



MARATHON COUNTY INFRASTRUCTURE COMMITTEE AGENDA

Date & Time of Meeting: **Thursday, March 3, 2022, 9:00 a.m.**

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

Members: Randy Fifrlick, Chair; Sandi Cihlar, Vice-Chair; Chris Dickinson, Jeff Johnson, Richard Gumz, John Robinson, Alan Christensen

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.*

Committee Mission/Purpose: *Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to technology and infrastructure initiatives of Marathon County, which includes, but is not limited to, highways, airways, waterways, etc.*

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: 146 214 4155

Please Note: If you are prompted to provide an "Attendee Identification Number" enter the # sign.

No other number is required to participate in the telephone conference.

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. Call Meeting to Order

2. **Public Comment** (Any person who wishes to address the County Board, or one of its committees, during the "Public Comment" portion of meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting. Limit 15 Minutes)

3. Approval of the Minutes of the February 3, 2022, Infrastructure Committee Meeting.

4. Policy Issues Discussion and Potential Committee Determination:

- A. Review of Departments Policy and Procedures for Utility Accommodations with Possible Revisions for County's Desire for Broadband Expansion (Griesbach)
- B. Marathon County Highway's 2050 Transportation Plan (Griesbach)
- C. 2022 PSC Broadband Access Grant Partnerships (Robinson)
- D. Motion to go into Closed Session (Roll Call Vote), pursuant to Wis. Stat. s. 19.85(1)(e), for the purpose of deliberating or negotiation 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: Discussion regarding possible land purchase for future joint county facilities.
- E. Motion to return to Open Session.
- F. Announcements and possible action on matters discussed in closed session.

5. Operational Functions required by Statute, Ordinance, Resolution or Policy:

- A. Resolution supporting National Work Zone Safety Week, April 11-15 (Griesbach)
- B. Resolution to Authorize Broadband Permit Fee Structure (Griesbach)

6. Educational Presentations and Committee Discussion:

- A. 2022 Asphalt and Pulverizing Bid Opening Results (Lang)
- B. Update from Highway Commissioner (Griesbach)
- C. Update from CCIT Director (Klein)

7. Announcements:

- A. Future meetings and agenda items: April 7, 2022, Monthly Committee Meeting

8. Adjournment

*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 261-1500 or e-mail countyclerk@co.marathon.wi.us one business day before the meeting

SIGNED /s/ Randy Fifrlick, Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages,
FAXED TO: and Other Media Groups
FAXED BY: K Pergolski
FAXED DATE: _____

NOTICE POSTED AT COURTHOUSE

BY: _____
DATE: _____ TIME: _____



MARATHON COUNTY INFRASTRUCTURE COMMITTEE MEETING MINUTES

Thursday, February 3, 2022, 9:00 a.m.
Marathon County Courthouse, Wausau, WI

Attendance:	Present	Excused	Absent
Randy Fifrick, Chair	X		
Sandi Cihlar, Vice-Chair	X		
John Robinson	X		
Jeff Johnson	X		
Alan Christensen		X	
Richard Gumz	X		
Chris Dickinson	X		

Also Present: James Griesbach, Kendra Pergolski, Kevin Lang, Michael Puerner, Brian Grefe, Dave Mack, Jean Maszk, Kurt Gibbs, Gerry Klein, Jamie Polley, Andrew Lynch, Kris Baguhn

- 1. Call Meeting to Order:** The meeting was called to order by Chair Fifrick at 9:00 a.m.
- 2. Public Comment:** N/A
- 3. Approval of the Minutes of the January 6, 2022, Infrastructure Committee Meetings**
MOTION BY ROBINSON, SECOND BY CIHLAR, TO APPROVE THE MINUTES OF THE JANUARY 6, 2022, INFRASTRUCTURE COMMITTEE MEETING. MOTION CARRIED.
- 4. Policy Issues Discussion and Potential Committee Determination:**
 - A. Bipartisan Infrastructure Law**
Discussion: Griesbach reviewed with the committee the Bipartisan Infrastructure Law including what is being sought after regarding project funding. Griesbach advised the committee which projects he intends to submit.
Action: N/A
Follow through: N/A
 - B. County Utility Accommodation Policy**
Discussion: Committee discussed the UAP packet provided. Committee noted two areas that need correction.
Action: MOTION BY ROBINSON, SECOND BY JOHNSON, TO ADOPT MODEL UTILITY ACCOMODATION POLICY SUBJECT TO CHANGING “DEPARTMENT” TO “COUNTY” AND CORRECTING OTHER TYPOS.
MOTION CARRIED.
Follow through: N/A
 - C. Permitting process for Broadband Expansion**
Discussion: Committee discussed the approach needed to streamline the permitting process and fee structure.
Action: MOTION BY ROBINSON, SECOND BY CIHLAR, TO DIRECT STAFF TO MODIFY THE CURRENT PERMIT PROCESS TO ALLOW FOR SUBMITTAL OF PERMIT APPLICATION ON TOWN BASIS AND APPLY A MECHANISM TO RECOVER TIME AND MATERIAL. MOTION CARRIED.
Follow through: N/A
 - D. Carry-over of Capital Improvement Funds for Broadband Expansion from 2021-2022**
Discussion: Committee discussed the remaining balance from 2021.
Action: MOTION BY ROBINSON, SECOND BY DICKINSON, THAT REQUIRES THE HR/FINANCE COMMITTEE TO CARRYOVER THE CAPITAL IMPROVEMENT FUNDING. MOTION CARRIED.
Follow through: N/A
- 5. Operational Functions required by Statute, Ordinance, or Resolution:** N/A
- 6. Educational Presentations and Committee Discussion:**
 - A. Airport Update**
Discussion: Grefe updated the committee on the airport’s recent loss of an airline and how they intend to move forward. He also focused on upcoming infrastructure projects and air service improvements.

