





# MARATHON COUNTY INFRASTRUCTURE COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Thursday, July 6, 2023 at 9:00am**

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

Craig McEwen	Present
Chris Dickinson	Excused
Gary Gisselman	Present
Joel Straub	Excused
John Robinson	Webex
Tom Seubert	Present
Jasper Hartinger	Webex

Staff Present: Jim Griesbach, Tami Coulson, Dave Mack, Michael Puerner, David Holcomb

Others Present: Kurt Gibbs

1. **Call Meeting to Order** – Chair McEwen called the meeting to order at 9:01am
2. **Pledge of Allegiance**
3. **Public Comment** – None
4. **Approval of the June 1, 2023, Infrastructure Committee Meeting Minutes**  
Motion by Robinson, Second by Gisselman to approve the minutes. Motion carried on voice vote, unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
  - A. Continued discussion regarding 2024 Annual budget and policy recommendations from the committee
    1. Mandatory / Discretionary program documentation
    2. Use of rate and fees
    3. Understanding a department's use of levyChair McEwen continued the discussion regarding the 2024 Annual budget and policy recommendations from the committee. Questions were asked and answered.
  - B. Removal of seasonal weight limits CTH "A", Town of Holton  
Highway Commissioner Jim Griesbach presented the proposed change to the seasonal weight limit to CTH "A" in the Town of Holton. Motion by Gisselman, Second by Straub to approve the change of the CTH "A" seasonal weight limit. Motion carried by voice vote unanimously.
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy** – None
7. **Educational Presentations and Committee Discussion**
  - A. Broadband update: Robinson, Klein  
Supervisor Robinson provided a brief update from the broadband taskforce. Questions were asked and answered.
  - B. CCIT Project update: Klein  
Tami Coulson provided a brief overview of the status of current CCIT projects.
  - C. Highway project update: Lang  
Commissioner Griesbach provided a brief overview of the status of current Highway projects. Discussion was had, questions were asked and answered.
  - D. WCHA Road school review: Griesbach, Dickinson, Straub  
Commissioner Griesbach provided highlights from the WCHA Road school.
  - E. Local road improvement program (LRIP) pilot program: Griesbach  
Commissioner Griesbach provided a brief overview of the program.
  - F. CTH "N" & CTH "J", Highway safety improvement program (HSIP): Lang  
Commissioner Griesbach provided a brief overview of the program and provided next steps to be taken. Questions were asked and answered.
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
  - A. Committee members are asked to bring ideas for future discussion.
  - B. Next meeting: Thursday, August 3, 2023 at 9:00am

9. **Adjournment**

Motioned by Gisselman, Second by Straub to adjourn. Motion Carried on voice vote, unanimously.  
Meeting adjourned at 10:10am

Minutes Prepared by David Holcomb

DRAFT



# MARATHON COUNTY HIGHWAY DEPARTMENT

OFFICE OF HIGHWAY COMMISSIONER  
1430 WEST STREET  
WAUSAU, WI 54401

Telephone  
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To: Infrastructure Committee  
From: Jim Griesbach  
Re: July Highway Report  
Date: July 26, 2023

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Paving crew completed County Road S south of State Highway 29 and has begun work on County Road O south of County Road NN. Milling is completed for this phase and paving is scheduled to begin 7/31.

Bridge Crew continue work on the County Road H bridge in the Town of Halsey. The abutments are completed and work on the superstructure is ongoing.

Mowing and asphalt lane wedging work is completed. Maintenance crews are working on crack filling and shoulder maintenance.

CTH K project crews continue to work on intersections that have added turning and taper lanes. The asphalt cold in-place recycling is completed. Curb work is planned to begin over the next week and asphalt paving for some of the rural sections will begin over the next two weeks. Crews are still working to have the mainline asphalt completed near the end of August.

The shop has been repairing and maintaining our fleet of equipment and also oversaw the replacement of several critical parts of the fuel system at the Wausau shop.

We are coordinating with a variety of engineering firms to work to get roadway and bridge plans completed for projects in 2024 and beyond.

