



## MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, January 11, 2022 3:30 p.m.**

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

Members: **John Robinson, Chair; Alyson Leahy, Vice-Chair; Craig McEwen, Kurt Gibbs, Yee Leng Xiong, Jonathan Fisher, Jennifer Aarrestad**

**Marathon County Mission Statement:** Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly, or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12/20/05)

**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.

**The meeting location identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Human Resources, Finance and Property Committee members and the public to attend this meeting remotely. To this end, instead of attendance in person, Committee members and the public may attend this meeting by telephone conference. If Committee members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees.**

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number: **1-408-418-9388** Access Code: **146 078 0067** Password: none

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!**

1. Call to Order-Please silence your cellphones
2. Public Comment Period
3. Approval of the Minutes of the December 8, 2021 Human Resources, Finance and Property Committee Meeting
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. Approval of the December 2021 Claims and Questioned Costs-Palmer
    2. Interdepartmental Budget Transfers
    3. Potential Sale of Excess Right-of-Way, 1427 Lake Street (17<sup>th</sup> Avenue, North of Lake Wausau)
    4. Tax Deed Properties
      - a) Reconsideration of Bid Acceptance-234495 Fire Station Road Wausau, WI (Bid Originally Accepted on December 8, 2021)
      - b) Bid Opening for Tax Deed Property 2019-3
      - c) Review of Appraisals for 1308 and 1312 N 16<sup>th</sup> Ave, Wausau, WI and potential of combining the parcels for sale
  - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
    1. Conservation, Planning and Zoning Department – Zoning and Regulatory Program Staffing Restructure-Miskimins
    2. Discussion of criteria, process, and timelines for distributions of American Rescue Plan Act (ARPA) funding
      - a) Consideration of authorizing expenditure of ARPA funding for leasing space within Community Partner Campus
      - b) Consideration of authorizing expenditure of ARPA funding for Uniquely Wisconsin program offered by Wisconsin Counties' Association and Discover Wisconsin
6. Policy Issues Discussion and Committee Determination
  - A. Proposed Financing Schedule Series 2022 V1 for 2022 Capital Improvement Plan
7. Announcements:

Next Meeting Date-January 25, 2022 at 4:00 p.m.
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](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.*

**SIGNED J Robinson/s/K Palmer**

Presiding Officer or Designee

Faxed to: Wausau Daily Herald  
Faxed to: City Pages  
Faxed to: Record Review  
Faxed by/time: K Palmer 1/7/2022 3:30 pm  
**Posted to the County Website:**

**NOTICE POSTED AT THE COURTHOUSE**

By/Date/Time: K Palmer 1/7/2022 3:30 pm

**www.co.marathon.wi.us**



**MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES**

Date & Time of Meeting: **Wednesday, December 8, 2021; 3:30 p.m.**

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

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

Also Present or via web: Kristi Palmer, Lance Leonhard, Michael Puerner, Jean Maszk, Terry Kaiser, Dejan Adzic, Molly Adzic, James Griesbach, Gerry Klein, Kim Trueblood, Chief Deputy Billeb, Jamie Polley

1. Call to Order-Please silence your cellphones
2. Public Comment Period -**None**
3. Approval of the Minutes of the November 23, 2021 Human Resources, Finance and Property Committee Meeting

**McEwen and second by Fisher to approve the minutes; 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. Approval of the November 2021 Claims and Questioned Costs-Palmer

**Motion by Leahy and seconded by Fisher to approve November claims; unanimous**

2. Interdepartmental Budget Transfers
  - a. General Budget Transfers-None
  - b. Transfer for previous year DA staff invoice not billed by the State of Wisconsin

Follow Up: Bring back in January with resolution to the invoice issue

3. Tax Deed Properties
  - a. 234495 Fire Station Road Wausau, WI

Bid #1 \$21,550 bid from James A Flees

Bid #2 for \$21,622 Michael Witzeling

Bid #3 \$28,000 Jeffery S Borse-He is the original owner of the property the County can consider that as a factor if warranted.

**Motion by McEwen and seconded by Aarrestad to accept the bid for the \$28,000 for the property at 234495 Fire Station Road; unanimous**

- b. Tax Deed Property Sale 2019-3

Bid #1 for \$405

There was a bid in the past for \$1,000 that was rejected. The price was established by assessed value.

**Motion by Xiong and seconded Leahy to reject the offer; unanimous**

Follow Up: Robinson request that we should bundle the two parcels and sell together. Corporation Counsel will investigate this issue and get back to the Committee.

4. Resolution on the Acceptance of the Opioid Settlement

Corporation Counsel discussed the settlement resolution and conditions of the settlement. If a County does not sign on then the award may be significantly lower. The award will be paid out over 20 years. The funds will be paid directly to the County and will be used for mitigation and treatment of Opioid use and abuse. If the County does not sign the agreement then the County has 90 days to actively pursue the suit.

**Motion by Gibbs and seconded by Fisher to approve the Resolution on the Acceptance of the Opioid Settlement and forward to the County Board; unanimous**

Follow Up: Supervisor Gibbs will ask about attorney fees in regards to the Opioid settlement.



## MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: Wednesday, December 8, 2021; 3:30 p.m

### 5. American Rescue Plan

- a. ARPA process, criteria and timeline
- b. Funding and Eligible Expense Categories

The Committee can look at the list and inventory of potential projects and criteria and visualize where these items might fit into each bucket.

Follow Up: In coordination with County Administration, the 3 documents will be sent out and forwarded to the Committee members for further discussion.

### B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration

#### 1. Discussion and Possible Action-Repeal and Creation of new Marathon County Procurement Code

Corporation Counsel discussed the changes to the Procurement Code. The new thresholds are more in line with federal guidelines. Robinson-How do we insure compliance and integrity to the process? Leonhard-The old code was hard to understand. This code is laid out in a logical format and having a flow chart for training is essential to having the correct information for departments. Gibbs-Are there limitation that we can put on the new ERP system? Palmer-We will be able to determine this as we meet with the consultant building the ERP workflow. Gibbs-Would there be an interest to develop a centralized purchasing department. Thank you to Corporation Counsel's office for this modernized Procurement Code.

**Motion by Gibbs and seconded by Fisher to repeal and create a new Procurement Code and forward to County Board as presented; unanimous**

#### 2. Resolution to Amend the 2021 CIP for Courtroom and Jail audio/video enhancements

Chief Deputy Billeb discussed the 2021 CIP project for Courtroom and Jail audio/video court options. The current set up during the COVID-19 work and it is not meeting the needs of the courts very well. The courtrooms have been upgraded to a software that allows for court reporters to complete the work remotely. This will also allow for limiting the transportation of inmates for court. We will use video court technology for court hearing as needed for effective administration of the courts. There can be multiple hearings at one time with this technology. The costs will be approximately \$70,000 per courtroom, wiring and jail upgrades. We are asking that ARPA funding could be the funding source for this project under 1. Public Safety 1.7 category for this project.

**Motion by Gibbs and seconded by Fisher to approve the Resolution to amend the 2021 CIP for the Courtroom and Jail audio/video Enhancement and forward to the County Board; unanimous**

#### 3. Resolution to Amend the 2021 CIP for the CIP Project Big Eau Pleine Electrical Upgrade

The bids for the horse barn are double the price budgeted and we will reprioritize that project.

**Motion by Leahy and seconded by Fisher to Amend the 2021 CIP for the Big Eau Pleine Electrical Upgrade; unanimous**

### 6. Policy Issues Discussion and Committee Determination-None

### 7. Announcements: Next Meeting Date-January 11, 2022 3:30 pm. 2022 HRFC meeting schedule The additional January 2022 meeting will be added along with the Joint CWA meeting. The April reorganization may change the meeting dates T/B/D

### 8. Adjourn-**Motion to adjourn by Leahy and seconded by Fisher to adjourn at 4:55 pm.**

# MARATHON COUNTY

## Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **Season Welle, Kristi Palmer**, and to your Department Head. This email will confirm that your Department Head acknowledges and approves this transfer. Forms that are incomplete, incorrect, out-of-balance, or that have not been sent to your Department Head will be returned. The Finance Department will forward completed forms to the Marathon County Human Resources, Finance & Property Committee.

**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	DAJ DAJ 8 2381	VACCINE ACTIVITY GRANT	43188

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	DAJ DAJ 9 1250	WAGES REG PT TEMP	30000
Expenditure Increase	DAJ DAJ 9 3260	ADVERTISING	13188

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_



# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW VACCINE ACTIVITY GRANT

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to promote COVID 19 vaccine for older adults throughout the four county region. This is a temporary grant to be used between. October 2021 – September 2022.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a “Local Match” Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

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### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

# MARATHON COUNTY

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	DCB SCB 8 2520	FOOD SERVICES	60610

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	DCB DCB 9 1110	SALARIES PERM REG FT	29610
Expenditure Increase	DCB DCB 9 1544	HLTH INS CONVERSION RET	2000
Expenditure Increase	DCB DCB 9 2250	TELEPHONE	10000
Expenditure Increase	DCB DCB 9 2995	COMPUTER MAINT CONTRACT	4000
Expenditure Increase	DCB DCB 9 2995	POSTAGE	3000
Expenditure Increase	DCB DCB 9 3260	ADVERTISING	10000
Expenditure Increase	DCB DCB 9 5140	GENERAL LIABILITY INS	2000

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**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW IIIB ADMIN

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to administrative expenses for the Aging programs throughout the four county region

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

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### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

# MARATHON COUNTY

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	DCF DCG 9 1110	SAL PERM REG FT	15000
Expenditure Decrease	DCF DCI 9 2180	FOOD SERVICES	100000
Expenditure Decrease	DCF DCG 9 1210	WAGES PERM REG FT	10000
Expenditure Decrease	DCF DCG 9 1540	HOSPITAL HEALTH INS	5543
Expenditure Decrease	DCF DCL 9 1211	WAGES PERM REG PT	17000
Expenditure Decrease	DCF DCL 9 2180	FOOD SERVICES	30000
Expenditure Decrease	DCF DCM 9 2180	FOOD SERVICES	20000
Expenditure Decrease	DCF DCN 9 2180	FOOD SERVICES	35000
Expenditure Decrease	DCF DCP 9 2180	FOOD SERVICES	20000
Expenditure Decrease	DCF DOA 9 2180	FOOD SERVICES	20000
Expenditure Decrease	DCF DCS 9 2180	FOOD SERVICES	11000

**TRANSER TO:**

Action	Account Number	Account Description	Amount
Revenue Decrease	DCF DCF 8 2521	ADRC CW C1 GRANT	283543

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

Requested By: Steve Prell

Date Completed: 12/7/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

## **MARATHON COUNTY**

### **Budget Transfer Authorization Request – Supplemental Information**

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW C1 CONGREGATE MEALS

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used provide congregate meals throughout the four county region. Because of COVID our congregate meal sites were closed for most of the year. The C1 grant dollars were allowed to be transferred to our Meals on Wheels C2 program. This budget adjustment is done to accomplish this transfer.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: Transfer C1 grant funds to C2 Meals on Wheels

- 5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

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**COMPLETED BY FINANCE DEPARTMENT:**

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **Season Welle, Kristi Palmer**, and to your Department Head. This email will confirm that your Department Head acknowledges and approves this transfer. Forms that are incomplete, incorrect, out-of-balance, or that have not been sent to your Department Head will be returned. The Finance Department will forward completed forms to the Marathon County Human Resources, Finance & Property Committee.

**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	DDA DDA 8 2521	ADRC CW C2 GRANT FED	675941

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	DDA DDB 9 1110	SALARIES PERM REG FT	30000
	DDA DDB 9 1210	WAGES PERM REG FT	20000
	DDA DDB 9 1211	WAGES PERM REG PT	75000
	DDA DDB 9 1540	HOSPITAL HEALTH INSURANCE	10000
	DDA DDB 9 2250	TELEPHONE	6000
	DDA DDB 9 3140	SMALL ITEMS EQUIPMENT	4000
	DDA DDC 9 2180	FOOD SERVICES	330941
	DDA DDC 9 3490	OTHER OPERATING SUPPLIES	70000
	DDA DDD 9 8195	OTHER CAP EQUIP ADRC	130000

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_ Date Transferred: \_\_\_\_\_

**MARATHON COUNTY**  
**Budget Transfer Authorization Request – Supplemental Information**

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW C2 MEALS ON WHEELS FED GRANT

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used provide meals on wheels throughout the four county region. Because of COVID our congregate meal sites were closed for most of the year. The C1 grant dollars used for congregate meals were allowed to be transferred to our Meals on Wheels C2 program. In addition due to COVID - any 2020 unspent C2 grant dollars were allowed to be carried over to 2021. All of these adjustments to our Aging grants were finalized by our grantor the end of November 2021. Any unspent C2 2020 carryover grant dollars will be allowed to be carried over to 2022.

Capital items – replacement equipment in several dining sites throughout the four county region – industrial water heaters, industrial dish machine, industrial freezer, full set of new kitchen equipment for a new dining site. Historically CIP committee approval has not been required for ADRC Capital items. The ADRC CW Board approves them, most of these particular items are not located in Marathon County.

- 3) This program is: (Check one)

- An Existing Program.  
 A New Program.

- 4) What is the reason for this budget transfer?

- Carry-over of Fund Balance.  
 Increase/Decrease in Grant Funding for Existing Program.  
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.  
 Set up Initial Budget for New Grant Program.  
 Set up Initial Budget for New Non-Grant Program  
 Other. Please explain: Transfer C1 grant funds to C2 Meals on Wheels

- 5) If this Program is a Grant, is there a “Local Match” Requirement?

- This Program is not a Grant.  
 This Program is a Grant, but there is no Local Match requirement.  
 This Program is a Grant, and there is a Local Match requirement of: (Check one)  
 Cash (such as tax levy, user fees, donations, etc.)  
 Non-cash/In-Kind Services: (Describe) volunteer time. Both cash match and in-kind match are allowed and utilized to meet match requirement.

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

- No.  
 Yes, the Amount is Less than \$30,000.  
 Yes, the Amount is \$30,000 or more AND: (Check one)  
 The capital request HAS been approved by the CIP Committee.  
 The capital request HAS NOT been approved by the CIP Committee.



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**COMPLETED BY FINANCE DEPARTMENT:**

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	DDH DDH 9 2180	FOOD SERVICES	459

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Revenue Decrease	DDH DDH 8 2522	ADRC CW C2 NSIP	459

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

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- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW C2 NSIP

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to provide food for the nutrition programs throughout the four county region

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

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### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	DDI DDI 8 2532	ADRC CW ALZHEIMERS GRANT	3024

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Select action	Click to enter GL Account	Click here to enter account description	Enter amount
Expenditure Increase	DDI DDI 9 7190	OTHER DIRECT RELIEF TO INDIGENTS	3024

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

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Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW ALZHEIMERS GRANT

2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to provide direct reimbursements to caregivers of those with dementia.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) xxx

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request Form

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	DDJ DDJ 8 2525	ADRC CW IIIIE NAT'L FAM CARE	52934

**TRANSER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	DDJ DDJ 9 1111	SAL/PERM/REG/PT	15000
Expenditure Increase	DDJ DDJ 9 7190	OTHER DIRECT RELIEF TO INDIGENTS	37934

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW IIIIE NATIONAL FAMILY CAREGIVER

2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to provide case management and direct reimbursements to caregivers of those with dementia.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) Alzheimers grant is allowed to be used as match for IIIIE grant

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_



# MARATHON COUNTY

## Budget Transfer Authorization Request Form

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	DDL DDL 9 1110	SALARIES PERM REG FT	10000
Expenditure Decrease	DDL DDL 9 1540	HOSPITAL/HEALTH INS	1483

**TRANSER TO:**

Action	Account Number	Account Description	Amount
Revenue Decrease	DDL DDL 8 2524	ADRC CW IIID PREVENTION GRANT	11483

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW IIID PREVENTION

- 2) Provide a brief (2-3 sentence) description of what this program does.

