



OFFICIAL NOTICE AND AGENDA-of a meeting of the County Board, Committee, Agency,
Corporation or Sub-Unit thereof MARATHON COUNTY, WISCONSIN
MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Monday, April 29 2019; 3:00 p.m.**

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

Members: EJ Stark, Chair; Bill Miller, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, Yee Leng Xiong, Jeff Zriny

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)

Human Resources, Finance & Property Committee Mission/Purpose: Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to the human resources initiatives, finance and property of the County.

1. Call to Order-Please silence your cellphones
2. Public Comment Period -- Not to Exceed 15 Minutes
3. Approval of the Minutes of the April 8, 2019 Human Resources, Finance and Property Committee Meeting.
4. Educational Presentations/Outcome Monitoring Reports
 - A. None
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 Land Sale, Taking of Property and Changes to Tax Deed Parcels owned by the County
 - a. Tax Deed Land Sales-City of Mosinee Sale #2017-1 PIN#251-2707-332-9865
 - b. Tax Deed Land Sale-City of Wausau Sale#2017-3 PIN#291-2907-251-0061
 - (2) Abolish one .625 FTE Senior Accounting Professional (DBM C44 Position #26711); Create one full-time Accounting Professional(DBM C43) position for Department of Social Services – Matel/Tylka
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - (1) Discussion and Possible Action by Committee-None
6. Policy Issues Discussion and Committee Determination
 - A. The Human Resources and Finance and Property Committee-Support of County's 2019 and 2020 Budget Goals
 1. State Property Tax limit Policy Change-Allow Counties to increase property tax levy by the percentage change in Equalized Value Net New Construction or 2% whichever is higher
 2. Increase in State Shared Revenue-Proposed 2% increase starting in 2020
7. Announcements:
Next Meeting Date-May 13, 2019 3 pm
8. 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: Wausau Daily Herald
Faxed to: City Pages
Faxed to: Record Review
Faxed by/time: K Palmer 4/26/2019 9:00 am

SIGNED EJ STARK/s/K Palmer
Presiding Officer or Designee

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: K Palmer 4/26/2019 9:00 am



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, April 8, 2019; 3:00 p.m.**

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

Members: EJ Stark, Chair; Bill Miller, Vice-Chair; Tim Buttke, John Durham-arrived at 3:30, Kurt Gibbs, Yee Leng

Xiong, Jeff Zriny Others: Sue Fox, Captain Plaza, Bard Karger, Nan Kottke, Audrey Jensen, Brian Kowalski, Scott Corbett, Kristi Palmer

1. Call to Order-Please silence your cellphones
2. Public Comment Period -- Not to Exceed 15 Minutes-None
3. Approval of the Minutes of the March 18, 2019 Human Resources, Finance and Property Committee Meeting.
MOTION BY GIBBS AND SECONDED BY BUTTKE TO APPROVE THE MINUTES FROM MARCH 18, 2019; VOTE UNANIMOUS
4. Educational Presentations/Outcome Monitoring Reports-None
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 - (1) Create two full-time Deputy Sheriff positions for Courthouse Security and abolish eight (reduce positions from 13 to 5) part-time Court Security Deputies-No additional Tax Levy – Plaza
Captain Plaza discussed the challenge in hiring new law enforcement officers and proposing a new structure for the court house security. At this time, we have a hard time retaining part-time officers. With the proposal we should save \$26,000 a year as we will not need to train new officers again and again. These officers will complete a variety of duties throughout the day. County Administration supports this change.

MOTION BY ZRINY AND SECONDED BY XIONG TO CREATE TWO FULL-TIME DEPUTY POSITIONS FOR COURTHOUSE SECURITY AND ABOLISH EIGHT POSITIONS FOR PART TIME COURT SECURITY DEPUTIES; VOTE UNANIMOUS

- (2) Approve March 2019 Claims and Questioned Costs

MOTION BY GIBBS AND SECONDED BY BUTTKE TO APPROVE THE MARCH 2019 CLAIMS; VOTE UNANIMOUS

- B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - (1) Discussion and Possible Action by Committee-2019 Interdepartmental Transfers-Palmer
Noted by Gibbs that the Library Transfer is listed twice.

MOTION BY MILLER AND SECONDED BY BUTTKE TO APPROVE THE BUDGET TRANSFERS; VOTE UNANIMOUS

- (2) MOTION BY GIBBS AND SECONDED BY XIONG TO GO INTO CLOSED SESSION pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating with the City of Wausau for the city's possible purchase of tax delinquent property located at 2101 Grand Avenue, Wausau, WI, 54403. Formerly, the Ponderosa Motel.