We continue to work with WisDOT for change management on projects that are eligible for additional funds as a result of the projects being scoped in previous years and not having adequate inflationary estimates. We are also accepting proposals for work on the County Road X and Ross Avenue intersection and the County Road N and J intersection.

Respectfully Submitted,

Jim Griesbach


# Active Projects (22)

Thu 7/27/23 9:44 AM

Master Priority ⇅	Name ⇅	Description ⇅	End ⇅	Health ⇅	Status Comments ⇅	Percent Complete ⇅	Status Name ⇅
1	ERP Implementation	Implementation of ERP project for City of Wausau and County of Marathon. This project will include Teller, Tracker and ChemsPro/RT Vision.	Fri 7/28/23	<input type="checkbox"/> Green	<p>Final outstanding tasks:</p> <p>Financial data up to Nov 2022 is in Workday. December numbers awaiting completion of audit. Now anticipated to completed early August for City and County. CCITC complete and awaiting load into Workday.</p> <p>Final load of assets moved to Sept/Oct 2023 for City and County due to resource constraints. CCITC complete and awaiting load into Workday.</p> <p>Remaining scope and tasks were moved to Phase II.</p>	97%	In Progress

1	Workday ERP Phase 2	Complete scope identified in the ERP Implementation project, plus additional scope identified to increase efficiencies or optimize the system.	Tue 4/30/24	<input type="checkbox"/> Green	<p>Changed Percent Complete from 30% to 40%. Collaborative Solutions is looking to close out remaining scope by the end of the year 2023. Anything remaining we will need to move to their Collaborative Lean on Services.</p> <p>Adaptive Planning: Budgeting process. Revenue/Operating Expense, and Workforce Planning testing with departments is in progress at the City – County to follow. CIP portion of budget configuration pushed to 2024. The second round of knowledge transfer is scheduled for the week of July 24th. Go-live August 7th.</p> <p>Prism Analytics: Converting data from Cayenta for reporting within Workday. Live in Production. No issues thus far. Access will be kept to Finance and HR staff except for accounts payable. The plan is to roll out to select individuals to be able to track payments.</p> <p>Reporting: Outside of four financial reports still being created by outside staff or CCITC, any further reporting needs will be considered routine support.</p> <p>Integrations:</p> <p>Amazon - pushed to February of 2024 due to Finance resource constraints Procurement Cards – Scheduled to be used for the cycle starting August 25th</p>	40%	In Progress
1	Teller Phase 2	Increase efficiencies and optimize the system and processes for cash receipting.	Sun 12/31/23	<input type="checkbox"/> Green	<p>The switch to the new credit card readers will occur in August. Teller is working on developing technology to support lockboxes and the next integrations. Therefore, phase 2 to start up again in early September when they anticipate they will be ready. Portfolio development should be ready at that time as well.</p>	10%	In Progress
2	RFP for Multi-Function Device vendor	<p>The Marco printing contract is coming due for renewal. We will be putting the MFD contract out for RFP and will renew prior to August when the contract expires. Inventory and assessment of MFD needs to be completed prior to creating the RFP.</p> <p>Complete contracting with selected vendor.</p>	Mon 7/31/23	<input type="checkbox"/> Yellow	<p>Changed Percent Complete from 50% to 65%. Changed Health from Green - On track to Yellow - At risk with corrective actions. We are through selection, and Gerry is working on contract negotiations.</p>	65%	In Progress