This grant is used to provide evidence based programs throughout the four county region

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	EAA EAA 8 8435	DONATIONS FROM FOUNDATION	1500

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	EAA EAA 9 3490	OTHER OPERATING SUPPLIES	1500

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC CW SR SNOW DAYS

2) Provide a brief (2-3 sentence) description of what this program does.

Funds received from a local foundation to be used to provide Sr Snow Day meals in the Marshfield area.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) volunteer time

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	EAR EAR 8 8409	DONATIONS FROM MEMORIALS	50000

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	EAR EAR 9 9130	INCR FB SUBSEQUENT YEARS	50000

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC MC BURNS FAMILY TRUST

- 2) Provide a brief (2-3 sentence) description of what this program does.

Funds received from a local family to be used within Marathon County. To be used for meals for those affected by dementia and their caregivers.

- 3) This program is: (Check one)

- An Existing Program.  
 A New Program.

- 4) What is the reason for this budget transfer?

- Carry-over of Fund Balance.  
 Increase/Decrease in Grant Funding for Existing Program.  
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.  
 Set up Initial Budget for New Grant Program.  
 Set up Initial Budget for New Non-Grant Program  
 Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a “Local Match” Requirement?

- This Program is not a Grant.  
 This Program is a Grant, but there is no Local Match requirement.  
 This Program is a Grant, and there is a Local Match requirement of: (Check one)  
 Cash (such as tax levy, user fees, donations, etc.)  
 Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

- No.  
 Yes, the Amount is Less than \$30,000.  
 Yes, the Amount is \$30,000 or more AND: (Check one)  
 The capital request HAS been approved by the CIP Committee.  
 The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	EBA EBA 8 8435	DONATIONS FR FOUNDATION	700

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	EBA EBA 9 9130	INCR FB SUBSEQUENT YEARS	700

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_



# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC WC MFLD AREA PREV PROG LDR

- 2) Provide a brief (2-3 sentence) description of what this program does.

Funds received from a local FOUNDATION TO PROVIDE TRAINING FOR PREVENTION PROGRAM LEADERS IN THE Marshfield area.

- 3) This program is: (Check one)

- An Existing Program.  
 A New Program.

- 4) What is the reason for this budget transfer?

- Carry-over of Fund Balance.  
 Increase/Decrease in Grant Funding for Existing Program.  
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.  
 Set up Initial Budget for New Grant Program.  
 Set up Initial Budget for New Non-Grant Program  
 Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a “Local Match” Requirement?

- This Program is not a Grant.  
 This Program is a Grant, but there is no Local Match requirement.  
 This Program is a Grant, and there is a Local Match requirement of: (Check one)  
 Cash (such as tax levy, user fees, donations, etc.)  
 Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

- No.  
 Yes, the Amount is Less than \$30,000.  
 Yes, the Amount is \$30,000 or more AND: (Check one)  
 The capital request HAS been approved by the CIP Committee.  
 The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request Form

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**DEPARTMENT:** ADRC-CW

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	EBB EBB 8 8435	DONATIONS FROM FOUNDATION	3000

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	EBB EBB 9 9130	INCR FB SUBSEQUENT YEARS	3000

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Steve Prell

**Date Completed:** 12/7/2021

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

ADRC WC STOCK BOXES

- 2) Provide a brief (2-3 sentence) description of what this program does.

Funds received from a local foundation to be used to provide stock boxes of food to local families in Wood County.

- 3) This program is: (Check one)

- An Existing Program.  
 A New Program.

- 4) What is the reason for this budget transfer?

- Carry-over of Fund Balance.  
 Increase/Decrease in Grant Funding for Existing Program.  
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.  
 Set up Initial Budget for New Grant Program.  
 Set up Initial Budget for New Non-Grant Program  
 Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a “Local Match” Requirement?

- This Program is not a Grant.  
 This Program is a Grant, but there is no Local Match requirement.  
 This Program is a Grant, and there is a Local Match requirement of: (Check one)  
 Cash (such as tax levy, user fees, donations, etc.)  
 Non-cash/In-Kind Services: (Describe) volunteer time

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

- No.  
 Yes, the Amount is Less than \$30,000.  
 Yes, the Amount is \$30,000 or more AND: (Check one)  
 The capital request HAS been approved by the CIP Committee.  
 The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? \_\_\_\_\_

Is a Budget Transfer Resolution Required? \_\_\_\_\_

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

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**DEPARTMENT:** Parks, Recreation & Forestry

**BUDGET YEAR:** 2021

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	101 71098210	Land	\$24,471

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	153 77898210	Land	\$24,471

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Tom Lovlien, Forest Administrator

**Date Completed:** 12/8/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

Forest Segregated Land Account

2) Provide a brief (2-3 sentence) description of what this program does.

Funds are budgeted each year in the regular PRF budget. No purchases of land occurred in 2021. This budget transfer will allow the funds to be used to purchase lands to add to the County Forest in future years to meet Objective 5.2, Outcome Measure 3 in the 2018-2022 Marathon County Strategic Plan.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: [Click here to enter description](#)

5) If this Program is a Grant, is there a “Local Match” Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund?           No          

Is a Budget Transfer Resolution Required?           No

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

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**DEPARTMENT:** Sheriff

**BUDGET YEAR:** 2021

---

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	160-84582320	Public Safety Federal Grant	13,848

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	160-84593490	Other Operating Supplies	13,848

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Kristin Williams, Administrative Services Manager

**Date Completed:** 12/20/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)  
FY 20 Edward Bryne Memorial Justice Assistance Grant (JAG) Program (10/1/2020 to 9/30/2022)
- 2) Provide a brief (2-3 sentence) description of what this program does.  
To provide law enforcement agencies additional resources to enhance their ability to provide community initiatives, provide for officer and community safety and enhance crime response.
- 3) This program is: (Check one)
  - An Existing Program.
  - A New Program.
- 4) What is the reason for this budget transfer?
  - Carry-over of Fund Balance.
  - Increase/Decrease in Grant Funding for Existing Program.
  - Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.
  - Set up Initial Budget for New Grant Program.
  - Set up Initial Budget for New Non-Grant Program
  - Other. Please explain: [Click here to enter description](#)
- 5) If this Program is a Grant, is there a "Local Match" Requirement?
  - This Program is not a Grant.
  - This Program is a Grant, but there is no Local Match requirement.
  - This Program is a Grant, and there is a Local Match requirement of: (Check one)
    - Cash (such as tax levy, user fees, donations, etc.)
    - Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)
- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)
  - No.
  - Yes, the Amount is Less than \$30,000.
  - Yes, the Amount is \$30,000 or more AND: (Check one)
    - The capital request HAS been approved by the CIP Committee.
    - The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund?       No            Is a Budget Transfer Resolution Required?       Yes



# MARATHON COUNTY

## Budget Transfer Authorization Request Form

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**DEPARTMENT:** Highway

**BUDGET YEAR:** 2022

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	801-289 8 7134	STH Construct (624Z)	3,500
Revenue Increase	801-289 8 7134	STH Construct (624Z)	2,500

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	289 9 1210	Wages (624A)	4,500
Expenditure Increase	289 9 4590	Raw Material (624B)	500
Expenditure Increase	289 9 5330	Equipment Rent (624B)	1,000

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Mary Rosensprung

**Date Completed:** 1/3/2022

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)

Highway Department State Trunk Highway Construction.

2) Provide a brief (2-3 sentence) description of what this program does.

State of Wisconsin Dept of Transportation periodically awards special contracts, such as this Local Force Agreement (LFA). Program costs must be tracked and invoiced to the State separate from any other billable services provided by the Highway department.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain:

5) If this Program is a Grant, is there a "Local Match" Requirement?

This Program is not a Grant.

This Program is a Grant, but there is no Local Match requirement.

This Program is a Grant, and there is a Local Match requirement of: (Check one)

Cash (such as tax levy, user fees, donations, etc.)

Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)

6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)

No.

Yes, the Amount is Less than \$30,000.

Yes, the Amount is \$30,000 or more AND: (Check one)

The capital request HAS been approved by the CIP Committee.

The capital request HAS NOT been approved by the CIP Committee.

---

### COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund?       No      

Is a Budget Transfer Resolution Required?       Yes

**MARATHON COUNTY**  
**Budget Transfer Authorization Request Form**

This form must be completed electronically and emailed to **Season Welle, Kristi Palmer**, and to your Department Head. This email will confirm that your Department Head acknowledges and approves this transfer. Forms that are incomplete, incorrect, out-of-balance, or that have not been sent to your Department Head will be returned. The Finance Department will forward completed forms to the Marathon County Human Resources, Finance & Property Committee.

**DEPARTMENT:** Medical Examiner

**BUDGET YEAR:** 2022

---

**TRANSER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	101 11091110	Salaries	565

**TRANSER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	101 11093390	Meeting Expense	565

I, the undersigned, respectfully request that the Human Resources, Finance & Property Committee approve the following change in budget / transfer of funds as discussed in the attached supplemental information.

**Requested By:** Medical Examiner

**Date Completed:** 1/3/2022

---

**COMPLETED BY FINANCE DEPARTMENT:**

Approved by Human Resources, Finance & Property Committee: \_\_\_\_\_

Date Transferred: \_\_\_\_\_

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

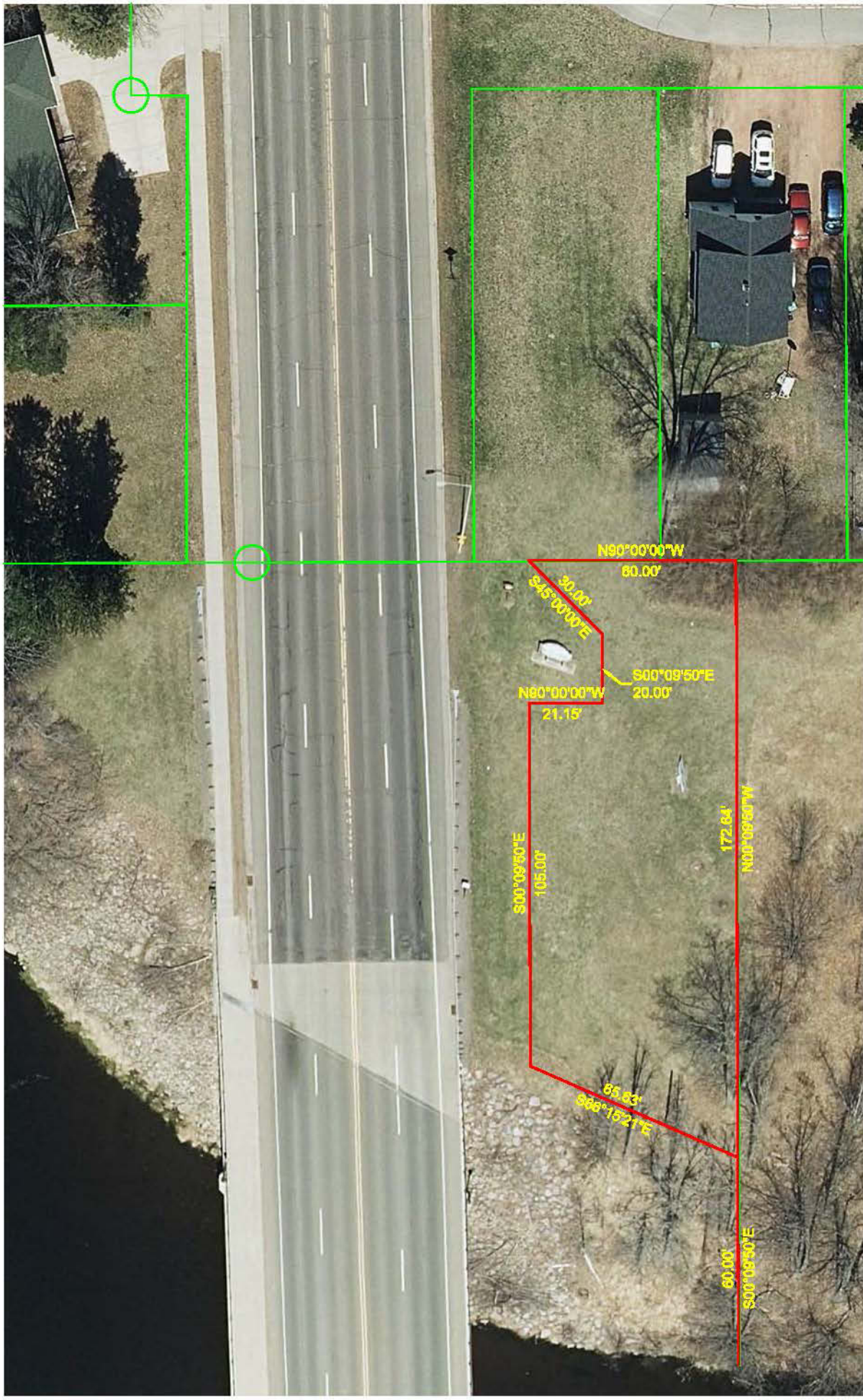
Attach this supplemental information to the original Budget Transfer Authorization Request Form. All questions must be completed by the requesting department or the Budget Transfer Authorization Request Form will be returned.

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)  
Move funding in the Medical Examiners budget for 2022
- 2) Provide a brief (2-3 sentence) description of what this program does.  
This will move expenses in the 2022 Medical Examiners budget
- 3) This program is: (Check one)
  - An Existing Program.
  - A New Program.
- 4) What is the reason for this budget transfer?
  - Carry-over of Fund Balance.
  - Increase/Decrease in Grant Funding for Existing Program.
  - Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.
  - Set up Initial Budget for New Grant Program.
  - Set up Initial Budget for New Non-Grant Program
  - Other. Please explain: [Click here to enter description](#)
- 5) If this Program is a Grant, is there a “Local Match” Requirement?
  - This Program is not a Grant.
  - This Program is a Grant, but there is no Local Match requirement.
  - This Program is a Grant, and there is a Local Match requirement of: (Check one)
    - Cash (such as tax levy, user fees, donations, etc.)
    - Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)
- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)
  - No.
  - Yes, the Amount is Less than \$30,000.
  - Yes, the Amount is \$30,000 or more AND: (Check one)
    - The capital request HAS been approved by the CIP Committee.
    - The capital request HAS NOT been approved by the CIP Committee.