ROLL CALL VOTE TO GO INTO CLOSED SESSION-6 AYES, 0 NAYES

In closed session at 3:25 pm

- (3) Motion to Return to Open Session -Return to open session at 3:40 pm

(4) Announcements and possible action on matters discussed in closed session-No announcement

6. Policy Issues Discussion and Committee Determination

A. Discussion on 2020 Budget Assumptions –Karger-My recommendation is that we come back with these assumptions in late May. This information is to start looking the items that we will need to watch in developing the 2020 budget. Gibbs-My thought is that we will not have a (state) budget by July 1st. -No action taken.

7. Announcements:

Next Meeting Date-April 29, 2019 3 pm

8. Adjourn-MOTION BY BUTTKE AND SECONDED BY MILLER TO ADJOURN AT 4:00 PM

Date: February 26, 2019

To be published **ONE TIME** as a Display Ad the **WEEK OF MARCH 3, 2019**
RECORD REVIEW
TRIBUNE PHONOGRAPH
MOSINEE TIMES

MARSHFIELD NEWS ---- Publish **ONE TIME** as a Display Ad – **THURSDAY, MARCH 7, 2011**

WAUSAU DAILY HERALD--- Publish **THREE (3) TIMES** as a Display Ad – **SUNDAY, MARCH 3, 2019**
THURSDAY, MARCH 7, 2019
WEDNESDAY, MARCH 13, 2019

If you have any questions, please do not hesitate to call me at 715-261-1501. Please provide me a proof prior to publication.
Nan Kottke-Marathon County Clerk

MARATHON COUNTY LAND SALE

TAKE NOTICE: That pursuant to Sec. 75.69, WI Statutes and Sec. 3.20, Marathon County General Code of Ordinances, two (2) parcels of tax delinquent real estate acquired by Marathon County, Wisconsin, hereinafter described and **which were not sold on the first attempt for a price equal to or greater than the appraised or set value, are being offered for sale by sealed bid at a price most advantageous to the County, including amounts less than the property's appraised or set value. Marathon County reserves the right to reject any and all bids.**

Any special assessments in the process of collection shall be the liability of the purchaser, contact the municipal clerk for outstanding special assessments.

TAKE NOTE: It is the Bidder's sole responsibility to investigate properties prior to putting in a bid to Marathon County. Check if any special assessments are due on properties listed by contacting the municipal clerk. Do additional research if more information required than what is noted in the advertisement.

The sealed bids must be submitted on the Marathon County Land Sale Bid Form, which may be obtained from the Marathon County Clerk's Office at 500 Forest Street, Wausau, WI 54403. Bid forms may also be obtained from the Marathon County webpage:

<http://www.co.marathon.wi.us/Departments/CountyClerk/TaxDeedProperty.aspx>

Each bid envelope shall properly identify the parcel and sale # on the front of the envelope.

Individual sealed bids will be accepted in the office of Nan Kottke, Marathon County Clerk, Courthouse, 500 Forest Street, Wausau, WI 54403 by noon, Monday, April 28, 2019. A 10% deposit by **cashiers check or money order**, payable to the Marathon County Treasurer must accompany all bids. No personal checks will be accepted. Deposits will be refunded to unsuccessful bidders.

Bids will be publicly opened, read and awarded by the Marathon County Human Resources, Finance and Property Committee at their meeting, Monday, April 29, 2019 at 3:00 p.m. at the Marathon County Courthouse, Assembly Room, 500 Forest Street, Wausau, WI. Bids will be awarded according to criteria set forth in Sec. 3.20(6)(a) of the Marathon County General Code of Ordinances. A copy of Sec. 3.20(6)(a) of the Marathon County General Code of Ordinances can be obtained on the Marathon County website at www.co.marathon.wi.us. The Marathon County Human Resources, Finance and Property Committee may accept the bid most advantageous to Marathon County and reserves the right to reject any and all bids.

DESCRIPTION:

CITY OF MOSINEE - #2017-1

M697-587 1337420 2.310 A SEC 33-27-07
PT OF NE ¼ NW ¼ LOT 1 CSM VOL 32 PG 17 (#8249)
PIN: #251-2707-332-9865 PARCEL: #53.332707.005.013.