B. 2050 Transportation Plan Update

Discussion: Will be provided at March meeting.

C. Updates on 28th Avenue

Discussion: Becher Hoppe is currently revising their plan and projecting probable costs.

D. Broadband Expansion Update

Discussion: Robinson discussed their continued efforts with Bugtussle in regard to fiber and tower placement as well as their pending grant application.

E. Update from Highway Commissioner

Discussion: Griesbach provided the committee with current winter stats including total salt counts.

F. Updates from CCIT Director

Discussion: Report provided. Klein provided an update on Workday implementation.

7. **Announcements:**

A. Future meetings and location, agenda topics

March 3, 9:00 AM, Marathon County Courthouse

8. **Adjourn**

**MOTION TO ADJOURN BY ROBINSON, SECOND BY DICKINSON. MOTION CARRIED.
MEETING ADJOURNED AT 10:15 AM.**

Minutes prepared

By Kendra Pergolski on February 14, 2022.



Utility Accommodations

Utility companies provide essential public services that are necessary to accommodate existing and future development throughout Marathon County. Utilities are frequently located within the public right-of-way and as such impact the maintenance and operation of County Highway system. The coordination between utility companies, contractors, and the Highway Department is essential if public services are to be provided in an effective and efficient manner. All utilities must follow guidelines illustrated in the Marathon County Utility Accommodation Policy Manual which is available at the County Highway office.

Purpose

The purpose of this section is to outline the policies and procedures that shall be met by any utility whose facility currently occupies, or will occupy in the future, any highway right-of-way or bridge over which the Marathon County Highway Department has jurisdiction.

Utility Accommodations Requirements

The Highway Department regulates the use, occupation, and utility accommodation of the county trunk highway system under sec. 66.047, 84.08, 85.15, 86.07(2), 86.16, and 182.017 of the Wisconsin Statutes. These policies apply to all existing utility facilities retained, relocated, replaced, or altered, and to new utility facilities installed within the highway right-of-way. While the Marathon County Highway Department strives to accommodate utilities whenever possible, the permitted use and occupancy of highway right-of-way for non-highway purposes is subordinate to the primary interests and safety of the traveling public.

Traffic controls (e.g. lighting, traffic signals, etc.) and other facilities maintained and operated by the Highway Department for the purpose of ensuring motorist safety shall not be bound by the policies and procedures contained within this section.

Utility Permit

An application for a utility permit must be completed and submitted to the Marathon County Highway Department. A written request detailing the utility installation and specific location must also be submitted with the application. A map outlining the county road in which the utility will be located should be provided and a schematic of the proposed work will be required along with a profile view of the bore if applicable.

Coordination with Planned Improvements

The Marathon County Highway Department encourages the coordination of utility repairs and installations to be completed in conjunction with planned roadway maintenance and reconstruction. Combining the installation of utilities with road repairs is the most efficient and effective way to accommodate utilities and in the long run is better in terms of providing a sound, well maintained travel way for the public. This is of particular importance when new roadways are being constructed as it is the goal of the Highway Department to avoid unnecessary open cuts on new or nearly new roadways within the County. Any open cut utility work, regardless of how well the road is repaired, has the potential to compromise the integrity of the pavement surface, the base, and sub-base materials which can lead to significant maintenance problems and potentially shorten the life of the roadway segment.

Preferred Utility Accommodations

The Marathon County Highway Department encourages the use of boring as the preferred method to bury utility lines within the public right-of-way. The following sections outline specific actions for boring and open cut utility accommodations.

Boring and Trenching

Boring is the preferred method to accommodate utilities under or parallel any County Highway. Boring is a well established trenchless method that is widely used for the installation of steel pipes and casings, especially under railways and road embankments. This method can be used advantageously to reduce damage to pavements and disruptions to traffic.

For successful execution of boring projects, the utility should survey the site conditions for surface features, subsurface geotechnical conditions and utility data should be gathered and incorporated in the early stages of design process.

While boring is the preferred method of installation, trenching is also an acceptable method for accommodating utilities parallel to any County Highway.

Any contractor or utility that plans on boring or trenching within the roadway right-of-way is required to obtain permission from the Highway Department. A \$75 permit fee is required for standard boring or trenching procedures.

Open Cut Policy

If boring is not an option, and an open cut utility accommodation is necessary, the utility should notify the Highway Department of this request. The Highway Department will review the proposed utility work and will discuss potential options

and repair requirements. The decision to allow an open cut will rest with the Highway Department and will in part be based on pavement condition ratings.

Pavement Condition

Marathon County is required by State Law to collect and submit pavement condition rating data on a bi-annual basis to WisDOT (see **Pavement Management** section of this manual for additional detail). In evaluating the request for an open cut utility accommodation, the Highway Department will consider the current condition of the roadway and pavement in:

1. Determining if an open cut will be allowed,
2. Determining the appropriate permit fee, and;
3. Determining what, if any, additional repairs will be required of the utility or contractor.

The pavement condition ratings provide a general assessment of the pavement and roadway condition and are used as a basis to determine utility fees within Marathon County.

Figure 11 displays the permit fee structure that has been adopted by the Marathon County Highway Department with regard to open cut utility accommodation. The Highway Department reserves the right to waive or modify the fees if it can be shown that the roadway has deteriorated to a lower pavement rating from current pavement rating. All expenses associated with the open cut accommodation will be the responsibility of the utility or contractor.