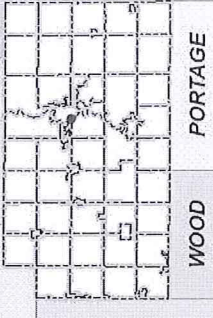
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### COMPLETED BY FINANCE DEPARTMENT:









Is 10% of this program appropriation unit or fund?       No            Is a Budget Transfer Resolution Required?       No

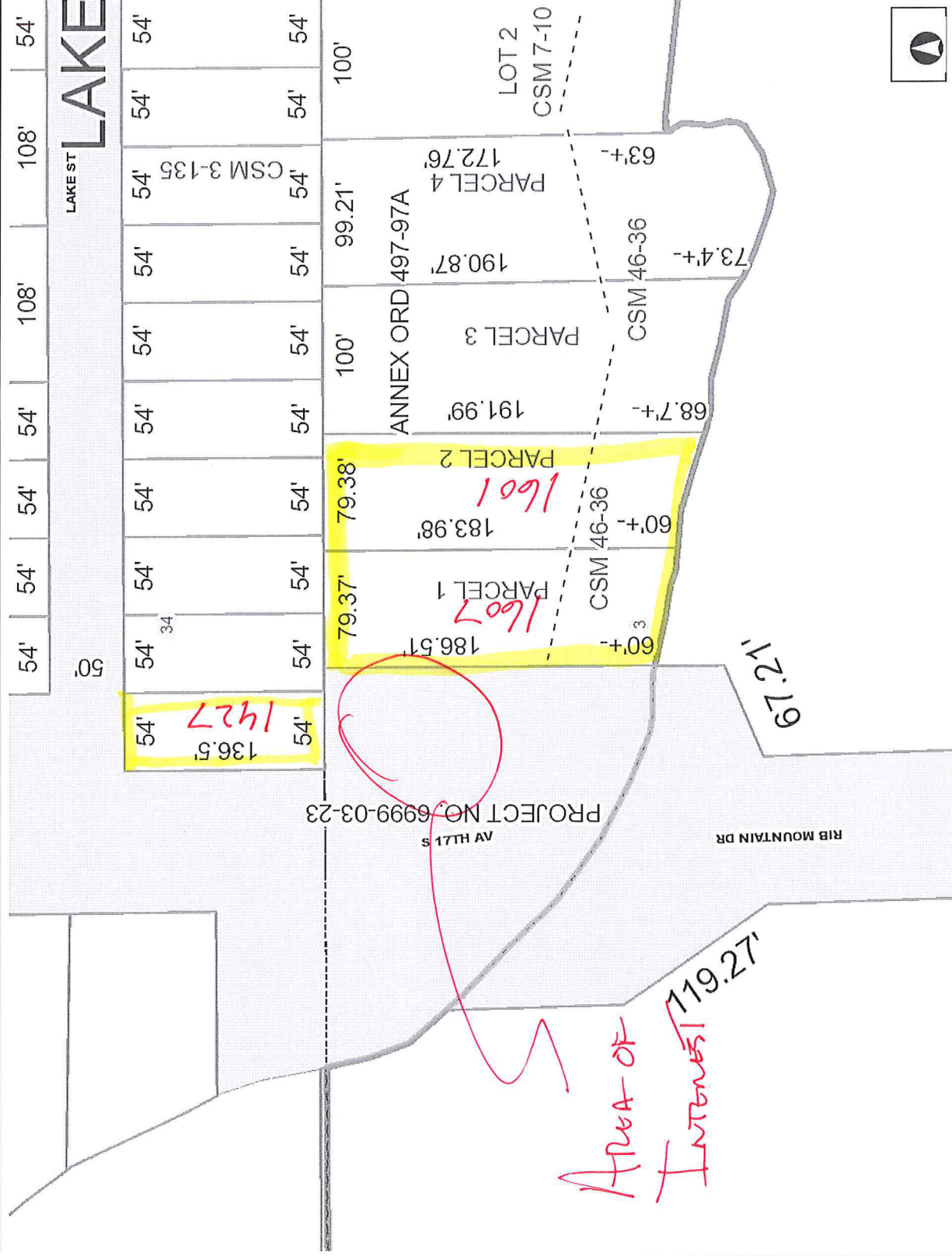






**Legend**

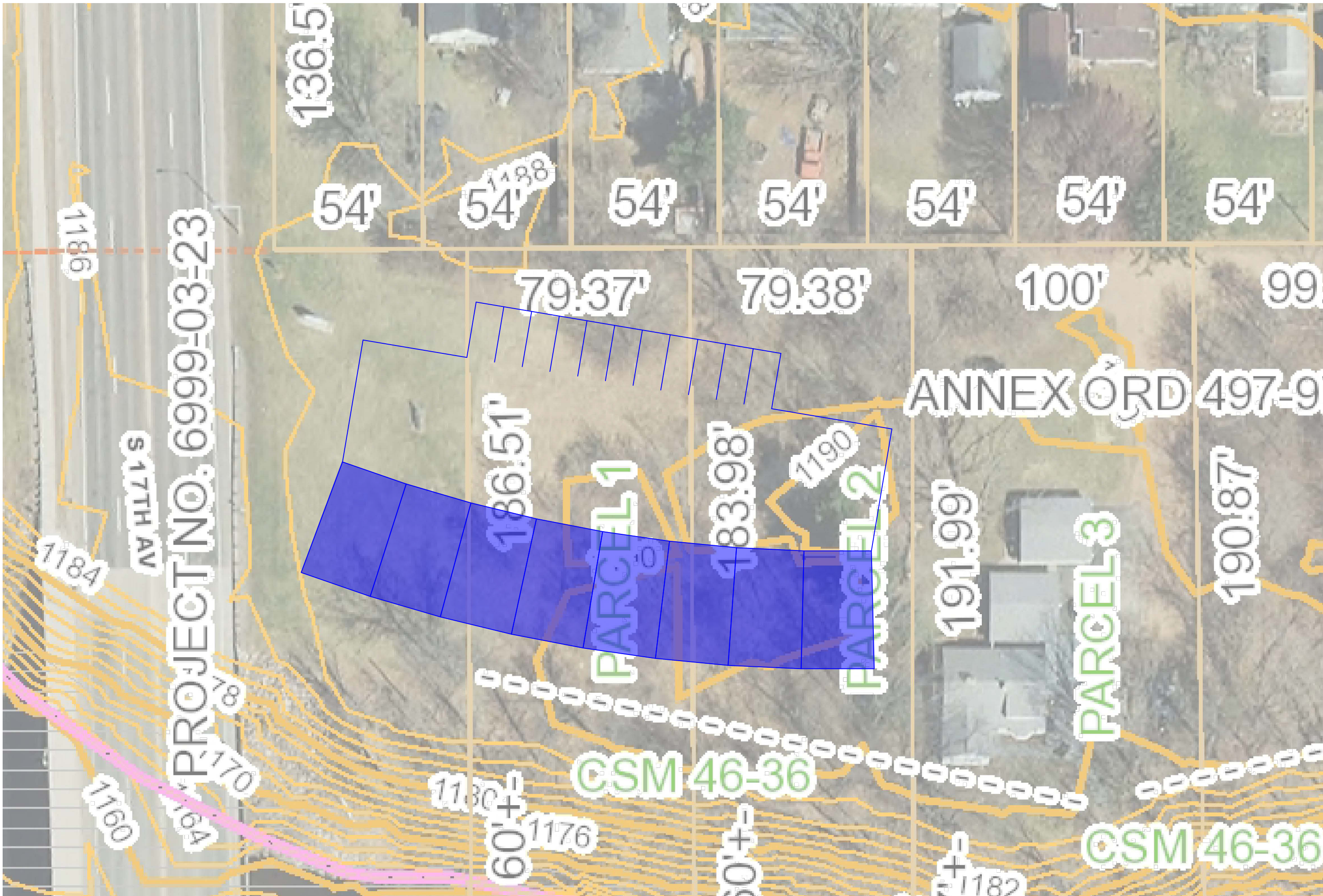
-  Road Names
-  Parcels
-  Parcel Lot Lines
-  Land Hooks
-  Section Lines/Numbers
-  Right Of Ways
-  Named Places
-  Municipalities



12-13-2024

**Notes**  
 DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.  
 THIS MAP IS NOT TO BE USED FOR NAVIGATION







**APPRAISAL REPORT**

**OF**



1308 n 16th ave  
WAUSAU, WI 54414

**PREPARED FOR**

MARATHON COUNTY  
531 WASHINGTON ST  
PO BOX 1184 WAUSAU, WI

**AS OF**

12/22/2021

**PREPARED BY**

meyer appraisal service  
4503 AUGUSTINE AVE  
WESTON, WI 54476



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Exhibit	12



meyer appraisal service  
4503 AUGUSTINE AVE  
WESTON, WI 54476

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12/26/2021

MARATHON COUNTY  
531 WASHINGTON ST  
PO BOX 1184 WAUSAU, WI

RE: N/A  
1308 n 16th ave  
WAUSAU, WI 54414  
File No. MARATHON COUNTY  
Case No.

Dear

In accordance with your request, I have personally inspected and prepared an appraisal report of the real property located at:

1308 n 16th ave, WAUSAU, WI 54414

The purpose of this appraisal is to estimate the market value of the property described in the body of this appraisal report.

Enclosed, please find the appraisal report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of 12/22/2021 is:

\$ 4,000

The opinion of value expressed in this report is contingent upon the limiting conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

Signature: \_\_\_\_\_



Gordon A Meyer

---

meyer appraisal service  
**SUBJECT PHOTO ADDENDUM**

File No. MARATHON COUNTY  
Case No.

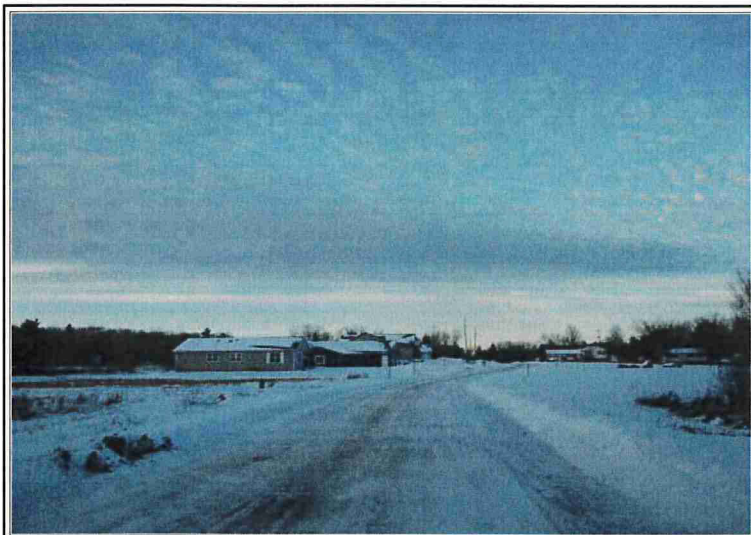
Borrower	N/A						
Property Address	1308 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI				



**FRONT OF  
SUBJECT PROPERTY**  
1308 n 16th ave  
WAUSAU, WI 54414



**REAR OF  
SUBJECT PROPERTY**



**STREET SCENE**



LAND APPRAISAL REPORT

IDENTIFICATION
Borrower N/A
Census Tract 8
Map Reference 59
Property Address 1308 n 16th ave
City WAUSAU
County Marathon
State WI
Zip Code 54414
Legal Description SEE ADDENDUM
Sale Price \$ N/A
Date of Sale N/A
Loan Term yrs.
Property Rights Appraised [X] Fee [ ] Leasehold [ ] De Minimis PUD
Actual Real Estate Taxes \$ N/A (yr)
Loan Charges to be paid by seller \$ N/A
Other Sales Concessions NONE
Lender/Client MARATHON COUNTY
Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI
Occupant VACANT
Appraiser Gordon A Meyer
Instructions to Appraiser ESTIMATE MARKET VALUE

NEIGHBORHOOD
Location [X] Urban [ ] Suburban [ ] Rural
Built Up [X] Over 75% [ ] 25% to 75% [ ] Under 25%
Growth Rate [ ] Fully Dev. [ ] Rapid [X] Steady [ ] Slow
Property Values [ ] Increasing [X] Stable [ ] Declining
Demand/Supply [ ] Shortage [X] In Balance [ ] Oversupply
Marketing Time [ ] Under 3 Mos. [X] 3-6 Mos. [X] Over 6 Mos.
Present Land Use 65 %1 Family 2 %2-4 Family 1 % Apts 1 % Condo 25 % Commercial
Change In Present Land Use [X] Not Likely [ ] Likely(\*) [ ] Taking Place (\*)
Predominate Occupancy [X] Owner [ ] Tenant [ ] % Vacant
Single Family Price Range \$ 40,000 to \$ 400,000
Predominant Value \$ 122,000
Single Family Age 10 yrs to 80 yrs.
Predominant Age 35 yrs

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): THE SUBJECT IS LOCATED ON THE SOUTH WEST SIDE OF WAUSAU. LAND USE IN THE AREA INCLUDED RESIDENTIAL AS WELL AS A SOME MANUFACTURING USE A BLOCK SOUTH OF THE SUBJECT.

SITE
Dimensions 132.17X127.9X108.94X127.88 = Appx: 15,418 sf
Zoning Classification R-2 RESIDENTIAL
Highest and best use [ ] Present use [X] Other (specify) Residential SITE
Elec. [X]
Gas [X]
Water [X]
San. Sewer [X]
OFF SITE IMPROVEMENTS
Street Access [X] Public [ ] Private
Surface PAVED
Maintenance [X] Public [ ] Private
Storm Sewer [ ] Curb/Gutter [ ]
Sidewalk [ ] Street Lights [ ]
Topo DRAINAGE AREA
Size IRREGULAR
Shape Rectangular
View AVERAGE
Drainage UNKNOWN
Is the property located in a HUD identified Special Flood Hazard Area? [X] No [ ] Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions): THIS SITE CONFORMS WITH LOCAL ZONING. THERE IS NO INDICATION OF ANY ADVERSE EASEMENTS OR ENCROACHMENTS, THE SITE IS IN WET LANDS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

MARKET DATA ANALYSIS table with columns: SUBJECT PROPERTY, COMPARABLE NO.1, COMPARABLE NO.2, COMPARABLE NO.3. Rows include Address, Proximity to Subject, Sales Price, Price /, Data Source, Date of Sale and Time Adjustment, Location, Site/View, Sales or Financing Concessions, Net Adj. (Total), Indicated Value of Subject.

Comments on Market Data THE SUBJECT SITE IS IN WET LANDS AND NOT BUILDABLE, SALE 1 WAS BUILDABLE BUT LOOKED LIKE WET LANDS SO NO ONE WOULD BUY IT FOR A BUILDING SITE, SOLD TO NEIGHBOR, SALE 2 WAS NARROW BUILDABLE SITE, BUT ZONING REQUIRED BASEMENT AND OLD HOME WAS PUSHED INTO THE OLD BASEMENT, SALE 3 WAS A SMALL BUILDABLE SITE, BUT NEIGHBOR BOUGHT IT FOR CAMPER
Comments and Conditions of Appraisal: FOR ONE REASON OR ANOTHER ALL COMPARABLE SALES WERE DETERMINED BY POTENTIAL BUYERS TO NOT BE REASONABLE RESIDENTIAL SITE. THE RANGE OF SALE PRICES WAS \$4000-\$5500 AND THE VALUE IS ESTIMATED AT THE LOW END OF THE RANGE BECAUSE OF DRAINAGE

Final Reconciliation: THE SALES COMPARISON APPROACH WAS USED TO PROVIDE THE VALUE ESTIMATE. THE COST AND INCOME APPROACHES TO VALUE WERE NOT USED.