VALUE:

\$110,000

CITY OF WAUSAU - #2017-3

727 PARK AVE, WAUSAU, WI M788-15WD
KIEFER MILLER & RINGLES ADD LOT 10 BLK 15
#291-2907-251-0061 #59.4600.015.010.00.00.00.00

\$28,000

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Social Services _____ Date: April 15, 2019 _____

Position Requested: Accounting Professional _____ FT PT FTE _____ %
(If unsure of classification, indicate "To be determined") Number of Positions: One (1) _____

Division Position Will Be Assigned To: Financial Services _____
(Indicate NA if not applicable)

Projected Start Date of Position: June 2019 _____ Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

Financial Services provides the resources to support the financial elements necessary to strengthen individuals and families promoting safety and maximize independence to build a strong and healthy community.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

The current 62.5% part-time Sr. Accounting Professional is resigning effective June 6, 2019. We are requesting to fill the position with a full-time Accounting Professional, as the workload meets the needs for a full-time position. The duties would include, but are not limited to: backup for the Financial Supervisor, professional accountant services, maintaining social services budget, various tasks related to obtaining and maintaining federal and state funding, establishing and overseeing contracts for contracted program services, supporting programmatic financial changes, develop and deliver financial trainings and tasks to support accounts payable, and rate settings.

D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The position will benefit the county with regular full-time work hours consistent with normal business hours providing relevant financial services to social services. The full-time position will be available to deliver financial and professional accounting services along with providing information during normal regular full-time hours improving customer service and to address community needs.

E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The current part-time Sr. Accounting Professional position was previously filled by transitioning a full-

time management team member to a desired part-time financial position. We considered maintaining the part-time Sr. Accounting Professional job classification and chose to request a full-time Accounting Professional to be a comparable position in the market to secure viable candidates and to further improve financial services for customers. Also, we currently have a full-time Accounting Technician opening that may be potentially abolished mid-point or reduced to a part-time Accounting Technician depending on the increased availability of a full-time Accounting Professional.

F. What will be the effect if the proposed position is not created?

We anticipate that it would be difficult to fill the existing part time position with a qualified candidate, as the requirements include a minimum of a bachelor's degree in accounting, with preference for a CPA. Additionally, the financial services team is struggling to remain current on essential tasks, and a full-time Accounting Professional position qualifications best match the existing priorities. If the full time position is not created, the financial services team will not be able to deliver the same level of support to department management and workload backlog will increase.

G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

We continually track budgetary needs with available and/or new funding sources, making payments for services while collecting applicable funding. These efforts are those primarily of the Accounting Professional, including identifying opportunities to decrease costs and re-allocate funding.

III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

40% of time spent on budget and related tasks
15% of time spent on contracts and related tasks
30% of time spent reviewing and approving accounts payable, rate settings, state reports, working on audits, developing and delivering training, ad-hoc financial reports.
15% of time spent backing up financial supervisor, accounting specialist and accounting technicians, as/when needed

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

Social Services receives numerous federal and state funding contracts, which contributes to a complex budget process, accounting practices, and overall financial services. The County Finance Department does not have the experience or familiarity with the Social Service contract requirements to provide the level of support requested by management. Social Services financial staff perform separate and discrete functions related to the specific state and federal funding received. County finance partners with us to process payroll as well as assist with audits. The financial tasks completed by the staff at DSS assist the Finance Department on an ongoing basis.

C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Some of the work is currently being done by a part-time Sr. Accounting Professional who will be resigning effective June 6, 2019. A full-time Accounting Professional will better maintain the existing workload and serve customers by working regular full-time hours during normal business hours.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

Estimated increase of \$48,060*

*Potentially may abolish existing Accounting Technician position in its entirety, or in part, so that the annual cost savings of \$67,202 would cover the estimated increase of annual \$48,060.

Position SENIOR ACCOUNTING PROFESSIONAL (PCN 26711)
Department SOCIAL SERVICES DEPT

Reclassification/Pay Grade Adjustment

Position		Senior Accounting Professional			
FTE %	62.50%				
Annual Hours	1300				
Current DBM and Rates					
Item	2019 Rates	Budget Impact	Minimum	Mid-Point	Maximum
		\$31.09	\$29.29	\$35.26	\$41.14
DBM C44		\$40,417	\$38,077	\$45,838	\$53,482
FICA Retirement	6.20%	\$2,506	\$2,361	\$2,842	\$3,316
FICA Medicare Rate	1.45%	\$586	\$552	\$665	\$775
Unemployment Insurance	0.15%	\$61	\$57	\$69	\$80
Retirement - Employer	6.55%	\$2,647	\$2,494	\$3,002	\$3,503
Worker's Comp - Clerical	1.50%	\$606	\$571	\$688	\$802
Estimated Salary + Benefits (1)		\$46,823	\$44,112	\$53,104	\$61,958