Figure 13. Open Cut Utility Permit Fees

Current Pavement Rating	General Description of Pavement	Open Cut Permit Fee	Additional Comments and Requirements
<p>↓</p> <p>10 9 8</p>	<p>↓</p> <p>New or Nearly New Pavement.</p>	<p>↓</p> <p>\$1,000</p>	<p>↓</p> <p>The Marathon County Highway Department discourages open cut utility accommodation on new or nearly new roadways. Additional repairs, above and beyond standard open cut repair requirements, may be requested by the Highway Department to adequately accommodate open cut repairs that are allowed on new or nearly new roadways. These measures will be determined on a case-by-case basis by the Highway Department.</p>
<p>7 6</p>	<p>Generally Good Condition.</p>	<p>\$500</p>	<p>Additional repairs, above and beyond standard open cut repair requirements, may be requested by the Highway Department to adequately accommodate open cut repairs that are allowed on roadways in good condition. These measures will be determined on a case-by-case basis by the Highway Department.</p>
<p>5 4 3</p>	<p>In Need of Repair.</p>	<p>\$250</p>	<p>The standard utility accommodation permit fee applies.</p>
<p>2 1</p>	<p>Poor or Very Poor.</p>	<p>\$250</p>	<p>The standard utility accommodation permit fee applies. Utility company or contractor should check with the Highway Department as a roadway rated as 1 or 2 may be programmed for reconstruction. If possible, the utility work should be coordinated with planned roadway improvements.</p>

Multi-Use Trails

The construction and use of multi-use trails are becoming increasingly popular throughout Marathon County. With that comes the potential for increased requests for open cut utility accommodations along trail segments. In many cases, these trails are used year round by pedestrians, bicyclists, ATVs, snowmobiles, and other users. Maintaining these trails is important to the overall preservation of the County infrastructure. Similar to roadways, the open cut of trails is discouraged especially if a trail is newly constructed or nearly new (less than two years old). If an open cut is necessary along a county trail the following permit fees shall apply.

- Trail is under two years old - \$500.
- Trail is over two years old - \$250.

Additional repairs for trails under two years old may also be required by the Highway Department. All expenses associated with the open cut accommodation will be the responsibility of the utility. All other installation and repair requirements required for installation and repair of a utility in the right-of-way of a road shall apply to the right-of-way of multi-use trail (see **Installation and Repair Requirements** section of this manual for additional detail).

Installation and Repair Requirements

All utility work within the public right-of-way is subject to review and approval by the Highway Department personnel. The preferred utility accommodation, boring, is the least intrusive technique, in particular to the roadway surface. In the long term, boring will have the least impact on the integrity of the roadway surface.

Prior to Beginning Work

Before commencing any work on Marathon County roads or within the County right-of-way, the utility or contractor shall notify the Highway Department of the approximate time that work will commence. This notice shall be at least forty-eight (48) hours prior to commencing any work.

On-Site Requirements

Traffic control devices (i.e. signs, cones, etc.) must be used when work is being performed in the public right-of-way. The utility or contractor should make every effort to minimize the disruption of traffic when working within the public right-of-way.

General Requirements

1. Any utility lines should be installed as near as practical to the outside limits of the public right-of-way. This is also to include above ground installation and the setting of utility poles.
2. Contractors should use care when loading and unloading equipment within the public right-of-way. No ditching machinery shall be operated upon the crown of any roadway unless specifically permitted by the Highway Department. The Contractor shall pay for any damage to the roadway or right-of-way.
3. The applicant will remove and relocate its utility lines should it become necessary in order to accommodate widening, realigning, and/or improving County roads at no cost to Marathon County.
4. The applicant shall, from the commencement of the installation of utility lines and thereafter for a period of twelve (12) months from



the date the installation is completed and accepted, assume all responsibility for damages resulting to the landowner or to any other person caused by the installation of the utility lines and shall hold Marathon County harmless from any obligation or claim or damages that may be alleged or result from such utility construction or operation.

5. The applicant will be responsible to reimburse the Highway Department if the Department must repair any work performed by the utility or contractor during a twelve (12) month period following completion of the utility installation.

Open Cut Repair Requirements

The Highway Department has the authority to require more extensive repairs of open cut utility accommodations, especially if the open cut is allowed on new or nearly new roadways. These repairs may be required in order to preserve the long-term integrity of the roadway surface, base, and sub-base. Specific repairs will be identified and approved by the Marathon County Highway Department on a case-by-case basis. As a minimum standard, at all points where excavations are made in the public right-of-way, the applicant will replace and recompact the base and sub-base and will restore the roadway section to the same or better condition as existed prior to the excavation.

Authority to Enforce Policy

The Highway Commissioner, or designee of the Marathon County Highway Department, has the authority to enforce the Utility Accommodation Policy and the specific requirements of an individual utility permit. All utilities, including all consultants, contractors, and

subcontractors working for utilities, are required to abide by the policy and the specific provisions related to individual utility permits.

Failure to Comply

Failure to comply with the Utility Accommodation Policy will result in corrective actions and/or monetary penalties against the Utility. At the Highway Department's option, the following measures may be taken if a Utility fails to comply with the policy or specific permit provisions.

1. Verbal Request for Corrective Action

– The request shall include:

- a) The reason(s) why the present or completed operation is (was) not in compliance with the Policy or the permit provisions,
- b) What steps shall be taken to correct the situation, and
- c) What additional action may be taken if step b is disregarded (items that follow).

2. Written Reprimand – A written reprimand shall be sent to the utility for violating the Policy or its permit provisions when the utility does not comply with the verbal request. The written reprimand shall contain the same information as the verbal request and shall serve as documentation for the violation. The Marathon County Highway Department shall be responsible for writing and sending this reprimand.

3. Suspension of Work Activities – If a responsible person of an inspected work site fails to comply with a verbal request, the inspector may order the suspension of all work activities at the site. If this occurs, the Marathon County Highway Commissioner shall be informed of the situation. The Highway Department shall then contact an authority of the utility to explain why the operation was suspended and what action needs to be taken before work can resume.