RECONCILIATION
ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF 12/22/2021 to be \$ 4,000
Appraiser(s) Gordon A Meyer
Date Report Signed 12/26/2021
State Certification # 1040-10 State WI
Or State License # State
Expiration Date of License or Certification 12/14/2023

meyer appraisal service  
**COMMENT ADDENDUM**

File No. MARATHON COUNTY  
Case No.

Borrower	N/A						
Property Address	1308 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI				

LEGAL DESCRIPTION

WESTVIEW TERRACE ADD LOT 5 BLOCK 1 , CITY OF WAUSAU, MARATHON COUNTY WISCONSIN  
LOT SIZE... PER CITY 15,418 SQ. FT

GENERAL COMMENTS

THE REPORT WAS COMPLETED TO ESTIMATE THE CURRENT MARKET VALUE OF THE SUBJECT WITH OWNERSHIP IN FEE SIMPLE TO BE USED BY MARATHON COUNTY TO ESTIMATE VALUE FOR QUICK AND REASONABLE SALE

THE SCOPE OF WORK INCLUDED MY PERSONAL INSPECTION OF THE SUBJECT, REVIEW OF GOVERNMENT DATA ON THE SUBJECT, REVIEW OF POTENTIAL COMPARABLE SALES AND LISTINGS IN THE CENTRAL WISCONSIN ML'S SERVICE.

THE DEFINITION OF MARKET VALUE WAS INCLUDED AND TAKEN FROM FNMA

THE SUBJECT SITE IS A DRAINAGE AREA AND IT INDICATED AS BEING IN WET LANDS AND IS NOT BUILDABLE.

HIGHEST AND BEST USE WOULD TO BE ADDED TO THE PARCELS ON EITHER SIDE.

THE WET LANDS MAP IS ALSO ATTACHED



**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

### STATEMENT OF LIMITING CONDITIONS

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazard wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgage or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.



**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:


1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, professional analyses, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form. I certify that, to the best of my knowledge and belief: The statements of fact contained in this report are true and correct. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
4. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or the present owners or occupants of the properties in the vicinity of the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of the market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have made a personal inspection of the property that is the subject of this report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. No one provided significant professional assistance to the person signing this report.

If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.

**SUPERVISORY APPRAISER'S CERTIFICATION:** If a supervisory appraiser signed the appraiser report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:** 1308 n 16th ave, WAUSAU, WI 54414

**APPRAISER:**

Signature:   
 Name: Gordon A Meyer  
 Date Signed: 12/26/2021  
 State Certification #: 1040-10  
 or State License #: \_\_\_\_\_  
 State: WI  
 Expiration Date of Certification or License: 12/14/2023

**SUPERVISORY APPRAISER** (only if required)

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Expiration Date of Certification or License: \_\_\_\_\_  
 Did  Did Not Inspect Property

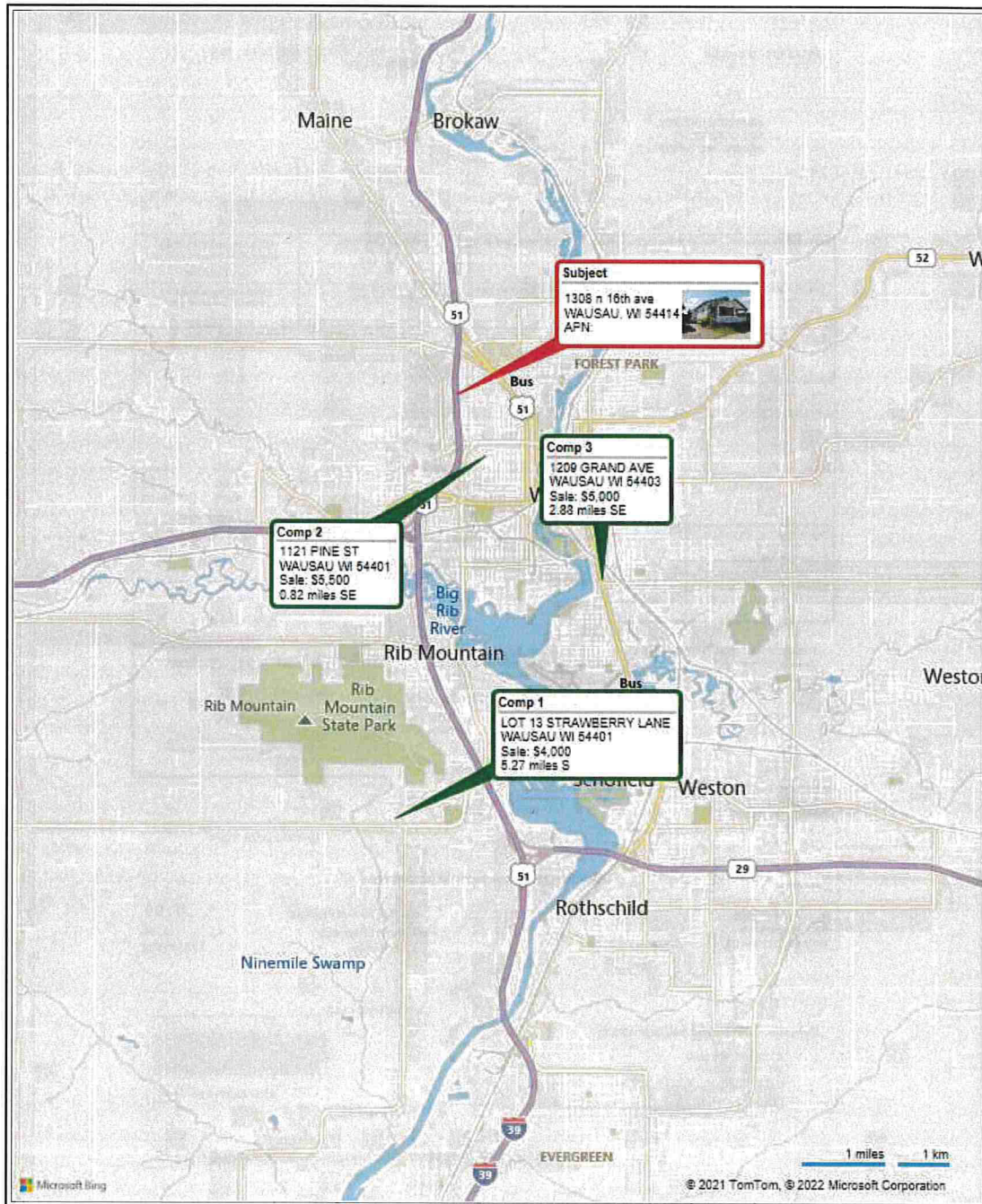
Borrower	N/A						
Property Address	1308 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI				

SUBJECT

COMP 1

COMP 2

COMP 3



COMP 4

COMP 5

COMP 6



Borrower N/A

Property Address 1308 n 16th ave

City WAUSAU County Marathon State WI Zip Code 54414

Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

STATE OF WISCONSIN  
REAL ESTATE PROPERTY TAX BILL FOR 2021  
CITY OF WAUSAU  
MARATHON COUNTY

Bill No. 203507

IMPORTANT: Correspondence should refer to tax number  
See reverse side for important information  
Be sure this description covers your property. This description is for  
property tax bill only and may not be a full legal description.

MARATHON COUNTY  
1308 N 16TH AVE  
WESTVIEW TERRACE ADD LOT 5 BLK 1  
0.3600 ACRES

291-2907-224-0090

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403



Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Credits)	
			98.40%	0.02480206	
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A Star in This Box Means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit	
				0.00	
Taxing Jurisdiction	2020	2021	2020	2021	% Tax Change
	Est. State Aids Allocated Tax District	Est. State Aids Allocated Tax District	Net Tax	Net Tax	
MARATHON COUNTY	2,336,368	2,139,569	0.00	0.00	
CITY OF WAUSAU	7,776,787	7,816,285	0.00	0.00	
WAUSAU SCHOOL	43,866,892	42,462,169	0.00	0.00	
NORTHCENTRAL TECH	3,735,441	3,508,542	0.00	0.00	
<b>Total</b>	<b>57,715,488</b>	<b>55,926,565</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
		First Dollar Credit	0.00	0.00	0.0%
		Lottery & Gaming Credit	0.00	0.00	0.0%
		Net Property Tax	0.00	0.00	

<b>Make Check Payable To:</b>	Full Payment Due On or Before January 31, 2022	Net Property Tax	0.00
CITY OF WAUSAU PO BOX 78510 MILWAUKEE WI 53278-8510	<b>\$0.00</b>		
	Or pay the following installments		
	1/31/2022	0.00	
	4/30/2022	0.00	
	7/31/2022	0.00	

FOR INFORMATIONAL PURPOSES ONLY - Voter-Approved Temporary Tax Increases			
Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied To Property	Year Increase Ends
WAUSAU SCHOOL	\$313,548.38	0.00	2035

**TOTAL DUE FOR FULL PAYMENT**  
**JANUARY 31, 2022**  
**\$0.00**

Warning: If not paid by due date, installment option is lost  
and total tax is delinquent subject to interest and, if applicable,  
penalty. Failure to pay on time. See reverse.

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403

Return this portion with payment.

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403

Total Due for Full Payment: 0.00  
Installment Payment: 0.00  
Payment Date: 1/31/2022

Amount Enclosed \$ \_\_\_\_\_

Make check payable and mail payments to:

CITY OF WAUSAU  
PO BOX 78510  
MILWAUKEE WI 53278-8510



291-2907-224-0090

01291290722400900000000000000000000202201319

Borrower N/A  
Property Address 1308 n 16th ave  
City WAUSAU County Marathon State WI Zip Code 54414  
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

NO. 1040 - 10

EXPIRES: 12/14/2023

The State of Wisconsin  
Department of Safety and Professional Services

Hereby certifies that  
GORDON A MEYER

was granted a certificate to practice as a

CERTIFIED GENERAL APPRAISER ELIGIBLE TO APPRAISE FEDERALLY  
RELATED TRANSACTIONS IS AQB COMPLIANT

in the State of Wisconsin in accordance with Wisconsin Law  
on the 7th day of January in the year 2000.

The authority granted herein must be renewed each biennium by the granting authority.

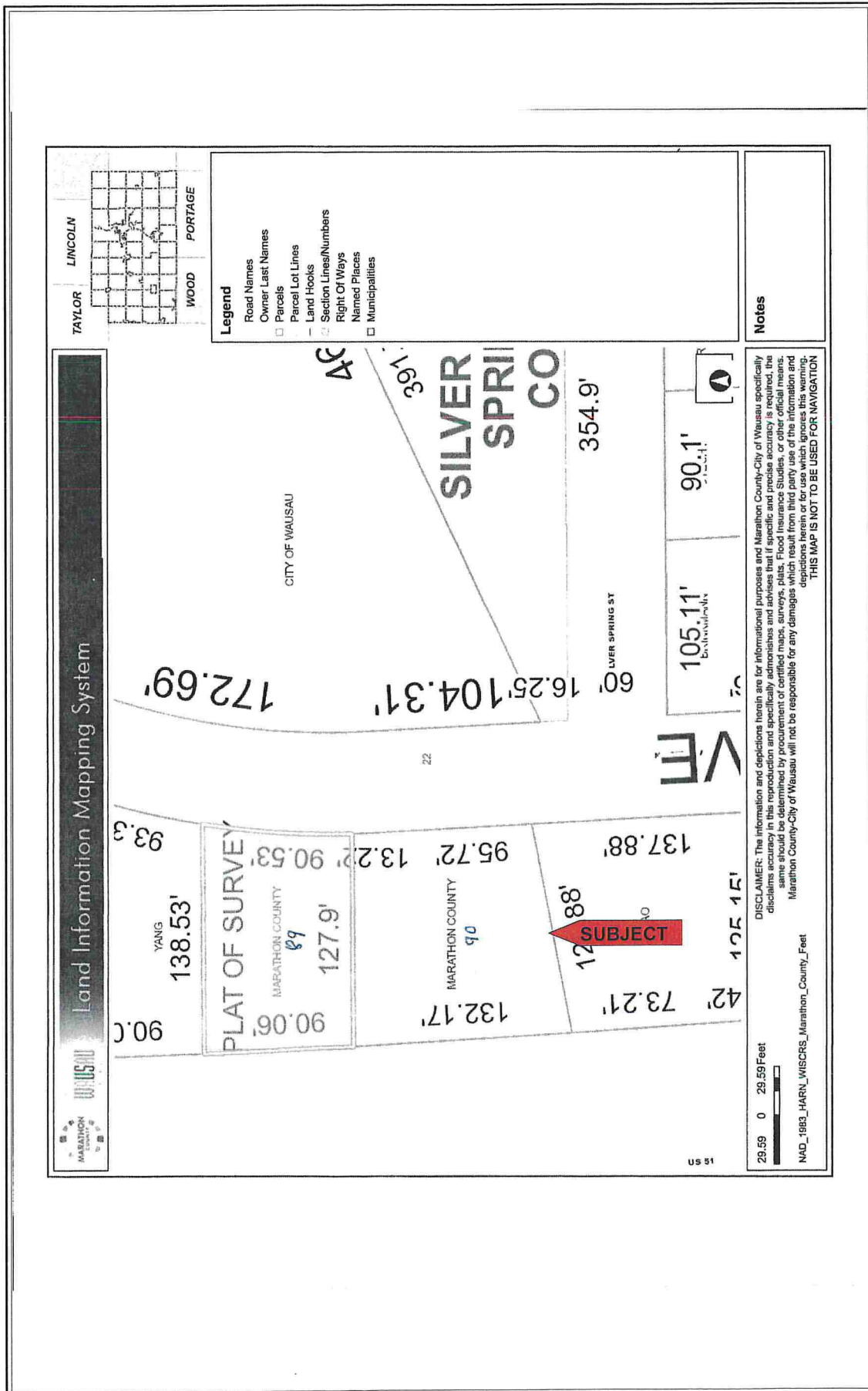
In witness thereof, the State of Wisconsin  
Department of Safety and Professional Services  
has caused this certificate to be issued under  
its official seal.



*Dana B. Linn*  
DWS Secretary

*This certificate was printed on the 14th day of December in the year 2021*

Borrower N/A  
 Property Address 1308 n 16th ave  
 City WAUSAU County Marathon State WI Zip Code 54414  
 Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI









# APPRAISAL REPORT

OF



1312 n 16th ave  
WAUSAU, WI 54414

## PREPARED FOR

MARATHON COUNTY  
531 WASHINGTON ST  
PO BOX 1184 WAUSAU, WI

## AS OF

12/22/2021

## PREPARED BY

meyer appraisal service  
4503 AUGUSTINE AVE  
WESTON, WI 54476



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Exhibit	12

# SUMMARY OF SALIENT FEATURES

File No. MARATHON COUNTY  
Case No.