3	Lake View buildings on NCHC campus remodeling	Remodeling projects for the Lake View buildings on the NCHC campus	Thu 8/31/23	<input type="checkbox"/> Green	<ul style="list-style-type: none"> <li>- Cabling for the AV systems was installed in July.</li> <li>- AV equipment will be installed later in August after remaining construction is complete.</li> <li>- Network equipment will be installed in the new data closet prior to the AV installation.</li> <li>- A second draft theme design for digital signs was received and is pending review by County Communications.</li> <li>- Installation of of the digital signage software will begin in the next couple weeks.</li> <li>- Once the base templates are ready then content creation can begin.</li> </ul>	90%	In Progress
4	18NC100 NCHC Addition and Remodel	Construction for the final phases of the North Central Healthcare campus master facility plan will require CCITC to provide network infrastructure and provision/move desktop hardware. IT costs will be covered by funding already approved for 2018 NCHC master facility plan.	Thu 8/31/23	<input type="checkbox"/> Green	<p>Marshall Street, Suite A:</p> <ul style="list-style-type: none"> <li>- Pharmacy move is scheduled for Aug 23.</li> <li>- Hardware moves for administration are pending new office furniture installation.</li> </ul> <p>1st move week - Accounting, Patient Finance, and IMS  2nd move week - HR, Dejan, Safety and Security, Compliance, Marketing, Gary and Debbie</p>	85%	In Progress
5	Moving SIP trunks from our current T1s	Moving SIP trunks from our current T1s	Fri 8/25/23	<input type="checkbox"/> Green	On premise faxing has been hindered due to logs not rotating out of the server. Working on automation to prevent this.	85%	In Progress
6	Chassis switch replacements - County	Replacement plan for the Cisco 4506 switches that will be end of life in 2023. Planning a phased approach for replacement of 3 to 5 switches per year. A switch creates a computer network by connecting multiple computer devices together. Each PC, laptop, printer, cameras, phone, etc on our network physically has a cable that goes to a wiring closet and plugs in to a switch. Typically, each switch has 48 ports to connect 48 different devices together.	Fri 11/3/23	<input type="checkbox"/> Green	Still working on the chassis replacement timeline.	45%	In Progress
6	RFP - Internet Firewall replacement	Last year, responding to COVID we upgraded our VPN firewalls. Now we are also reaching capacity limits on our Internet facing firewalls. Replace existing redundant Firewalls for greater capacity and secured access to the Internet.	Fri 9/29/23	<input type="checkbox"/> Green	Changed Percent Complete from 15% to 18%. RFP has been released. Responses are due by August 25th. First of two Q&A sessions were well attended.	18%	In Progress

7	Server 2012 remediation	Microsoft Server 2012 and 2012/R2 will be at end of support on October 10th 2023. Once the server is end of support, no security updates will be available. Each of the 170+ servers will need to either decommissioned, newly built on a current operating system, upgraded in place or moved to Azure so they will receive security updates.	Thu 2/29/24	<input type="checkbox"/> Green	<ul style="list-style-type: none"> <li>- Most application servers are either complete or waiting for scheduled time with vendors to do application installs on newer OS servers, including all the Superior law enforcement servers that are being migrated this week.</li> <li>- Focus is now on moving infrastructure team supported servers to new OS. There are multiple servers for many of these systems (such as file servers, print servers, domain controllers, backup servers) so once the best method to get onto current version of OS is determined will then be able to apply the same process to numerous servers.</li> </ul>	50%	In Progress
8	E911 location services Redsky	RedSky Cloud based location reporting for compliance with FCC requirements for E911	Sun 12/31/23	 Yellow	Due to resource constraints, no significant work completed this period.	30%	In Progress
9	Superior DR Buildout	Superior DR Buildout	Thu 8/31/23	<input type="checkbox"/> Green	Plan to have file servers migrated in August. This will complete the project.	95%	In Progress
9	Desktop Hardware Asset Tracking in TeamDynamix	Load all hardware assets into TeamDynamix and create workflows to track new hardware purchase requests, purchasing, installations, and moves to maintain accurate record of where hardware is located and who it is assigned to. Reports to be developed to pull hardware inventory for billing.	Thu 8/31/23	<input type="checkbox"/> Green	A physical inventory is underway to validate the desktop hardware assets imported into TeamDynamix and populate additional asset information (e.g. user assigned to) and put new asset tags on all devices.	80%	In Progress
10	Back-up 911 Center Build	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.	Fri 7/28/23	<input type="checkbox"/> Green	Frontier is ready to install circuit at the courthouse and we are scheduling the time. No update meeting this month.	65%	In Progress
11	Special Assessment Application	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.	Fri 8/18/23	<input type="checkbox"/> Green	The Special Assessment (saMgr) project is going through the final validation of current amount owed in the new application vs the old application. July 15th projected go-live date.	95%	In Progress