4. Removal of Installed Facilities – Any facility installed by a utility shall be in the location shown on the approved permit. If such a facility is discovered in an unacceptable location, and the utility is notified, the utility shall have two weeks' response time to decide on its corrective action. If the utility fails to take corrective action, the Department shall take action to have that facility relocated or removed at the utility's expense. The permittee shall remove the improperly placed facility and put it in an approved location. If the utility fails to relocate its facility the Department shall have the facility removed and bill the permittee for such work.

5. Permit Revocation – If a utility continues to be in noncompliance with the policy or specific permit provisions, the Highway Department may revoke the utility's permit. The utility may reapply for a permit to the Highway Department when it can demonstrate a good faith effort to comply.

6. Public Service Commission (PSC) Notification – Continued violations by a utility of the Policy or its permit provisions may cause the Department to notify the PSC and request its assistance in correcting the situation.

7. Withholding Approval of Future Permits – Continued violations by a utility of the Policy or its permit provisions may cause the Department to withhold

approval of permit applications for that utility until the violations are corrected to the satisfaction of the Department. The severity and number of written reprimands against a utility may serve as a guide in determining future permit approval.

8. Fee Penalties – Any utility that violates the County's utility accommodation policy will be subject to follow:

- a) Cost of the permit.
- b) Penalty – Twice the current permit rate.
- c) Costs of Corrective Actions – The utility will be responsible for all costs associated with repairs or additional work.
- d) After the Fact Permit – Twice the current permit rate.

9. Appeal Process – The utility must first appeal to the permit reviewer, Highway Commissioner, and Committee with assistance of their Corporation Counsel.

RESOLUTION #R-__-22

RESOLUTION TO AUTHORIZE BROADBAND PERMIT FEE STRUCTURE

WHEREAS, Marathon County has existing policies and fee structures relative to the process for burying and maintaining utility lines within the public right-of-way of a county trunk highway; and

WHEREAS, Marathon County's existing policies do not include a process or fee structure for the laying of fiber for broadband services within a public right-of-way; and

WHEREAS, Marathon County desires to expand broadband services within the County, including to unserved and underserved areas; and

WHEREAS, the Marathon County Infrastructure Committee has recommended that a permitting process and fee structure for the laying of fiber for broadband services including the following provisions:

For utility providers seeking to lay or bury fiber for broadband services within the public right-of-way of a county trunk highway, the Marathon County Highway Department shall require payment of a \$175 permit fee. This \$175 permit fee shall be paid by the utility provider for each township within which an individual broadband-related fiber project requires a utility accommodation within the public right-of-way of a county trunk highway. The \$175 permit fee shall apply for all Highway Department inspection time required within that particular township up to one (1) hour of inspection time. If an individual broadband-related fiber project requires more than one (1) hour of Highway Department inspection time within a particular township, the Highway Department shall track and charge to the utility provider the actual costs associated with all inspection time over one hour. Marathon County may seek reimbursement of costs for inspection time over one hour per township through the use of American Rescue Plan Act or Capital Improvement Project funds, if those funds are available and obtainable by the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marathon does hereby ordain to adopt the following fee structure for utility providers seeking to lay or bury fiber for broadband services within the public right-of-way of a county trunk highway:

For utility providers seeking to lay or bury fiber for broadband services within the public right-of-way of a county trunk highway, the Marathon County Highway Department shall require payment of a \$175 permit fee. This \$175 permit fee shall be paid by the utility provider for each township within which an individual broadband-related fiber project requires a utility accommodation within the public right-of-way of a county trunk highway. The \$175 permit fee shall apply for all Highway Department inspection time required within that particular township up to one (1) hour of inspection time. If an individual broadband-related fiber project requires more than one (1) hour of Highway Department inspection time within a particular township, the Highway Department shall track and charge to the utility provider the actual costs associated with all inspection time over one hour. Marathon County may seek reimbursement of costs for inspection time over one hour per township through the use of American Rescue Plan Act or Capital Improvement Project funds, if those funds are available and obtainable by the County.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Marathon County Highway Commissioner shall implement the above fee structure and adopt any required operational policies necessary to implement said fee structure.

Dated the _____ day of _____, 2022.

INFRASTRUCTURE COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Impact: None. This permitting process creates a new permitting fee applicable per township to utilities laying fiber for broadband expansion within the County. This fee may create additional county revenues.

Resolution No. _____

**RESOLUTION DESIGNATING THE WEEK OF APRIL 11th THROUGH APRIL 15TH
“WORKZONE SAFETY AWARENESS WEEK IN MARATHON COUNTY”**

WHEREAS in 1999 the Federal Highway Administration (FHWA) partnered with the American Association of State and Highway officials (AASHTO) and more recently with the American Traffic Safety Services Association (ATSSA) to create the National Work Zone Safety Awareness Week campaign, held annually in April prior to the construction season for much of the nation; and,

WHEREAS, the Wisconsin County Highway Association is asking all seventy-two (72) counties in the state to unite and kick-off “Work Zone Safety Awareness Week” with a resolution and campaign to raise awareness for its’ workers and those of various highway contractors performing work for the counties; and,

WHEREAS, between 2016 and 2021, there were 59 fatalities recorded as a result of more than 13,000 work zone crashes and injuring more than 5,000 people; and,

WHEREAS, construction and maintenance activities on our streets and highways periodically require that work zones be established; and,

WHEREAS, there has been an average of 2,677 work zone crashes in Wisconsin in each of the last five years; and,

WHEREAS, in 2020, Wisconsin suffered from 1,700 crashes in road construction and maintenance zones, resulting in over 665 injuries and 17 fatalities; and,

WHEREAS, through their enforcement activities and other participation, the Marathon County Sheriff’s Office, Wisconsin State Patrol, and the Marathon County Highway Department will work to make “Work Zone Safety Awareness Week a success; and,

WHEREAS, the County Sheriff’s Office is committed in 2022 to conduct enforcement activities and work jointly with the County Highway Department to make “Work Zone Safety Awareness Week” a success in Marathon County; and,

WHEREAS, the Marathon County Highway Department and Sheriff’s Office have employees whose daily duties are to work within work zones and traffic; and,

WHEREAS, the Federal Highway Administration has designated April 11 through April 15, 2022 as National Work Zone Safety Awareness Week with this year’s theme “Work Zones are a Sign to Slow Down”, which focuses on awareness to all drivers in work zones of their speed and proximity to workers,

THEREFORE BE IT RESOLVED by the Marathon County Board of Supervisors that the week of April 11th through April 15th, 2022 be designated as “Work Zone Safety Awareness Week” in Marathon County.