SUBJECT INFORMATION	
Subject Address	<u>1312 n 16th ave</u>
Legal Description	<u>SEE ADDENDUM</u>
City	<u>WAUSAU</u>
County	<u>Marathon</u>
State	<u>WI</u>
Zip Code	<u>54414</u>
Census Tract	<u>8</u>
Map Reference	<u>59</u>
SALES PRICE	
Sale Price	\$ <u>N/A</u>
Date of Sale	<u>N/A</u>
CLIENT	
Borrower	<u>N/A</u>
Lender/Client	<u>MARATHON COUNTY</u>
DESCRIPTION OF IMPROVEMENT	
Size (Square Feet)	<u></u>
Price per Square Foot	\$ <u></u>
Location	<u>URBAN</u>
Age	<u></u>
Condition	<u></u>
Total Rooms	<u></u>
Bedrooms	<u></u>
Baths	<u></u>
APPRAISER	
Appraiser	<u>Gordon A Meyer</u>
Date of Appraised Value	<u>12/22/2021</u>
VALUE	
Final Opinion of Value \$	<u>5,500</u>

meyer appraisal service  
4503 AUGUSTINE AVE  
WESTON, WI 54476

---

12/26/2021

MARATHON COUNTY  
531 WASHINGTON ST  
PO BOX 1184 WAUSAU, WI

RE: N/A  
1312 n 16th ave  
WAUSAU, WI 54414  
File No. MARATHON COUNTY  
Case No.

Dear

In accordance with your request, I have personally inspected and prepared an appraisal report of the real property located at:

1312 n 16th ave, WAUSAU, WI 54414

The purpose of this appraisal is to estimate the market value of the property described in the body of this appraisal report.

Enclosed, please find the appraisal report which describes certain data gathered during our investigation of the property. The methods of approach and reasoning in the valuation of the various physical and economic factors of the subject property are contained in this report.

An inspection of the property and a study of pertinent factors, including valuation trends and an analysis of neighborhood data, led the appraiser to the conclusion that the market value, as of 12/22/2021 is:

\$ 5,500

The opinion of value expressed in this report is contingent upon the limiting conditions attached to this report.

It has been a pleasure to assist you. If I may be of further service to you in the future, please let me know.

Respectfully submitted,

Signature: \_\_\_\_\_



Gordon A Meyer

---

meyer appraisal service  
**SUBJECT PHOTO ADDENDUM**

File No. MARATHON COUNTY  
Case No.

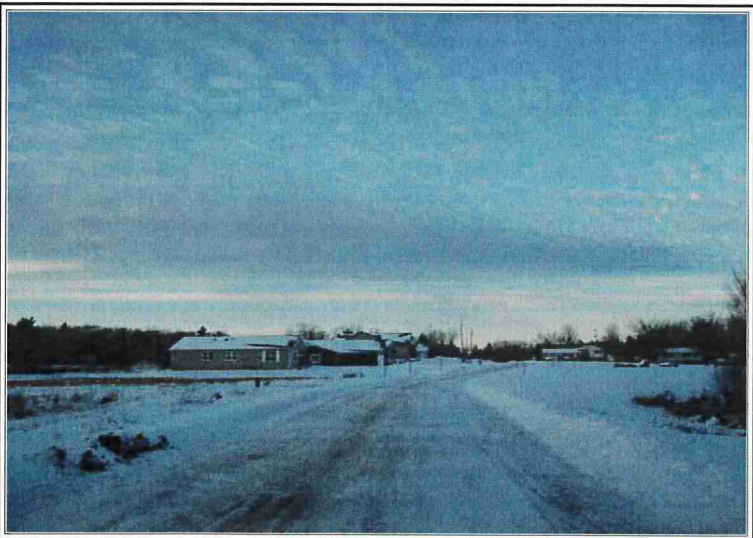
Borrower	N/A						
Property Address	1312 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address	531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI			



**FRONT OF  
SUBJECT PROPERTY**  
1312 n 16th ave  
WAUSAU, WI 54414



**REAR OF  
SUBJECT PROPERTY**



**STREET SCENE**



LAND APPRAISAL REPORT

Case No.

IDENTIFICATION
Borrower N/A
Property Address 1312 n 16th ave
City WAUSAU
Legal Description SEE ADDENDUM
Sale Price \$ N/A
Date of Sale N/A
Loan Term yrs.
Property Rights Appraised [X] Fee [ ] Leasehold [ ] De Minimis PUD [ ]
Actual Real Estate Taxes \$ N/A (yr)
Loan Charges to be paid by seller \$ N/A
Other Sales Concessions NONE
Lender/Client MARATHON COUNTY
Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI
Occupant VACANT
Appraiser Gordon A Meyer
Instructions to Appraiser ESTIMATE MARKET VALUE

NEIGHBORHOOD
Location [X] Urban [ ] Suburban [ ] Rural
Built Up [X] Over 75% [ ] 25% to 75% [ ] Under 25%
Growth Rate [ ] Fully Dev. [ ] Rapid [X] Steady [ ] Slow
Property Values [ ] Increasing [X] Stable [ ] Declining
Demand/Supply [ ] Shortage [X] In Balance [ ] Oversupply
Marketing Time [ ] Under 3 Mos. [ ] 3-6 Mos. [X] Over 6 Mos.
Present Land Use 65 %1 Family 2 %2-4 Family 1 % Apts 1 % Condo 25 % Commercial
Change In Present Land Use [X] Not Likely [ ] Likely(\*) [ ] Taking Place (\*)
Predominate Occupancy [X] Owner [ ] Tenant [ ] % Vacant
Single Family Price Range \$ 40,000 to \$ 400,000
Predominant Value \$ 122,000
Single Family Age 10 yrs to 80 yrs. Predominant Age 35 yrs

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): THE SUBJECT IS LOCATED ON THE SOUTH WEST SIDE OF WAUSAU. LAND USE IN THE AREA INCLUDED RESIDENTIAL AS WELL AS A SOME MANUFACTURING USE A BLOCK SOUTH OF THE SUBJECT.

SITE
Dimensions 90.06X138.53X90.53X127.9 = Appx: 12,029 sf
Zoning Classification R-2 RESIDENTIAL
Present Improvements [X] do [ ] do not conform to zoning regulations
Highest and best use [ ] Present use [X] Other (specify) Residential SITE
Elec. [X] Public [ ] Other (Describe)
Gas [X]
Water [X]
San. Sewer [X]
OFF SITE IMPROVEMENTS
Street Access [X] Public [ ] Private
Surface PAVED
Maintenance [X] Public [ ] Private
Storm Sewer [ ] Curb/Gutter
Sidewalk [ ] Street Lights
Topo LEVEL
Size IRREGULAR
Shape Rectangular
View AVERAGE
Drainage UNKNOWN
Is the property located in a HUD identified Special Flood Hazard Area? [X] No [ ] Yes

Comments (favorable or unfavorable including any apparent adverse easements, encroachments or other adverse conditions): THIS SITE CONFORMS WITH LOCAL ZONING. THERE IS NO INDICATION OF ANY ADVERSE EASEMENTS OR ENCROACHMENTS, THE SITE IS IN WET LANDS

The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

MARKET DATA ANALYSIS
Table with columns: SUBJECT PROPERTY, COMPARABLE NO.1, COMPARABLE NO.2, COMPARABLE NO.3
Rows: Address, Proximity to Subject, Sales Price, Price /, Data Source, Date of Sale and Time Adjustment, Location, Site/View, Sales or Financing Concessions, Net Adj.(Total), Indicated Value of Subject

Comments on Market Data THE SUBJECT SITE IS IN WET LANDS AND NOT BUILDABLE, SALE 1 WAS BUILDABLE BUT LOOKED LIKE WET LANDS SO NO ONE WOULD BUY IT FOR A BUILDING SITE, SOLD TO NEIGHBOR, SALE 2 WAS NARROW BUILDABLE SITE, BUT ZONING REQUIRED BASEMENT AND OLD HOME WAS PUSHED INTO THE OLD BASEMENT, SALE 3 WAS A SMALL BUILDABLE SITE, BUT NEIGHBOR BOUGHT IT FOR CAMPER
Comments and Conditions of Appraisal: FOR ONE REASON OR ANOTHER ALL COMPARABLE SALES WERE DETERMINED BY POTENTIAL BUYERS TO NOT BE REASONABLE RESIDENTIAL SITES. THE SUBJECT WAS REPORTED TO HAVE HAD A HOME BUILT ON IT BUT HAD TO BE REMOVED BECAUSE THE SITE IS IN WET LANDS. THE RANGE OF COMPARABLE SALE PRICES WERE \$4000-\$5500

Final Reconciliation: THE SALES COMPARISON APPROACH WAS USED TO PROVIDE THE VALUE ESTIMATE. THE COST AND INCOME APPROACHES TO VALUE WERE NOT USED.

RECONCILIATION
I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF 12/22/2021 to be \$ 5,500
Appraiser(s) Gordon A Meyer
Review Appraiser (if applicable) [ ] Did [ ] Did Not Physically
Date Report Signed 12/26/2021
State Certification # 1040-10 State WI
Expiration Date of License or Certification 12/14/2023

meyer appraisal service  
**COMMENT ADDENDUM**

File No. MARATHON COUNTY  
Case No.

Borrower	N/A						
Property Address	1312 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI				

LEGAL DESCRIPTION

WESTVIEW TERRACE ADD LOT 4 BLOCK 1 OF PLAT OF SURVEY 02.25.15 RIVERSIDE LAND SURVEYING 0.28 ACRES , CITY OF WAUSAU, MARATHON COUNTY WISCONSIN

LOT SIZE... PER CITY .028 ACRES

GENERAL COMMENTS

THE REPORT WAS COMPLETED TO ESTIMATE THE CURRENT MARKET VALUE OF THE SUBJECT WITH OWNERSHIP IN FEE SIMPLE TO BE USED BY MARATHON COUNTY TO ESTIMATE VALUE FOR QUICK AND REASONABLE SALE

THE SCOPE OF WORK INCLUDED MY PERSONAL INSPECTION OF THE SUBJECT, REVIEW OF GOVERNMENT DATA ON THE SUBJECT, REVIEW OF POTENTIAL COMPARABLE SALES AND LISTINGS IN THE CENTRAL WISCONSIN ML'S SERVICE.

THE DEFINITION OF MARKET VALUE WAS INCLUDED AND TAKEN FROM FNMA

THE SUBJECT SITE IS A DRAINAGE AREA AND IT INDICATED AS BEING IN WET LANDS AND IS NOT BUILDABLE.

HIGHEST AND BEST USE WOULD TO BE ADDED TO THE PARCELS ON EITHER SIDE.

THE WET LANDS MAP IS ALSO ATTACHED

AS INDICATED THE ASSESSORS OFFICE INDICATED THE SITE WAS BUILT ON AT ONE TIME HOWEVER THE HOME HAD TO BE REMOVED BECAUSE OF THE WET LANDS. BEST USE WOULD BE FOR NEIGHBOR ETC TO PARK A CAMPER OR TRAILER ON.





**DEFINITION OF MARKET VALUE:** The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (1) buyer and seller are typically motivated; (2) both parties are well informed or well advised, and each acting in what he considers his own best interest; (3) a reasonable time is allowed for exposure in the open market; (4) payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and (5) the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions\* granted by anyone associated with the sale.

\*Adjustments to the comparables must be made for special or creative financing or sales concessions. No adjustments are necessary for those costs which are normally paid by sellers as a result of tradition or law in a market; these costs are readily identifiable since the seller pays these costs in virtually all sales transactions. Special or creative financing adjustments can be made to the comparable property by comparisons to financing terms offered by a third party institutional lender that is not already involved in the property or transaction. Any adjustment should not be calculated on a mechanical dollar for dollar cost of the financing or concession but the dollar amount of any adjustment should approximate the market's reaction to the financing or concessions based on the appraiser's judgment.

#### STATEMENT OF LIMITING CONDITIONS

**CONTINGENT AND LIMITING CONDITIONS:** The appraiser's certification that appears in the appraisal report is subject to the following conditions:

1. The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
2. The appraiser has provided a sketch in the appraisal report to show approximate dimensions of the improvements and the sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size.
3. The appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
4. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
5. The appraiser has estimated the value of the land in the cost approach at its highest and best use and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used.
6. The appraiser has noted in the appraisal report any adverse conditions (such as, needed repairs, depreciation, the presence of hazard wastes, toxic substances, etc.) observed during the inspection of the subject property or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property or adverse environmental conditions (including the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
7. The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
8. The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice.
9. The appraiser has based his or her appraisal report and valuation conclusion for an appraisal that is subject to satisfactory completion, repairs, or alterations on the assumption that completion of the improvements will be performed in a workmanlike manner.
10. The appraiser must provide his or her prior written consent before the lender/client specified in the appraisal report can distribute the appraisal report (including conclusions about the property value, the appraiser's identity and professional designations, and references to any professional appraisal organizations or the firm with which the appraiser is associated) to anyone other than the borrower; the mortgage or its successors and assigns; the mortgage insurer; consultants; professional appraisal organizations; any state or federally approved financial institution; or any department, agency, or instrumentality of the United States or any state or the District of Columbia; except that the lender/client may distribute the property description section of the report only to data collection or reporting service(s) without having to obtain the appraiser's prior written consent. The appraiser's written consent and approval must also be obtained before the appraisal can be conveyed by anyone to the public through advertising, public relations, news, sales, or other media.



**APPRAISER'S CERTIFICATION:** The Appraiser certifies and agrees that:


1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those items of significant variation. If a significant item in a comparable property is superior to, or more favorable than, the subject property, I have made a negative adjustment to reduce the adjusted sales price of the comparable and, if a significant item in a comparable property is inferior to, or less favorable than the subject property, I have made a positive adjustment to increase the adjusted sales price of the comparable.
2. I have taken into consideration the factors that have an impact on value in my development of the estimate of market value in the appraisal report. I have not knowingly withheld any significant information from the appraisal report and I believe, to the best of my knowledge, that all statements and information in the appraisal report are true and correct.
3. I stated in the appraisal report only my own personal, unbiased, professional analyses, opinions, and conclusions, which are subject only to the contingent and limiting conditions specified in this form. I certify that, to the best of my knowledge and belief: The statements of fact contained in this report are true and correct. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions and conclusions.
4. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved. I did not base, either partially or completely, my analysis and/or the estimate of market value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property or the present owners or occupants of the properties in the vicinity if the subject property.
5. I have no present or contemplated future interest in the subject property, and neither my current or future employment nor my compensation for performing this appraisal is contingent on the appraised value of the property.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice in place as of the effective date of this appraisal, with the exception of the departure provision of those Standards, which does not apply. I acknowledge that an estimate of a reasonable time for exposure in the open market is a condition in the definition of the market value and the estimate I developed is consistent with the marketing time noted in the neighborhood section of this report, unless I have otherwise stated in the reconciliation section.
8. I have made a personal inspection of the property that is the subject of this report. I further certify that I have noted any apparent or known adverse conditions in the subject improvements, on the subject site, or on any site within the immediate vicinity of the subject property of which I am aware and have made adjustments for these adverse conditions in my analysis of the property value to the extent that I had market evidence to support them. I have also commented about the effect of the adverse conditions on the marketability of the subject property.
9. No one provided significant professional assistance to the person signing this report.

