCO for COVID related loans | OBJECTIVE 10.12: Maintain infrastructure to support |
| 6/19/2020 | Discuss Library Roof repair Approve CIP amendment for Sherriff radio tower | OBJECTIVE 12.3: Promote cost-effective public services. |
| 6/19/2020 | equipment | OBJECTIVE 12.3: Promote cost-effective public services. |
| 6/23/2020 | Approve CIP amendment for Library roof repair | foster an entrepreneurial-supportive environment. |
| 6/23/2020 | Review 2021 CIP requests from reporting departments | BJECTIVE 8.7: Strive to provide affordable, reliable, high-speed internet access throughout the county |
| 7/7/2020 | Authorize public private partnership to or University Dorm | BJECTIVE 8.7: Strive to provide affordable, reliable, high-speed internet access throughout the county |
| 7/7/2020 | Approve reorganization in Highway Department | OBJECTIVE 12.3: Promote cost-effective public services. |
| 7/21/2020 | Review impacts from COVID 19 on funding | OBJECTIVE 3.3: Ensure that every child makes it to adulthood with health, stability, and growth opportunities. |
| 7/21/2020 | Discuss 2021 Budget process | OBJECTIVE 10.12: Maintain infrastructure to support economic growth. |
| 8/11/2020 | Presentation from Community Partners Campus group | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/11/2020 | Reviewed 2021 New Position requests | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/11/2020 | Receipt of Routes to Recovery Allocations from other LGUs for eligible Broadband Project and/or services | OBJECTIVE 3.3: Ensure that every child makes it to adulthood with health, stability, and growth opportunities. |
| 8/11/2020 | Use of \$56,052 for start-up funds for Broadband Expansion use of funds for support staff | OBJECTIVE 10.12: Maintain infrastructure to support economic growth. |
| 8/11/2020 | Create 1.0 FTE Administrative Assistant collaboration between Health and CPZ | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/11/2020 | Create 2 FTE positions in Social Services require reporting | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/11/2020 | 2021 CIP Projects | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/11/2020 | 2021 Reclassification and Job Evaluation Requests Community Partners Project request to use Social Services | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/25/2020 | building | OBJECTIVE 12.3: Promote cost-effective public services. |
| 8/25/2020 | Discuss Policy for funding and ranking CIP projects Discussion on opportunities to improve our policies and practices to enhance diversity and inclusion and help us | OBJECTIVE 12.3: Promote cost-effective public services. |
| 9/8/2020 | meet Objective 3.8 of the Comprehensive Plan | OBJECTIVE 12.3: Promote cost-effective public services. |
| 9/8/2020 | Payment in lieu of taxes for facility in Maine | OBJECTIVE 12.3: Promote cost-effective public services. |

| Date | Action Item | Strategic Plan Objective |
|------------|--|---|
| 9/8/2020 | Award sale of \$17,845,000 GO Bonds for Health Care Facility | OBJECTIVE 8.7: Strive to provide affordable, reliable, high speed internet access throughout the county |
| 9/21/2020 | Approve 2021 CIP including \$250,000 for Broadband Expansion | OBJECTIVE 8.7: Strive to provide affordable, reliable, high speed internet access throughout the county |
| 10/6/2020 | Policy on Tax deed evictions in light of CDC Moratorium | |
| 10/6/2020 | Policy of tax deed properties | OBJECTIVE 12.3: Promote cost-effective public services. |
| 10/6/2020 | 2021 Budget presentation Pilot Project to provide bus service to Rib Mountain and Weston areas if feasible | OBJECTIVE 10.10: Create an innovative atmosphere to foster an entrepreneurial-supportive environment. |
| 10/13/2020 | Consideration od 2021 Budget Pilot Project to provide bus service to Rib Mountain and Weston areas if feasible | OBJECTIVE 10.10: Create an innovative atmosphere to foster an entrepreneurial-supportive environment. |
| 10/13/2020 | Amend CIP to include \$2,093,000 for highway projects (bridge and repavement) | OBJECTIVE 10.12: Maintain infrastructure to support economic growth. |
| 10/20/2020 | 2021 Budget discussion | OBJECTIVE 10.10: Create an innovative atmosphere to foster an entrepreneurial-supportive environment. |
| 10/20/2020 | CPC discussion of 400 E Thomas St. | OBJECTIVE 10.10: Create an innovative atmosphere to foster an entrepreneurial-supportive environment. |
| 11/10/2020 | 2021 Budget amendments | |
| 11/10/2020 | Discussion of Small Purchase Procedures | OBJECTIVE 12.3: Promote cost-effective public services. |
| 12/8/2020 | Discussion of 2021 Committee work plan Amend 2021 CIP Courthouse Jail Water System Renovation and LIDAR Data Capture Projects | OBJECTIVE 12.3: Promote cost-effective public services. |
| 12/8/2020 | Discuss ways to improve 2021 budget process | OBJECTIVE 12.3: Promote cost-effective public services. |
| 1/12/2021 | Initial resolution on \$5,830,000 GO Promisory Notes Resolution on sale of \$19,000,000 in GO Bonds Health Care | OBJECTIVE 10.12: Maintain infrastructure to support economic growth. |
| 1/12/2021 | Projetcts Position request Communication and Engagement | OBJECTIVE 10.12: Maintain infrastructure to support economic growth. |
| 1/12/2021 | Specialist | OBJECTIVE 12.3: Promote cost-effective public services. |
| 1/26/2021 | Committee Work Plan | |
| 2/9/2021 | Marathon County serving as a regional vaccination Center Outcome Measures for Strategic Plan Objective 3.8 Ensure Marathon County is an Open, Inclusive and Diverse Place | |
| 2/9/2021 | to Live and Work Reauthroization of Self-insurance for Workers | |
| 2/9/2021 | Compensation | OBJECTIVE 12.3: Promote cost-effective public services. |
| 2/9/2021 | Discussion on Evaluation of Health Care Alternatives | OBJECTIVE 12.3: Promote cost-effective public services. |
| 2/23/2021 | Discussion on CIP process | OBJECTIVE 12.3: Promote cost-effective public services. |
| 2/23/2021 | Discussion of New Position Request Process Approve GO Notes and Bonds for CIP and Health Care | OBJECTIVE 12.3: Promote cost-effective public services. |
| 2/25/2021 | Center projects Acceptance of the Epidemiology and Laboratory Capacity | OBJECTIVE 12.3: Promote cost-effective public services. |
| 3/9/2021 | for Infectious Disease Funds | |
| 3/9/2021 | Discuss CPZ reorganization Discussion of Governor’s Proposed Budget and How it Impacts County Departments over which this Committee | OBJECTIVE 12.3: Promote cost-effective public services. |
| 3/9/2021 | has Policy Oversight Responsibility | |