13	Marathon County Judiciary Video Court	Currently the Marathon County Circuit Courts are utilizing Zoom to manage court cases and hearings that are approved by the State Supreme Court. Marathon County Judges and the Court Commissioner are in need of a robust and reliable video court solution that is not dependent upon a third-party solution. An effective solution would provide significant efficiencies and move cases along more expeditiously.	Fri 12/29/23	<input type="checkbox"/> Green	<p>Changed Percent Complete from 65% to 70%.</p> <ul style="list-style-type: none"> <li>- All AV equipment was purchased and some has been delivered.</li> <li>- Electrical and data wiring in each courtroom in advance of the AV install is scheduled.</li> <li>- Have dates courtrooms are available and am working with vendor to schedule AV installation.</li> </ul>	70%	In Progress
14	Asset Management	<p>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>Per Project Prioritization Committee can proceed with system selection but the goal is to implement a solution that meets both City and County needs.</p>	Mon 12/30/24	<input type="checkbox"/> Green	<p>Meeting held with Marathon County and City of Wausau (Administrator and Mayor). Decision made to look at a three phase implementation of an asset management project to start with Facility Management to ensure the new water plants are getting the proper maintenance. Followed by Fleet Vehicle and Electronic Work Order / Time Keeping modules. CIP request for the city and county will be submitted for 2024 with a total dollar amount broken down by phase.</p> <p>Next steps:  3rd Quarter 2023 - Release RFP  4th Qtr 2023 / 1st Qtr 2024 - Select Vendor - Contract  2024 - Implement Facility Management (Vertical Assets) portion of project.  2025 - Fleet Vehicle Maintenance / Horizontal Asset Inclusion (Sewers / Streets, etc).</p> <p>Expect to get rolling with this in August 2023.</p>	1%	In Progress
15	Project Portfolio Management Tool	<p>CCITC Board requesting a review of our Project Prioritization process that we are currently utilizing to approve and prioritize projects and assign work. Currently we have more project work than resources to accommodate the incoming requests.</p> <p>Project scope was broadened to implement an integrated Project Portfolio Management and IT Service Management solution. Goal is to have integrated work management for CCITC staff across projects and service management.</p>	Fri 6/30/23	<input type="checkbox"/> Green	NCHC user access request (New, Change, Disable) processes in TeamDynamix are ready for go-live, pending completion of training/communications. Once live the project will be closed.	99%	In Progress

15	Open Records Management application selection and implementation	Currently the tracking of open record requests is a manual process. Want to implement an IT Application for tracking open records that would allow: Initiating open record request through a portal for public or by City/County/NCHC employees. Reporting on open requests. Tracking assignments, redaction, and online delivery of materials thru portal.	Fri 12/29/23	<input type="checkbox"/> Green	Changed Status from New to In Progress. Changed Health from None - No health has been set to Green - On track. NextRequest delivered a proposal that allows Sheriff to keep their old portal for historical records and migrate to the new County Portal. Training is being scheduled. Contract evaluation in progress.	25%	In Progress
16	County Website Redesign & Plan Under Obj. 12.3	Update website to a more modern, customer focused, and service centric site while maintaining ADA compliance.  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.	Fri 7/28/23	<input type="checkbox"/> Green	Changed Percent Complete from 90% to 99%.  Go-live is July 27.	99%	In Progress
18	Opsgenie	Opsgenie is a notification platform that will allow our email alerts to be directed to the appropriate on-call CCITC staff. Escalation and response is built into the platform.	Fri 12/29/23	<input type="checkbox"/> Green	No progress on this Project due to Workday Priorities.	16%	In Progress
19	Fiber connection from Courthouse to Police and Fire and Metro	Our current connection to the police, fire and Community Development is via ancient Charter cable that we were granted in the 1980s as part of the cable franchise agreements for Marcus cable. With legal changes that happened in Madison within the last few years we cannot expect to continue to get that connection for free. In addition, it's not as fast as fiber.	Fri 9/29/23	<input type="checkbox"/> Green	All contracts are signed, waiting on timeline from vendor.	20%	In Progress
			<b>12/30/2024</b>				