If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.

**SUPERVISORY APPRAISER'S CERTIFICATION:** If a supervisory appraiser signed the appraiser report, he or she certifies and agrees that: I directly supervise the appraiser who prepared the appraisal report, have reviewed the appraisal report, agree with the statements and conclusions of the appraiser, agree to be bound by the appraiser's certifications numbered 4 through 7 above, and am taking full responsibility for the appraisal and the appraisal report.

**ADDRESS OF PROPERTY APPRAISED:** 1312 n 16th ave, WAUSAU, WI 54414

**APPRAISER:**

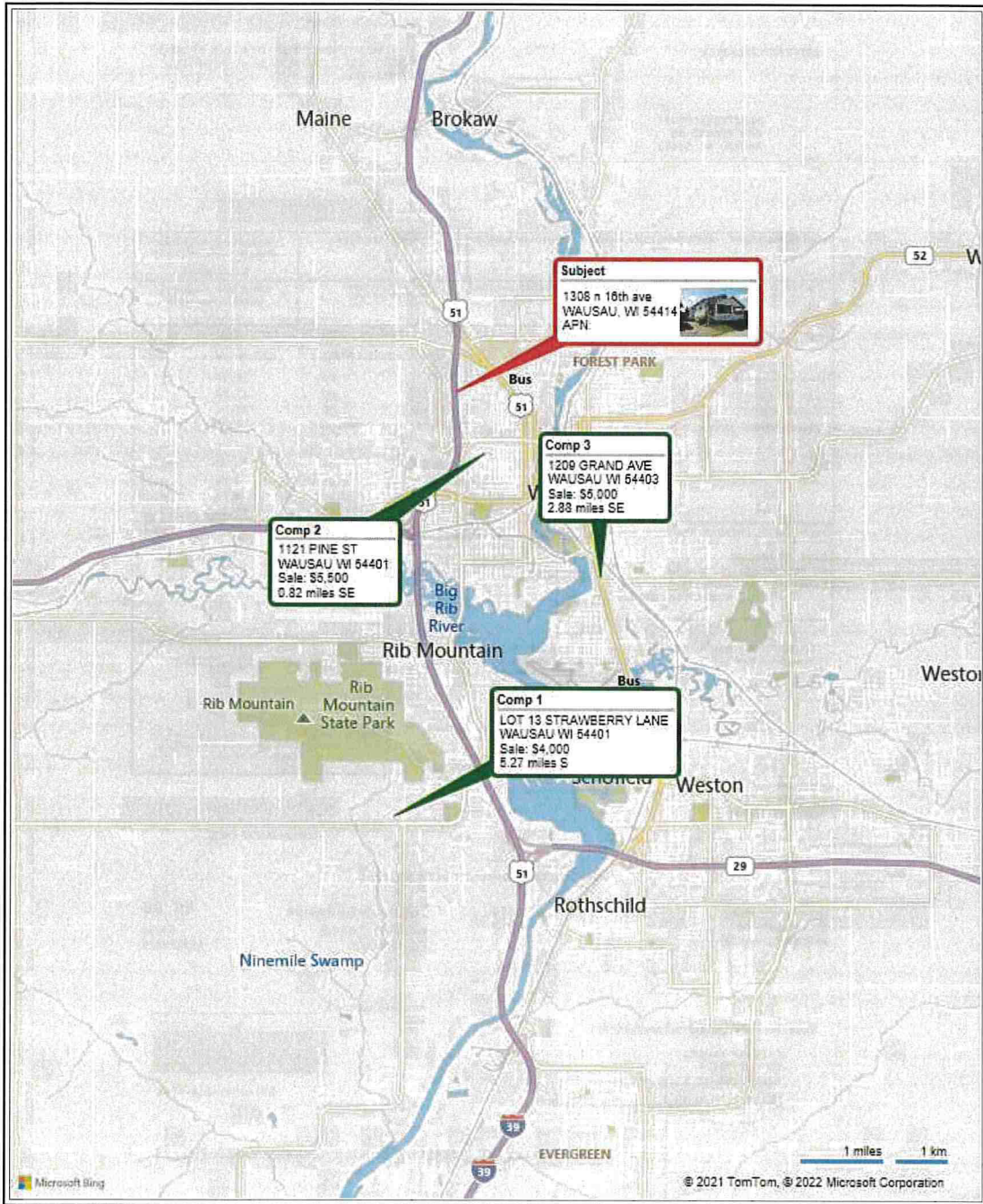
Signature:   
 Name: Gordon A Meyer  
 Date Signed: 12/26/2021  
 State Certification #: 1040-10  
 or State License #: \_\_\_\_\_  
 State: WI  
 Expiration Date of Certification or License: 12/14/2023

**SUPERVISORY APPRAISER** (only if required)

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_  
 State Certification #: \_\_\_\_\_  
 or State License #: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Expiration Date of Certification or License: \_\_\_\_\_  
 Did  Did Not Inspect Property

Borrower	N/A						
Property Address	1312 n 16th ave						
City	WAUSAU	County	Marathon	State	WI	Zip Code	54414
Lender/Client	MARATHON COUNTY		Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI				

- SUBJECT
- COMP 1
- COMP 2
- COMP 3



- COMP 4
- COMP 5
- COMP 6



Borrower N/A

Property Address 1312 n 16th ave  
City WAUSAU County Marathon State WI Zip Code 54414  
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

STATE OF WISCONSIN  
REAL ESTATE  
PROPERTY TAX BILL FOR 2021  
CITY OF WAUSAU  
MARATHON COUNTY

291-2907-224-0089

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403

Bill No. 203506

IMPORTANT: Correspondence should refer to tax number  
See reverse side for important information  
Be sure this description covers your property. This description is for  
property tax bill only and may not be a full legal description.

MARATHON COUNTY  
1312 N 16TH AVE  
WESTVIEW TERRACE ADD LOT 4 BLK 1 PLAT OF  
SURVEY 02.25.15 RIVERSIDE LAND SURVEYING  
0.2800 ACRES



Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Credits)		
2,700		2,700	98.40%	0.02480206		
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	A Star in This Box Means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit		
2,700		2,700		4.47		
Taxing Jurisdiction		2020	2021	2020	2021	% Tax Change
		Est. State Aids Allocated Tax District	Est. State Aids Allocated Tax District	Net Tax	Net Tax	
MARATHON COUNTY		2,336,368	2,139,569	0.00	12.50	
CITY OF WAUSAU		7,776,787	7,816,285	0.00	27.54	
WAUSAU SCHOOL		43,866,892	42,462,169	0.00	23.61	
NORTHCENTRAL TECH		3,735,441	3,508,542	0.00	3.31	
<b>Total</b>		<b>57,715,488</b>	<b>55,926,565</b>	<b>0.00</b>	<b>66.96</b>	<b>100.0%</b>
			First Dollar Credit	0.00	0.00	0.0%
			Lottery & Gaming Credit	0.00	0.00	0.0%
			Net Property Tax	0.00	66.96	100.0%
<b>Make Check Payable To:</b>		<b>Full Payment Due On or Before January 31, 2022</b>		<b>Net Property Tax</b>		<b>66.96</b>
CITY OF WAUSAU PO BOX 78510 MILWAUKEE WI 53278-8510		<b>\$66.96</b>				
		Or pay the following installments				
		1/31/2022		66.96		
		4/30/2022		0.00		
		7/31/2022		0.00		

FOR INFORMATIONAL PURPOSES ONLY - Voter-Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied To Property	Year Increase Ends
WAUSAU SCHOOL	\$313,548.38	0.28	2035

**TOTAL DUE FOR FULL PAYMENT**  
**JANUARY 31, 2022**  
**\$66.96**

Warning: If not paid by due date, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty. Failure to pay on time. See reverse.

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403

Return this portion with payment.

MARATHON COUNTY  
500 FOREST ST  
WAUSAU WI 54403

Total Due for Full Payment: **66.96**  
Installment Payment: **66.96**  
Payment Date: **1/31/2022**

Amount Enclosed \$ \_\_\_\_\_

Make check payable and mail payments to:

CITY OF WAUSAU  
PO BOX 78510  
MILWAUKEE WI 53278-8510



291-2907-224-0089

0129129072240089000006696000006696202201311

Borrower N/A  
Property Address 1312 n 16th ave  
City WAUSAU County Marathon State WI Zip Code 54414  
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

NO. 1040 - 10

EXPIRES: 12/14/2023

The State of Wisconsin  
Department of Safety and Professional Services

Hereby certifies that  
GORDON A MEYER

was granted a certificate to practice as a  
CERTIFIED GENERAL APPRAISER ELIGIBLE TO APPRAISE FEDERALLY  
RELATED TRANSACTIONS IS AQB COMPLIANT

in the State of Wisconsin in accordance with Wisconsin Law  
on the 7th day of January in the year 2000.

The authority granted herein must be renewed each biennium by the granting authority.

In witness thereof, the State of Wisconsin  
Department of Safety and Professional Services  
has caused this certificate to be issued under  
its official seal.

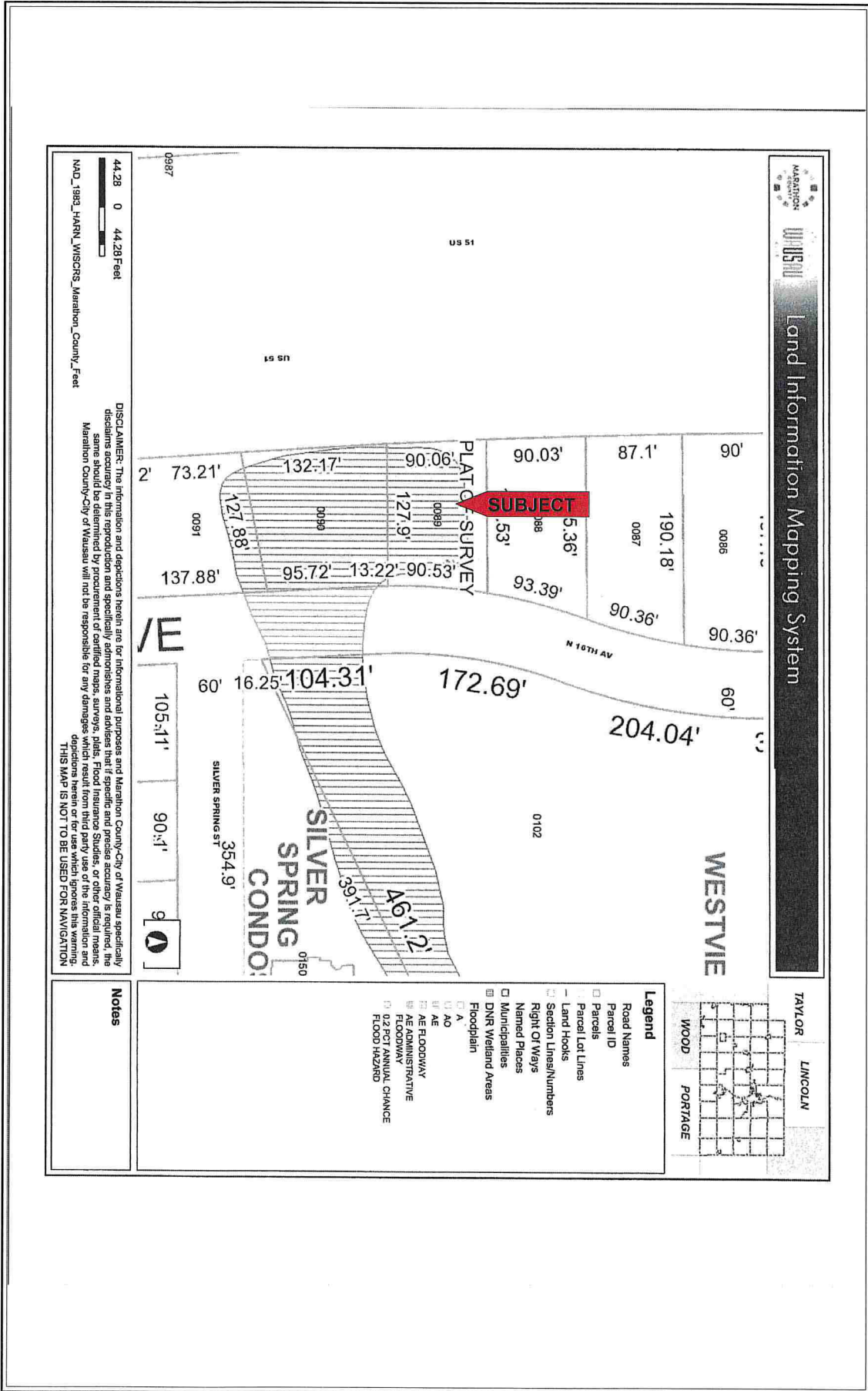


*Russell B. ...*  
Secretary

This certificate was printed on the 14th day of December in the year 2021



Borrower N/A  
 Property Address 1312 n 16th ave  
 City WAUSAU County Marathon State WI Zip Code 54414  
 Lender/Cient MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI







**RESOLUTION NO. \_\_\_\_\_**

**RESTRUCTURING OF THE ZONING AND REGULATORY PROGRAM STAFFING OF CONSERVATION, PLANNING, AND ZONING (CPZ) DEPARTMENT**

WHEREAS, the Conservation, Planning, and Zoning (CPZ) Department has identified an opportunity to restructure the staffing of the zoning and regulatory programs within the department after recent resignations. The goal of restructuring CPZ will be to allocate responsibilities to the appropriate staff level and align responsibilities more closely with Marathon County goals. County Administration and the Employee Resources Department has deemed it prudent to recommend this restructure at this time; and

WHEREAS, County Administration and the Employee Resources proposes the following restructuring of CPZ:

1. Abolish 1.0 FTE Planning Analyst (Zoning Administrator), Pay Grade C42 and Create 1.0 FTE Zoning Specialist (Zoning/Land Use Specialist), Pay Grade B25
2. Abolish 1.0 FTE Planning Technician (Onsite Wastewater Technician), Pay Grade B23 and Create 1.0 FTE Zoning Specialist (POWTS / Land Use Specialist), Pay Grade B25; and

WHEREAS, this proposed restructuring was referred to the Human Resources, Finance and Property Committee for review, pursuant to §4.20 of the General Code of Ordinances for Marathon County. The proposal was also referred to the Environmental Resources Committee, pursuant to § 2.04(2)(e) of the General Code of Ordinances for Marathon County; and

WHEREAS, on January 4, 2022, the Environmental Resources Committee reviewed the proposed new structure and recommended its adoption; and

WHEREAS, on January 11, 2022, the Human Resources, Finance and Property Committee reviewed the proposed new structure and recommended its adoption; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Marathon does ordain the following and approves the implementation of the reorganization as follows:

1. Abolish 1.0 FTE Planning Analyst (Zoning Administrator), Pay Grade C42 and Create 1.0 FTE Zoning Specialist (Zoning/Land Use Specialist), Pay Grade B25
2. Abolish 1.0 FTE Planning Technician (Onsite Wastewater Technician), Pay Grade B23 and Create 1.0 FTE Zoning Specialist (POWTS / Land Use Specialist), Pay Grade B25

This reorganization shall be effective February 7, 2022, or the beginning of the first pay period following the approval of this resolution, whichever date occurs first.