Offered by the Infrastructure Committee on March 3, 2022;

Adopted by the Marathon County Board of Supervisors this _____ day of _____, 2022.

Marathon County Board Chair / County Administrator

Attested to by the County Clerk

Enterprise

2015-013	Land Records Replacement (Transcendent)		Projected Start: 5/1/2015	Projected End: 2/28/2022
<p>- Our Land Records system was developed in-house over the course of the last 20+ years. It is written in COBOL and other tools that are no longer considered modern programming languages. We need to replace or rewrite the system so that we have a modern, supportable land records system.</p> <p>A related project is the iSeries upgrade/replacement - The operating system that runs our IBM iSeries has reached end of life. That mid-range host runs Land Records and Social Services. We moved the load from our in-house iSeries to a cloud solution several years ago. We currently are paying over \$25,000 year to lease a Cloud-based iSeries. Land Records is not the last application on the iSeries, but it is certainly the largest remaining application.</p>				
	Daryn White	Departments:	Treasurer City of Wausau Land Records Marathon County Register of Deeds Property Description Marathon County Treasurer Lincoln County Property Description Lincoln County	
Update:	2/23/2022	CPZ requested enhancements to the Non-Metallic Mining module. CPZ is in process of testing these enhancements in test environment. CPZ committed to testing enhancements by 2/28/22. Will continue to work with vendor until resolved. 95% complete.		
Priority:	3-High	Status:	3-Active	
2015-019	Law Enforcement System Replacement		Projected Start: 12/1/2017	Projected End: 3/31/2022
<p>- The main law enforcement system we used was Tiburon for the past 15 years. The system hasn't been sold or improved in many years. We need to be on a newer, modern system that is still getting enhancements. A second goal is to get all eleven law enforcement agencies to use the same system for records. With Tiburon, only the 6 in the metro area used it for Records. By getting them all on one system we will allow for improved information sharing and simplify the types of reports that the District Attorney's office receives.</p>				
	Jean Kopplin	Departments:	Everest Metro Police Department Kronenwetter Police Department Law Enforcement Mosinee Police Department Rothschild Police Department Wausau Police Department	
Update:	2/23/2022	<ul style="list-style-type: none"> Version 21.4 is now in our test environment. DA Protect, ACISS (National Narcotics Database), and Warnings interfaces are all being tested. First attempts were not successful. The PREA Questionnaire issue has been resolved. 		
Priority:	3-High	Status:	3-Active	
2019-005	Superion DR Buildout		Projected Start: 12/1/2020	Projected End: 12/3/2021

Enterprise

	<p>- Our present disaster recovery tools do not provide near real time recovery. In addition, the permanent disaster recovery site needs to be further away than the current temporary location at City Hall. Chad Billeb has requested that the Superion system be able to withstand multiple failures and be recovered as close to real time as possible. Using software replication, changes to the servers' data would be written to an alternative data center. This would allow the ability to fail over in near real time. This may also require the purchase of additional hardware to provide a robust target for the replicated servers.</p>						
	Dale Schirmacher	Departments:	Law Enforcement				
Update:	2/22/2022	Test databases have been copied and we are waiting on resources from Central Square to test databases prior to migration. Plan to complete in March.					
Priority:	3-High	Status:	3-Active				
2020-040	Moving SIP trunks from our current T1s		<table border="1"> <tr> <td>Projected Start:</td> <td>Projected End:</td> </tr> <tr> <td>11/23/2020</td> <td>3/31/2022</td> </tr> </table>	Projected Start:	Projected End:	11/23/2020	3/31/2022
Projected Start:	Projected End:						
11/23/2020	3/31/2022						
	-						
	Dale Schirmacher	Departments:	All Departments				
Update:	2/22/2022	This work has been divided out amongst the team and has resumed. Still determining which group of direct inbound dial numbers are on which Frontier invoice so that a customer service record can be requested for each invoice.					
Priority:	3-High	Status:	3-Active				
2021-014	Marathon County Judiciary Video Court		<table border="1"> <tr> <td>Projected Start:</td> <td>Projected End:</td> </tr> <tr> <td>4/1/2021</td> <td>3/31/2022</td> </tr> </table>	Projected Start:	Projected End:	4/1/2021	3/31/2022
Projected Start:	Projected End:						
4/1/2021	3/31/2022						
	<p>- Changes approved by the Wisconsin State Supreme Court now allow for increased use of technology for certain types of hearings. The ability for Marathon County Judges and Court Commissioners to utilize this technology will result in significant cost savings and efficiencies for Marathon County. Current third-party vendors (Zoom, etc.) are being used but are less than ideal when attempting to provide video solutions that are critical to the legal system. New technology is needed.</p>						
	Tami Coulson	Departments:	Courts Marathon County NCHC - General Sheriff Marathon County				
Update:	2/22/2022	Order for the video conference hardware for Courtroom B and Branch 2 pilot rooms was placed, however due to supply chain issues delivery for some of the equipment is not expected until at least July/August. A walk-through of the video conference room space in the jail that is being renovated is scheduled for 2/23/22 so that hardware needs can be identified and an order placed.					
Priority:	3-High	Status:	3-Active				
2021-016	IntelliTime Upgrade v6		<table border="1"> <tr> <td>Projected Start:</td> <td>Projected End:</td> </tr> <tr> <td>5/26/2021</td> <td>1/31/2022</td> </tr> </table>	Projected Start:	Projected End:	5/26/2021	1/31/2022
Projected Start:	Projected End:						
5/26/2021	1/31/2022						
	<p>- IntelliTime currently supports the current version and 1 version prior. We are in the one version prior category. We will be losing testing resources to the ERP starting in Fall and going out several years. We also need to position IntelliTime in the best position for any possible integration to the new ERP.</p>						
	Jean Kopplin	Departments:	All Departments				