Position		Accounting Professional			
FTE %	100.00%				
Annual Hours	2080				
Proposed DBM and Hourly Rates					
Item	2019 Rates		Minimum	Mid-Point	Maximum
			\$27.55	\$33.06	\$38.57
DBM C43			\$57,311	\$68,772	\$80,233
Health - Family*	\$1,723.16		\$20,678	\$20,678	\$20,678
Dental - Family*	\$59.16		\$710	\$710	\$710
FICA Retirement	6.20%		\$3,553	\$4,264	\$4,974
FICA Medicare Rate	1.45%		\$831	\$997	\$1,163
Unemployment Insurance	0.15%		\$86	\$103	\$120
Retirement - Employer	6.70%		\$3,840	\$4,608	\$5,376
Worker's Comp - Clerical	1.50%		\$860	\$1,032	\$1,203
PEHP	\$22.00		\$572	\$572	\$572
Estimated Salary + Benefits (1)			\$87,869	\$101,164	\$114,457
Estimated Increase			\$43,757	\$48,060	\$52,499

Additional VACANT Position		Accounting Technician			
FTE %	100.00%				
Annual Hours	2080				
Curent DBM and Rates					
Item	2019 Rates	Budget Impact \$16.16	Minimum \$16.16	Mid-Point \$18.99	Maximum \$21.82
DBM B21		\$33,613	\$33,613	\$39,495	\$45,377
Health - Family*	\$1,723.16	\$20,678	\$20,678	\$20,678	\$20,678
Dental - Family*	\$59.16	\$710	\$710	\$710	\$710
FICA Retirement	6.20%	\$2,084	\$2,084	\$2,449	\$2,813
FICA Medicare Rate	1.45%	\$487	\$487	\$573	\$658
Unemployment Insurance	0.15%	\$50	\$50	\$59	\$68
Retirement - Employer	6.70%	\$2,252	\$2,252	\$2,646	\$3,040
Worker's Comp - Clerical	1.50%	\$504	\$504	\$592	\$681
PEHP	\$22.00	\$572	\$572	\$572	\$572
Estimated Salary + Benefits (1)		\$60,378	\$60,378	\$67,202	\$74,025

B. Explain specifically how position will be funded.

Amount of County tax levy: _____ % of total costs: _____

Amount of any outside funding: _____ % of total costs: _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review this position request on 4/23/19. The Health and Human Services Committee will review on 4/22/19.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

Shared Revenue		2%	NNC Increase		Operating Levy	1.407%	2%	GTA		2020 increase	10%	4%	
						Est NNC -projected	NNC -2%			annual	1%	1%	
2019	3,877,717		2019	47,557,742				Difference	2019	3,155,264	difference	\$3,155,264	difference
2020	3,955,271	77,554	2020		48,227,070	48,508,897		281,827	2020	3,470,790	315,526	\$3,281,475	\$126,211
2021	4,034,377	79,105	2021		48,905,817	49,479,075		573,257	2021	3,505,498	34,708	\$3,314,289	\$32,815
2022	4,115,064	80,688	2022		49,594,118	50,468,656		874,538	2022	3,540,553	35,055	\$3,347,432	\$33,143
2023	4,197,366	82,301	2023		50,292,106	51,478,029		1,185,924	2023	3,575,959	35,406	\$3,380,907	\$33,474
2024	4,281,313	83,947	2024		50,999,917	52,507,590		1,507,673	2024	3,611,718	35,760	\$3,414,716	\$33,809
2025	4,366,939	85,626	2025		51,717,689	53,557,742		1,840,052	2025	3,647,836	36,117	\$3,448,863	\$34,147
2026	4,454,278	87,339	2026		52,445,564	54,628,897		2,183,332	2026	3,684,314	36,478	\$3,483,351	\$34,489
2027	4,543,363	89,086	2027		53,183,683	55,721,475		2,537,791	2027	3,721,157	36,843	\$3,518,185	\$34,834
2028	4,634,231	90,867	2028		53,932,190	56,835,904		2,903,714	2028	3,758,369	37,212	\$3,553,367	\$35,182
2029	4,726,915	92,685	2029		54,691,232	57,972,622		3,281,390	2029	3,795,952	37,584	\$3,588,900	\$35,534
2030	4,821,454	94,538	2030		55,460,956	59,132,075		3,671,118	2030	3,833,912	37,960	\$3,624,789	\$35,889
	943,737							20,840,619			678,648		\$469,525
		2014	2015	2016	2017	2018	2019						
Construction (NNC)		0.966%	1.095%	1.460%	1.738%	1.592%							
Terminated TID		0.12%	0.066%	0.000%	0.000%	0.000%							
Net New Construction (NNC)	1.173%	1.086%	1.161%	1.460%	1.738%	1.592%							1.407%
Equalized Value for Appo	0.54%	1.92%	1.68%	2.91%	3.73%	3.87%							3.073%

Property Tax Transparency: The Governor's budget requires local property tax bills to include information containing the gross reduction in state aid as a result of private school choice programs.