DATED: January 25, 2022

**HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE**


**ESTIMATED FISCAL IMPACT STATEMENT:** At this time, the proposed restructure is budget neutral. The newly created positions do have new salary and benefit ranges; however, if payroll and benefit costs were to increase, CPZ’s increase in fee revenues collected is anticipated to cover any additional costs.



**DATE:** January 6th, 2021

**TO:** Human Resources, Finance, & Property Committee

**FROM:** Lance Leonhard, County Administrator &  
Laurie Miskimins, Director, Marathon County Conservation, Planning, & Zoning

**SUBJECT:** Zoning & Regulatory Program Staffing Restructure

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The County Administrator and CPZ are requesting an immediate staff restructure of the Zoning & Regulatory Programs at CPZ. Figure 1 on page 2 illustrates the current structure. Figure 2 on page 3 illustrates the new structure. The number of positions remains at 8 (7 full-time, and 1 casual), however we are proposing changing some classifications and duties.

#### **Operational Advantages of the Restructure**

- The Zoning Administrator title and high-level responsibilities will live at the management level, specifically within the Land Resource Manager position.
  - This responsibility is similar to duties held by other Managers at CPZ.
  - Predominate responsibility related to citations, ordinance updates, trainings, and Town engagement falls to the LRM and the Director.
  - Final discretion/decision on tough issues will be with the LRM, and the Director, as needed.
- Create a consistent senior position (Zoning Specialist) across all three sub-areas of the Zoning & Regulatory Programs (Zoning, Nonmetallic Mining and Private Onsite Wastewater Treatment Systems ((POWTS)).
  - Align job duties and expectations to be consistent and in line with that of a Zoning Specialist level position.
  - Zoning Specialists will maintain significant oversight over operational day-to-day functions, preparation of staff reports, and presentations to committees.
- Create advancement opportunities within POWTS.
  - The current structure does not allow POWTS technicians opportunities for advancement within the Marathon County POWTS program. We believe this is leading to higher rates of turnover in these positions.

#### **Specific Classification Changes Envisioned through Restructure**

- Zoning Analyst/Administrator classification reduced to Zoning Specialist (note – Zoning Analyst/Administrator high-level duties are performed by the LRM position)
- Reclass one (1) Onsite Waste Technician position to a Zoning Specialist (POWTS) position

### Financial Impact of Restructure

The estimated budget impact is neutral. If payroll and benefit costs within this restructure were to increase at any point, CPZ’s increases in fee revenues collected would be more than enough to cover these costs.

### Why Now?

The new Director has had time to evaluate the structure and duties of the Zoning & Regulatory Programs. Ultimately there are certain duties the Zoning Analyst/Administrator has held that belong at a management level. Further, CPZ wants to ensure classifications and duty expectations are more in alignment across all three sub-areas of the Zoning & Regulatory programs. Recent vacancies within the Zoning & Regulatory Programs have provided us an opportunity to pursue this restructure to better align with Marathon County’s needs. CPZ is requesting to move this restructure forward now to ensure that we have sufficient time to fill all our positions and to onboard and train staff for the 2022 construction season.

### Request to the HRFC

Support of this request is respectfully requested so that a resolution may be forwarded to the County Board for approval.

**Figure 1.** Current Structure of Zoning & Regulatory Programs

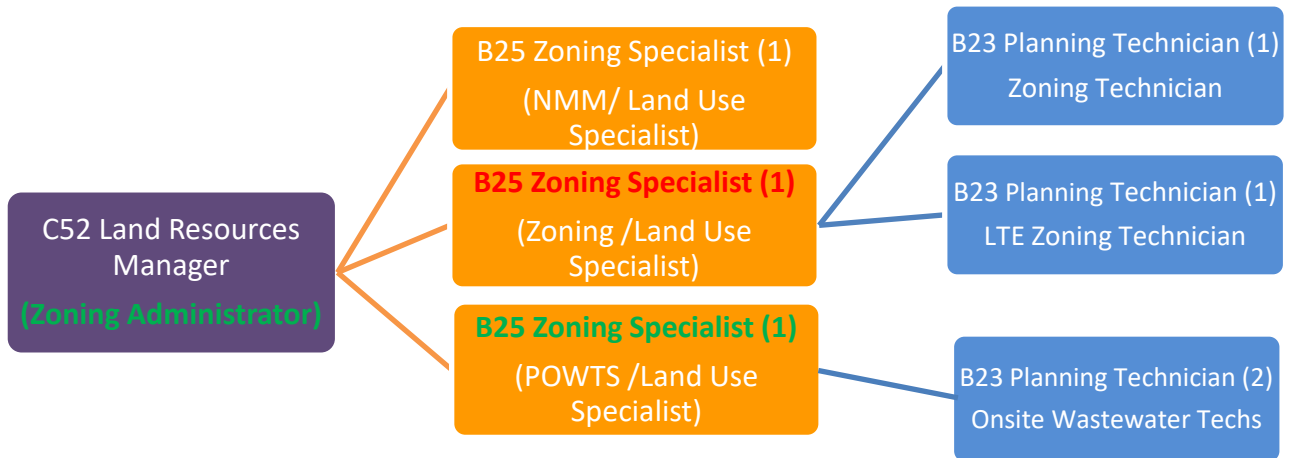


\*The working title of the POWTS staff are “Onsite Wastewater Specialists,” however their classification is Planning Technician.

**Figure 2.** Proposed New Structure of Zoning & Regulatory Programs

**Red Text:** Will reclass an Analyst to a Specialist

**Green Text:** 1) Will move Zoning Administrator duties to the LRM, and 2) Will reclass a Technician to a Specialist



# CPZ REORGANIZATION OF REGULATORY PROGRAM

NOTES: 1) LTE POSITION IS NOT INCLUDED IN THIS ANALYSIS; 2) SCENARIOS ASSUMES ALL STAFF TAKE FAMILY BENEFITS & ARE PAID AT THE SAME RANGE PENETRATION.

## Current Staffing:

1.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM C52</b>		\$65,702	\$78,843	\$94,742
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$4,074	\$4,888	\$5,874
FICA Medicare Rate	1.45%	\$953	\$1,143	\$1,374
Unemployment Insurance	0.10%	\$66	\$79	\$95
Retirement - Employer	6.75%	\$4,435	\$5,322	\$6,395
Worker's Comp - Municipal	1.18%	\$775	\$930	\$1,118
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$101,725</b>	<b>\$116,925</b>	<b>\$135,318</b>

1.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM C42</b>		\$54,263	\$65,116	\$78,247
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$3,364	\$4,037	\$4,851
FICA Medicare Rate	1.45%	\$787	\$944	\$1,135
Unemployment Insurance	0.10%	\$54	\$65	\$78
Retirement - Employer	6.75%	\$3,663	\$4,395	\$5,282
Worker's Comp - Municipal	1.18%	\$640	\$768	\$923
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$88,491</b>	<b>\$101,045</b>	<b>\$116,236</b>

1.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM B25</b>		\$48,408	\$56,878	\$67,311
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$3,001	\$3,526	\$4,173
FICA Medicare Rate	1.45%	\$702	\$825	\$976
Unemployment Insurance	0.10%	\$48	\$57	\$67
Retirement - Employer	6.75%	\$3,268	\$3,839	\$4,543
Worker's Comp - Municipal	1.18%	\$571	\$671	\$794
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$81,718</b>	<b>\$91,516</b>	<b>\$103,584</b>

4.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM B23</b>		\$39,837	\$46,809	\$55,394
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Municipal	1.18%	\$470	\$552	\$654
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$71,804</b>	<b>\$79,869</b>	<b>\$89,799</b>
<b>Cost of 4.0 FTE:</b>		<b>\$287,216</b>	<b>\$319,476</b>	<b>\$359,196</b>

Total Cost of 7.0 FTE's		\$559,150	\$628,962	\$714,334
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## Proposed Staffing:

1.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM C52</b>		\$65,702	\$78,843	\$94,742
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$4,074	\$4,888	\$5,874
FICA Medicare Rate	1.45%	\$953	\$1,143	\$1,374
Unemployment Insurance	0.10%	\$66	\$79	\$95
Retirement - Employer	6.75%	\$4,435	\$5,322	\$6,395
Worker's Comp - Municipal	1.18%	\$775	\$930	\$1,118
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$101,725</b>	<b>\$116,925</b>	<b>\$135,318</b>

C42 Currently Vacant - Would replace with a B25

3.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM B25</b>		\$48,408	\$56,878	\$67,311
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$3,001	\$3,526	\$4,173
FICA Medicare Rate	1.45%	\$702	\$825	\$976
Unemployment Insurance	0.10%	\$48	\$57	\$67
Retirement - Employer	6.75%	\$3,268	\$3,839	\$4,543
Worker's Comp - Municipal	1.18%	\$571	\$671	\$794
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$81,718</b>	<b>\$91,516</b>	<b>\$103,584</b>
<b>Cost for 3.0 FTE's</b>		<b>\$245,154</b>	<b>\$274,548</b>	<b>\$310,752</b>

Currently Employee in B23 to be elevated to B25 in POWTS area

3.0 FTE	2022 RATES	Minimum	Mid-Point	Maximum
<b>DBM B23</b>		\$39,837	\$46,809	\$55,394
Health - Family	\$2,032.00	\$24,384	\$24,384	\$24,384
Dental - Family	\$65.86	\$790	\$790	\$790
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Municipal	1.18%	\$470	\$552	\$654
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$71,804</b>	<b>\$79,869</b>	<b>\$89,799</b>
<b>Cost of 3.0 FTE:</b>		<b>\$215,412</b>	<b>\$239,607</b>	<b>\$269,397</b>

Total Cost of 7.0 FTE's		\$562,291	\$631,080	\$715,467
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## Possible additional cost from proposed change:

	<b>\$3,141</b>	<b>\$2,118</b>	<b>\$1,133</b>
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PROPERTY LINE

EXISTING BUILDING

PROPERTY LINE

PROPERTY LINE

38 PARKING SPACES

36 SPACES

11 PARKING SPACES

3 HANDICAP PARKING SPACES

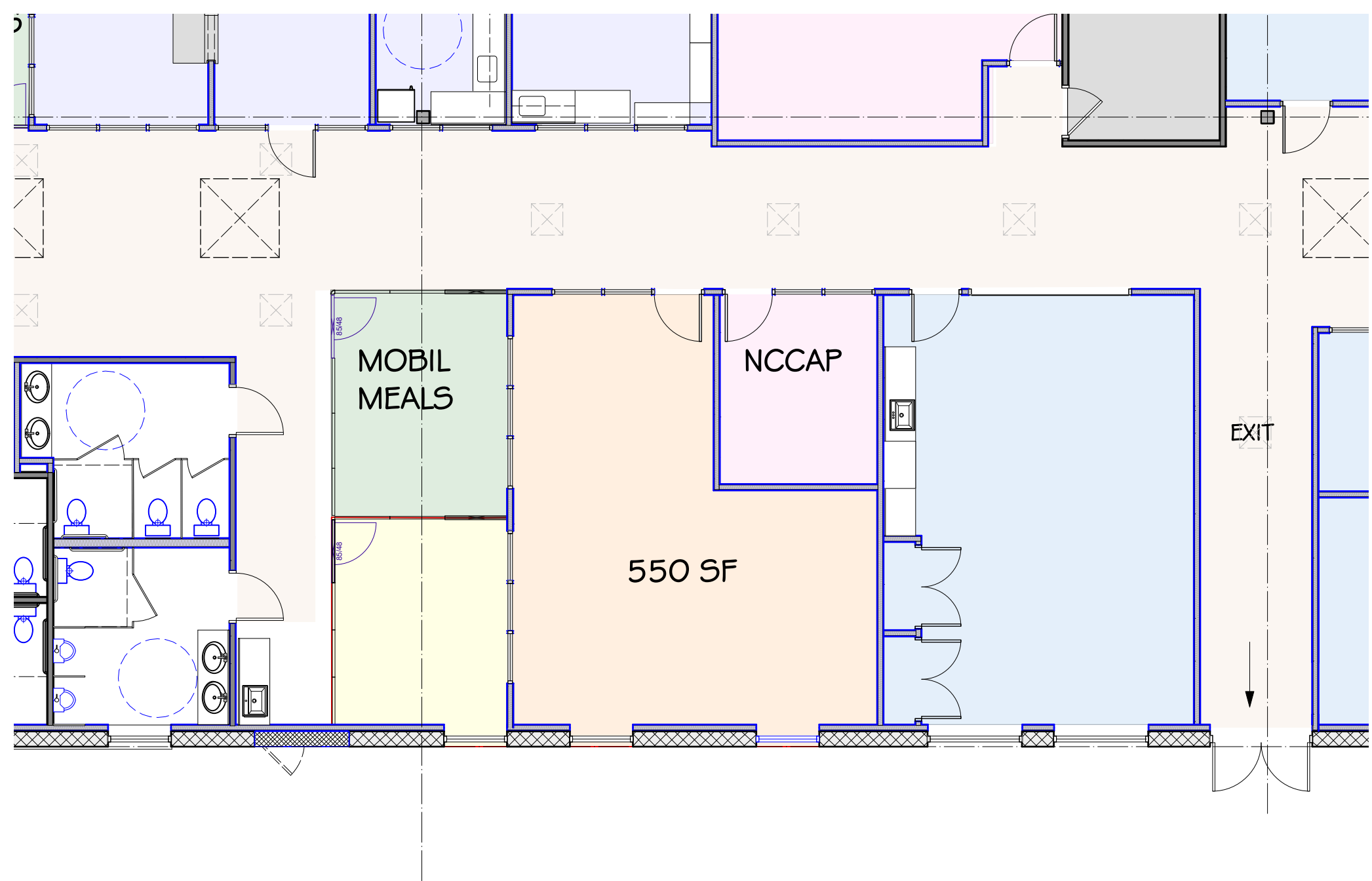
5 PARKING SPACES

ONE WAY

ONE WAY

7 PARKING SPACES

TOLL



MOBIL  
MEALS

NCCAP

550 SF

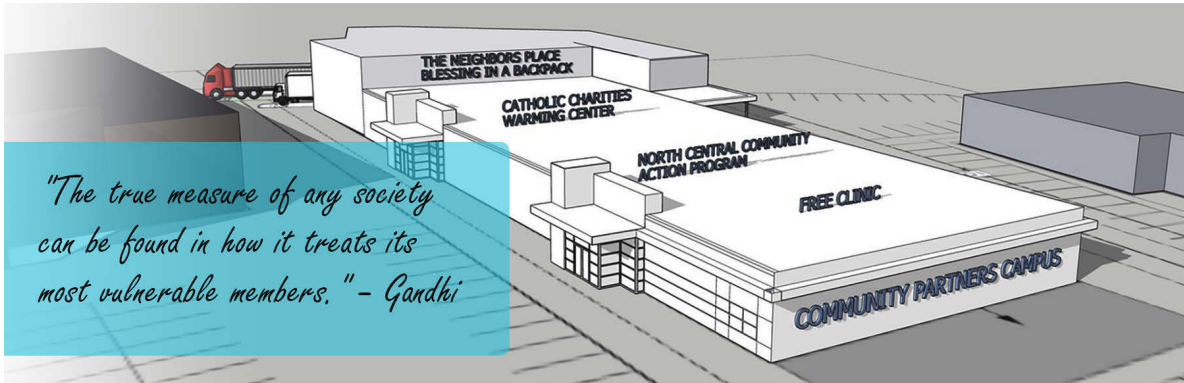
EXIT

85/48

85/48



Donate Today!