Enterprise

Update:	2/23/2022	Resources needed to test are still tied up on the Workday implementation. Based on integration discussion, it is believed that we will use the same file transfer from IntelliTime to Workday that we use now for Cayenta; therefore, the need for upgrading may not be as high of a priority. We will need to revisit resource availability and determine whether we can realistically assign resources for testing, or if this project should be put on hold.		
Priority:	3-High	Status:	3-Active	
2021-017	Project Portfolio Management Tool			Projected Start: 6/1/2021 Projected End: 12/30/2022
- CCITC Board requesting a review of our Project Prioritization process that we are currently utilizing to approve and prioritize projects and assign work.				
	Tami Coulson	Departments:	All Departments	
Update:	2/22/2022	Project initiation activities are nearly complete with the contract signed, scope confirmed and resources identified. Sign-off on the project charter is expected by end of this week marking the beginning of the detailed planning phase. All CCITC staff have been provided background information on TeamDynamix to become familiar with the tool so they can contribute to the implementation. The Planning (kick-off) Call with TeamDynamix is 2/24/222 after which the project plan will be developed and the core project team will begin a 3 week Readiness Course training program to provide sufficient knowledge on the product to participate in upcoming design sessions.		
Priority:	3-High	Status:	3-Active	
2021-027	ERP Implementation			Projected Start: 10/11/2021 Projected End: 6/30/2023
- Implementation of ERP project for City of Wausau and County of Marathon. This project will include Teller, Tracker and either Cartegraph or City Works depending on solution selected.				
	Jean Kopplin	Departments:	City of Wausau Personnel City of Wausau Finance City of Wausau Marathon County Finance Marathon County	
Update:	2/23/2022	<ul style="list-style-type: none"> Weekly 1-hour workstream meetings are being held for each of our 20 functional areas within Workday to focus on any questions related to configuration and setup. Teams are filling out very large and detailed configuration and data conversion workbooks. These workbooks contain all our data and design decisions for Finance and HR. These Excel workbooks will be uploaded to our first Workday tenant. This will set the stage for our April sessions when we have our first opportunity to use the system with our data. Discussions are being held with third party vendors to gather integration specifications. 		
Priority:	3-High	Status:	3-Active	
2021-034	Implement new cyber insurance requirements for MFA			Projected Start: 12/1/2021 Projected End: 2/23/2022
- The cyber insurance carrier for CCITC and NCHC has notified CCITC that we must implement security changes immediately. We must be using MFA for remote Access to email, Remote Access to VPN, Remote access by vendors, MFA for administrator accounts and some backup changes.				
	Tami Coulson	Departments:	All Departments	

Enterprise

Update:	2/22/2022	Multi-Factor Authentication is enforced for all remote connections to the CCITC network (for email, VPN, Portal, Horizon View, and IntelliTime). In addition, all IT vendor access is secured with MFA along with administrative access to servers and network infrastructure hardware. The cyber risk insurance attestation was completed and the policy granted.	
Priority:	3-High	Status:	4-Complete
2021-021	Implementation of Microsoft Teams/O365		Projected Start: 6/23/2021 Projected End: 2/28/2022
	- This project is installing Microsoft Teams and updating the current versions of Office 365 throughout the City of Wausau, Marathon County and North Central Health Care.		
	Daryn White	Departments:	All Departments
Update:	2/23/2022	Remaining tasks: rollout Office 365 apps to Law Enforcement and run exception reporting to clean up any missed machines or users. Sheriff Dept rollout for office staff scheduled for today. Wausau Police Department rollout scheduled for next week (March 2nd).	
Priority:	2-Medium	Status:	3-Active
2021-022	Update code repository tools from Team Foundation Server		Projected Start: 8/30/2021 Projected End: 1/1/2022
	- Team foundation is older solution and there are newer tools that can aid in improving deployments, reporting, security, and efficiency		
	Kelly Rottler	Departments:	All Departments
Update:	2/23/2022	Code not transferred to new environment is being verified as unnecessary before the server is shut down.	
Priority:	2-Medium	Status:	3-Active

County

2020-027	Back-up 911 Center Build		Projected Start: 7/1/2020 Projected End: 12/27/2021
	<p>- Install 4 current Call Taking/Dispatch/CAD backup positions in the basement of the Juvenile Detention/Shelter Home facility. Need network connection between rack mounted equipment, the positions, and the ZETRON equipment at the Sheriff's Office. Connection to Langlade County is desired, when possible.</p> <p>Currently, the 911 Center has limited capabilities should evacuation of the Center be needed. We have positions established in the Jail; however, a separate physical location is needed for Disaster Planning/response.</p>		
	Dale Schirmacher	Departments:	Sheriff Marathon County
Update:	2/22/2022	This work will resume in February 2022.	
Priority:	3-High	Status:	3-Active

County			
2020-039	Digital Audio Recording upgrades for Courtrooms		Projected Start: 3/1/2021 Projected End: 2/21/2022
	<p>- CCAP has made a study of all 7 branch courtrooms for the purpose of upgrading all to the future Digital Audio Recording compliancy requirement. The upgrades may include, audio and network wiring, construction, concrete boring, and current audio equipment relocation.</p>		
	Andy Zynda	Departments:	Marathon County
Update:	2/21/2022	Project completed.	
Priority:	3-High	Status:	4-Complete
2019-010	County Website Redesign & Plan under Obj. 12.3		Projected Start: 11/15/2019 Projected End: 11/30/2021
	<p>- Update website to a more modern, customer focused, and service centric site while maintaining ADA compliance.</p> <p>Better serve constituents of Marathon County with a website that is updated to a modern look and feel, a succinct representation of the County, and easier for customers to find answers without having to contact internal departments, which results in unnecessary delay for customers and increased interruptions and inefficiency for staff.</p> <p>Project will evaluate if we should continue to develop this in house with current DNN website architecture and will also look at Commercial off the shelf solutions (COTS).</p>		
	Troy Krezine	Departments:	All Departments
Update:	2/23/2022	Granicus selected as vendor. Contract reviews underway with City and County.	
Priority:	2-Medium	Status:	3-Active
2020-006	County Conference Room Scheduling / Utilization		Projected Start: 11/1/2019 Projected End: 11/30/2021
	<p>- We want to make sure all conference rooms are available for booking via Outlook. There is a need for a more efficient way to schedule conference rooms and make sure all resources are available for booking in the same place. IT support will be necessary for naming, reclassifying, adding conference rooms and opening auto accept functionality through Outlook. The goal is to effectively use the underutilized space and increase ease of use for all users.</p>		
	Patti Kaiser	Departments:	Marathon County
Update:	2/24/2022	Pending Exchange update of fields (delayed with MFA).	
Priority:	2-Medium	Status:	3-Active
2020-022	County Board and City Council Meeting Technology		Projected Start: 5/27/2020 Projected End: 1/28/2022
	<p>- We need to update our roll call system so that supervisors can use it remotely on their iPads, and then when we return to regular meetings in the courthouse, they can use their iPads for voting. Current system is obsolete and is about to lose tech support. We need to get this done ASAP.</p>		

County			
	Kristin Sorenson	Departments:	Administrator Marathon County County Clerk Marathon County Marathon County
Update:	2/23/2022	Marathon County: Roll-out pushed back to April as Multi-Factor Authentication was priority for January meetings. New Board Members will be elected in February. The decision was made to wait until the new Board meets for the first time in April to go-live. City of Wausau: The City Council also plans to roll-out the new system in April. Their training will need to be scheduled in late February, early March.	
Priority:	2-Medium	Status:	3-Active
2020-029	USDD - SAFER Network Connection		Projected Start: 9/7/2020 Projected End: 11/15/2021
	- Integration with USDD and SAFER - alerts the applicable Fire Station, TV, sign board and lights activate within the station to any personnel. Activates pager for volunteer agencies, dispatch automatic voice with the same tone, cadence so dispatchers don't have to move over and talk on the radio. Integration with CAD.		
	Bryan Johnson	Departments:	Sheriff Marathon County
Update:	2/22/2022	Work will be scheduled in March 2022.	
Priority:	2-Medium	Status:	3-Active
2021-005	CPZ – Paperless Initiative		Projected Start: 6/1/2021 Projected End: 2/17/2022
	- This will involve procuring equipment / software / etc.		
	Heather Giddings	Departments:	Conservation, Planning, Zoning
Update:	2/17/2022	Staff have tested and are using Laserfiche mobile app on cell phone and iPads for viewing documents.	
Priority:	2-Medium	Status:	4-Complete
2021-013	Medical Examiner Case Management System Upgrade		Projected Start: 7/26/2021 Projected End: 11/1/2021
	- Rebuild the database to a web-based system to allow easier access for the on-call staff and full-time staff while working from home or while connected via VPN to the network. Explore the options to license a web-based database to other coroners and medical examiners for a fee or as a benefit of becoming a county partner. Our current database functions well, however we have issues accessing the database while on VPN. This adds a significant amount of time for our on-call staff and full-time staff while working from home. It is also difficult to add decedents to the database, which forces the deputy working to come into the office if the weekend was busy.		
	Kelly Rottler	Departments:	County Medical Examiner
Update:	2/23/2022	Project on hold due to LEF migration and ERP data collection.	
Priority:	2-Medium	Status:	3-Active

City				
2020-001	City Assessment Software		Projected Start: 1/31/2020	Projected End: 1/31/2022
	- Selected Patriot as the vendor to implement a new city assessment software package.			
	Daryn White	Departments:	Assessor City of Wausau	
Update:	2/23/2022	City Assessor is working with Patriot to install the public facing assessment website for Wausau and Schofield. Patriot has agreed to have websites setup no later than 3/31/22. CCITC working with City of Wausau GIS on a mapping display issue when in the Patriot software. CCITC also verifying that the assessment files exported out of Patriot match the Ascent tax parcel fields for Personal Property accounts.		
Priority:	3-High	Status:	3-Active	
2021-006	Waste Water Treatment Plant - New Construction		Projected Start: 1/1/1900	Projected End: 5/31/2022
	- The scope of this project is to implement necessary network, PC and communications system that integrate with the purchased SCADA network and support staff working in the facility for data, phones, Wi-Fi, cameras, video, conference rooms, etc. IT will work with Water Works to ensure funding is available and will also coordinate purchase and installation of identified equipment.			
	Daryn White	Departments:	City of Wausau	
Update:	2/23/2022	Project to provide business equipment for the new Wausau Water Works facilities. The new administration building is complete and occupied. The new drinking water facility is still under construction. The drinking water facility is approximately 80% complete. Our desktop support team is in communication with Water Works to coordinate purchase and implementation of hardware. Water Works has quotes, waiting for reply to purchase.		
Priority:	3-High	Status:	3-Active	
2021-012	New firewall and re-IP address WPD and JUV		Projected Start: 3/31/2021	Projected End: 12/31/2021
	-			
	Dale Schirmacher	Departments:	Juvenile Detention Facility Wausau Police Department	
Update:	2/22/2022	Due to the current Break/Fix workload, this project is on-hold until March 2022.		
Priority:	3-High	Status:	2-Researching	
2021-026	Metro Ride Telephone Upgrade		Projected Start: 1/3/2022	Projected End: 3/31/2022
	- The current phone system at Metro Ride is at the end of life and is no longer supported. Metro Ride would like to be incorporated into the phone system that the rest of the City and County are currently on. The current phone service provider for Metro Ride is Frontier and there have been several outages that have impacted the ability of Metro Ride to provide services to the public.			
	Daryn White	Departments:	City of Wausau	
Update:	2/23/2022	This project will replace a one-off phone system in place at Metro Ride and will replace it with a standardized system that the rest of the city is utilizing. Cat 5 cabling pulls are complete. Project is still on schedule for March 2022 completion. The schedule for this project has been pushed due to the MFA rollout.		

City			
Priority:	3-High	Status:	3-Active
2018-020	Community Development Loan Software		Projected Start: 8/1/2020 Projected End: 11/30/2021
	- Community Development needs loan software to replace what is currently done on the AS400.		
	Jean Kopplin	Departments:	Community Development Finance City of Wausau
Update:	2/23/2022	BMI revised the TIF and Tourism Grant applications per Maryanne's suggestions and they are back with her for final review. Outstanding tasks for Maryanne: Review Continuing Appropriations application and test the online portal.	
Priority:	2-Medium	Status:	3-Active
2019-028	Special Assessment Application		Projected Start: 1/27/2021 Projected End: 6/30/2022
	- City of Wausau Special assessments are imposed on only some (not all) real estate parcels within a jurisdiction, generally to defray the cost of capital improvements to those parcels (ex: pavements, sidewalks, sewers, drains). These improvements are presumed to benefit the public and are of special benefit to such parcels of property.		
	The current solution was written in house as a module of our land records system. With us purchasing an off the shelf product to replace land records, we need to find a new solution for tracking and billing special assessments.		
	Perform a review of available off the shelf solutions.		
	Troy Krezine	Departments:	Finance City of Wausau Engineering City of Wausau
Update:	2/23/2022	Restarting contract negotiations with ETI Corp while evaluating other vendor solutions as a fallback.	
Priority:	2-Medium	Status:	3-Active
2020-035	Metro Ride Technology Upgrade		Projected Start: 11/2/2020 Projected End: 5/27/2022
	- There is government Coronavirus Aid, Relief, and Economic Security (CARES) money available to fund this project.		
	This project will provide for the following enhancements to the Metro Ride service available to the public: Real Time Bus Location (GPS) Mobile App that will allow customers to determine bus stop arrival times. On Board Americans with Disabilities Act (ADA) required notifications (audio and visual) Fare collection technology. Reporting required for National Transit Data (NTD) Base reporting. Electronic capture of passenger boarding data.		
	The solution will include a commercial software package and a laptop / tablet on each vehicle. There will also be a requirement for GPS hardware on each bus and cellular connectivity from each bus back to a housed server at CCITC.		
	This project will eliminate bus operators taking ridership counts by hand. The technology described above is keeping with the norm established across the country.		

City							
	Daryn White	Departments:	Metro Ride City of Wausau				
Update:	2/23/2022	Moving forward with the following three upgrades: Fuel system upgrade, upgrade door control system at both the bus transfer and main transit facilities and upgrade the video surveillance system at the bus transfer facility. Met with MetroRide and have had conversation with all three vendors. Fuel System - waiting to get on vendor's schedule. Video system - waiting to get on vendor's schedule. Door Access Control - waiting on revised quote from vendor.					
Priority:	2-Medium	Status:	3-Active				
2021-032	Stationary ALPR		<table border="1"> <tr> <td>Projected Start:</td> <td>Projected End:</td> </tr> <tr> <td>10/29/2021</td> <td>12/1/2022</td> </tr> </table>	Projected Start:	Projected End:	10/29/2021	12/1/2022
Projected Start:	Projected End:						
10/29/2021	12/1/2022						
<p>- Wausau PD would like to investigate fixed-station automated license plate recognition (ALPR) camera options as a scalable solution to increase clearance rates and deter crime. Advancements in technology have made ALPR more accurate, more portable, and more affordable in recent years. Our ability to solve cases is impeded by current limits to our existing technology</p>							
	Kristin Sorenson	Departments:	Wausau Police Department				
Update:	2/23/2022	Met with Ben Graham from Wausau Police Department and Will Stuart from Marathon County Sheriff. We did a demo with Route1 Genetec and they did a Demo with Flock Safety. Flock Safety was the better match and we are looking to set up a second call with them within the next few weeks.					
Priority:	2-Medium	Status:	3-Active				
2021-033	Asset Management		<table border="1"> <tr> <td>Projected Start:</td> <td>Projected End:</td> </tr> <tr> <td>1/31/2022</td> <td>10/31/2022</td> </tr> </table>	Projected Start:	Projected End:	1/31/2022	10/31/2022
Projected Start:	Projected End:						
1/31/2022	10/31/2022						
<p>- Engineering Department is looking to choose an AM software for both its vertical and in-ground infrastructure. Once a software is selected an engineering firm will be hired to implement the software for use by selected divisions of the department.</p> <p>Utility needs this to help maintain regulatory compliance, streets will use this software to record and prioritize work orders, GIS will integrate with the software and engineering will use it to help track work orders and deficiencies.</p>							
	Daryn White	Departments:	City of Wausau				
Update:	2/23/2022	Project to replace the fleet maintenance, inventory and job costing functionality for Highway and Parks Departments. This is going to be installed during the ERP / Cayenta replacement as we are losing the functionality necessary to bill the State of Wisconsin properly when we shut off Cayenta. We will be implementing a product titled Cartegraph to perform these functions.					
Priority:	2-Medium	Status:	2-Researching				