*"The true measure of any society can be found in how it treats its most vulnerable members." - Gandhi*



**Community Partners Campus (CPC) is a newly formed 501(c) (3) corporation whose sole purpose is to develop and operate a shared space nonprofit center.** CPC intends to lease space and provide services to other tax-exempt organizations at below-market rates, thereby building a community in which

charitable, educational, medical, and social services can be more efficiently administered to our local individuals and families in need.

Our vision includes the acquisition and buildout of a facility that allows CPC to house 8 – 15 nonprofit partners having a mission-driven purpose to serve disadvantaged families and individuals in a single location.

The goal of CPC is to support our community nonprofit partners' efforts by offering functional, collaborative, shared spaces facilities housing organizations having a mission-driven purpose that meets their client needs with an emphasis on food, clothing, shelter, medical, mental health, and social well-being. In addition to providing more services to more people, CPC allows its partners to focus efforts on their missions without the distractions of owning their building or renting a facility at market rates that don't truly meet their needs. CPC's shared-space nonprofit center will also benefit the entire community by reducing tax dollars spent within the medical, legal, law enforcement, and educational systems by providing these services to families and individuals in need all under one roof.



Support for this project was provided through the B.A. & Esther Greenheck Foundation

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## **Authorizing Participation in the Uniquely Wisconsin Tourism Campaign and Amending the 2022 Budget**

**WHEREAS**, during the COVID-19 pandemic, tourism is an area that has been adversely affected as fewer people have traveled; and

**WHEREAS**, the Wisconsin Counties Association (WCA) has initiated a “Uniquely Wisconsin” tourism campaign in partnership with Discover Wisconsin to highlight interesting facts about Wisconsin to begin to attract tourists back to Wisconsin counties; and

**WHEREAS**, in addition to potential full-length Discover Wisconsin episodes, the campaign may include social media, television network commercials, podcasts, WCA publications, and more; and

**WHEREAS**, interested counties are being asked to participate with an investment of \$60,000 each, in anticipation that up to 20 counties will choose to participate, creating a \$1.2 million campaign; and

**WHEREAS**, prior to the pandemic, in 2019 Marathon County had tourism expenditures of \$258.1 million and Marathon County has historically ranked near the top 10 in total tourism expenditures for counties statewide; and

**WHEREAS**, the American Rescue Plan Act (ARPA) includes aid to the tourism industry as an allowable use of funds; and

**WHEREAS**, participating in this campaign would allow Marathon County to promote tourism at a lower cost than engaging with Discover Wisconsin in its own campaign, while partnering with other counties to maximize exposure and leverage a unique marketing opportunity while also supporting the overall growth of tourism spending within the State.

**NOW, THEREFORE, BE IT RESOLVED**, that the Marathon County Board of Supervisors authorizes the participation in the Uniquely Wisconsin tourism campaign at a commitment of no greater than \$60,000 using American Rescue Plan Act (ARPA) funding.

**BE IT FURTHER RESOLVED**, that the County Administrator is empowered to further engage the local Convention & Visitors Bureau to partner in the development of the campaign, including the potential sharing of participation expense.

**BE IT FURTHER RESOLVED**, that Board authorizes the amendment of the 2022 budget to provide the necessary funding for participation in the program.

FISCAL NOTE:

These payments will be funded by no more than \$60,000 from Marathon County's APRA allocation.

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2022 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to § 65.90(5)(a), Wis. Stats.



# UNIQUELY WISCONSIN



**JOIN US IN HIGHLIGHTING WHAT MAKES OUR STATE SPECIAL**



## **PROJECT DESCRIPTION**

Wisconsin is rich with traditions, landmarks and gorgeous natural resources. We are asking Wisconsin counties to join together to highlight and promote the uniqueness of our state. This will be accomplished using video, audio, podcasts and social media. Your involvement includes highlighting what is unique about your county and region, doing so in a humorous and engaging way.

***Marketing deliverables and campaign will depend on number of participating counties and locations***

### **Example Banter Concepts:**

- Favorite area of Wisconsin?*
- What does "Up North" mean to you?*
- Which border is better, river or lake?*
- Brandy or Whiskey Old Fashioned?*
- Best fish for a fish fry?*
- Favorite winter activity?*
- Fishing opener or Deer opener?*

# POTENTIAL DELIVERABLES

## *Discover Wisconsin Original Shorts*

- Themed stories of Wisconsin within participating counties
- Original shorts released on social media, YouTube, and DW App

## *Know Your Wisconsin*

- Engaging and informative news stories found within our counties
- Shared across select Wisconsin TV news affiliates, DW social media, DW podcasts, and WCA publications

## *Discover Wisconsin Original Production - Documentary*

- Full length professionally developed documentary inviting viewers to see what makes Wisconsin wonderful

## *Discover Wisconsin Social Media*

- Millions of impressions, views and placement across all Discover Wisconsin social media channels (Facebook, Instagram, Twitter, etc.) in promotion of campaign

## *Discover Wisconsin Full Episodes*

- Complete production and distribution of full Discover Wisconsin episodes during historic Season 35
- Episode released across DW Regional TV network, social media, YouTube, and DW app

## *Television Network Exposure*

- Multiple :30 second commercials every week of the Discover Wisconsin schedule across the Regional Television Network

## *"The Cabin" Podcast - Dedicated Podcasts*

- Fun and hearty debates between hosts and county guests on topics selected for campaign

## *Passport to Adventure*

- Invite our viewers and fans to explore our state with destination specific promotional giveaways/contests



# NEXT STEPS

Commitment Date: Nov 1, 2021

**Step 1:** Sign MOU

**Step 2:** Marketing campaign finalized with final list of participating counties (after Nov. 1st)

**Step 3:** Sign marketing agreement listing specific deliverables

**Step 4:** Creative meetings start (each county to fill out ranking list)

**Step 5:** Start pre-production and filming logistics (no later than Jan 15th)

**Step 6:** Start rollout of marketing campaign

*For more information, please contact:*

*Mark O'Connell  
Executive Director - WCA  
o'connell@wicounties.org*

*Josh Schoemann  
County Executive - Washington County  
County.exec@washcowisco.gov*

# DISCOVER WISCONSIN MEDIA/PRODUCTION NETWORK AGREEMENT

CLIENT INFORMATION			
<i>Company Name</i>	<b>Marathon County</b> <small>(Company Name as it should appear on invoice)</small>		
<i>Billing Address</i>	<b>500 Forest St.</b> <small>(Street Address)</small>		<small>(PO Box if applicable)</small>
	<b>Wausau</b> <small>(City)</small>	<b>WI</b> <small>(State)</small>	<b>54403</b> <small>(Zip)</small>
	<small>Phone #</small>	<small>Cell #</small>	<small>(Email Address)</small>
<i>Billing Contact</i>	<small>(Name)</small>		
	<small>(Title)</small>		
	<small>(Email Address)</small>		
PARTNERSHIP COST			
<b>Total Investment</b>			
<b>2022: \$60,000</b>			
<b>Payment Terms</b>			
<p style="text-align: center;"><b><u>Payment: Within thirty days of signature of marketing agreement, unless mutually agreed</u></b></p> <p>Payment will be made in full to fiscal agent, Wisconsin Counties Association:            Wisconsin Counties Association            22 E Mifflin St. Unit 900            Madison, WI 53703</p> <p style="text-align: center;"><b>*Price does not include sales tax (only if applicable)*</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><b>PROPOSED BY:</b> <b>Discover Mediaworks, Inc.</b></p> <p>_____</p> <p>Josh Ostermann Content Marketing &amp; Business Dev.</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p><b>ACCEPTED BY:</b> <b>Marathon County</b></p> <p>_____</p> <p>Marathon County Representative</p> <p>Date: _____</p> </div> </div>			
TOTAL COSTS			<b>\$60,000</b>
TIMELINE / DEADLINE			<b>JANUARY 2022 – DECEMBER 2022</b>

## PROJECT LANGUAGE

### Uniquely Wisconsin

This Media Network/Production Agreement serves the interests of the Client (Marathon County), the goals of the campaign by defining the deliverable content of the campaign and productions as described below. Discover Mediaworks is the parent television production company that produces the Discover Wisconsin entertainment series. This agreement also defines the roles and responsibilities of both parties in achieving the goals of the campaign and productions.

1. **SERVICES AND DELIVERABLES:** Discover Mediaworks shall provide all assets within project scope included in agreement. If Discover Mediaworks is unable to deliver any assets by the end of agreement, those assets will be deducted from the total cost of the partnership or Discover Mediaworks and Marathon County will work to find mutually agreeable replacement assets and timeline.
2. **CONTENT DEVELOPMENT AND APPROVALS:** The content and storyline of the production will be developed jointly between Discover Mediaworks and Marathon County. Furthermore, the production must be acceptable to Marathon County, who reserves the right to request slant, style, edits, revisions, or additions to the production per the terms of this agreement during the development and pre-production process, and up to two (2) revisions during post-production/editing process.
  - a) Creative Video Sign-off: Creative outline and direction approval by Marathon County must be completed prior to Discover Mediaworks production. Final script and approved edits by Marathon County must be completed prior to video distribution.
  - b) Creative Non-Video Sign-off: Graphics, copy, social posts, and editorials must be approved by Marathon County prior to Discover Mediaworks (Discover Wisconsin) distribution.
3. **PROJECT REVIEW:** Discover Mediaworks will provide Marathon County review (impressions, engagements, etc.) updates a minimum of one (1) time throughout project year.
4. **COMPLIANCE:** Discover Mediaworks will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
5. **FORCE MAJEURE:** Neither party shall be liable for any failure or delay in performing its obligations under this Agreement if and to the extent that such failure or delay is caused by a Force Majeure event. A Force Majeure event means, in relation to either party, any event or circumstance beyond the reasonable control of that party including act of God, fire, explosion, flood, epidemic, pandemic, power failure, war or threat of war, acts of terrorism, national emergency, riot, civil disturbance, sabotage, labor disputes. A party affected by the Force Majeure (the "Affected Party") shall immediately notify the other party ("Non-Affected Party") in writing of the event, giving sufficient details thereof and the likely duration of the delay. The Affected Party shall use all commercially reasonable efforts to recommence performance of its obligations under this Agreement as soon as reasonably possible.



PROJECT SCOPE

**Marathon County Receives:**

**Broadcast Component**

**PRODUCTION**

**Discover Wisconsin Television Special – Uniquely Wisconsin**

- Professionally produced twenty-six (26) minute commercial free special episode/documentary
  - Marathon County to receive one (1) approximately four (4) – five (5) minute portion of a Discover Wisconsin production for Uniquely Wisconsin special episode/documentary
- Production to take place in 2022
- Pre-production & post-production included

**AIRTIME**

**Discover Wisconsin Television Special – Uniquely Wisconsin**

- Special Episode/Documentary will air one (1) time on Discover Wisconsin Regional Television Network
- Placement on Discover Wisconsin streaming platforms and social media
  - Placement of series on Discover Wisconsin’s App for up to five (5) years
    - App available on multiple streaming platforms (subject to change)
    - Videos will be broadcast and delivered on any new platforms developed within five (5) year window
    - Five (5) year window begins upon placement on streaming platforms and social media, no later than December 31st, 2022
  - Placement of series on Discover Wisconsin’s YouTube channel for foreseeable future
  - Placement of series on Discover Wisconsin’s Facebook page for foreseeable future

**PRODUCTION**

**Broadcast Commercial:**

- One (1) Professionally produced :30 Television commercial for Marathon County
  - :05-:10 seconds of each commercial will carry the Uniquely Wisconsin theme and messaging
  - :20-:25 seconds of each commercial will carry Marathon County specific messaging
  - Commercials to be edited from footage acquired during special episode/documentary and docuseries film production

**AIRTIME**

**Broadcast Commercial:**

- One (1) :30 commercial airing during three (3) select Discover Wisconsin episodes on Discover Wisconsin Regional Television Network

PROJECT SCOPE

**Marathon County Receives:**

**Docuseries Component**

**PRODUCTION**

**Docuseries Original Shorts:**

- Three (3) fifteen (15) – eighteen (18) docuseries themed shorts
  - Marathon County to receive one (1) approximately four (4) – five (5) minute portion of each of the three (3) Discover Wisconsin produced Uniquely Wisconsin Docuseries Original Shorts
- Production to take place in 2022
- Pre-production & post-production included

**RELEASE**

**Docuseries Original Shorts:**

- Placement on Discover Wisconsin streaming platforms and social media
  - Placement of series on Discover Wisconsin’s App for up to five (5) years
    - App available on multiple streaming platforms (subject to change)
    - Videos will be broadcast and delivered on any new platforms developed within five (5) year window
    - Five (5) year window begins upon placement on streaming platforms and social media, no later than December 31st, 2022
  - Placement of series on Discover Wisconsin’s YouTube channel for foreseeable future
  - Placement of series on Discover Wisconsin’s Facebook page for foreseeable future

**MARKETING**

**Docuseries Original Shorts:**

- Three (3) “The Bobber” editorial blogs
  - Blog content to be shared with participating counties to match each of the three (3) Docuseries concepts
- Three (3) e-newsletters promotion (features or mentions)
- Promotion of series on all Discover Wisconsin social media and digital platforms
  - Discover Wisconsin Facebook, Instagram, Twitter, YouTube, TikTok

PROJECT SCOPE

**Marathon County Receives:**

**Social Media Component**

**PRODUCTION**

**Social Media Banter Videos:**

- Marathon County to receive three (3) :60 second videos used for social media pages
  - Banter videos to be filmed specifically for themed question during special episode/documentary and docuseries film production

**RELEASE**

**Docuseries Original Shorts:**

- Each banter video to be posted at least one (1) time across Discover Wisconsin social media and digital platforms
  - 50,000 guaranteed impressions per video post

**Podcast Component**

**PRODUCTION**

**The Cabin Podcast:**

- Marathon County to receive one (1) approximately thirty (30) minute (minimum) dedicated podcast to highlight the uniqueness of Marathon County
  - Podcast will include Uniquely Wisconsin messaging to start podcast
- Marathon County to receive one (1) three (3) – five (5) minute interview for a key Marathon County representative during podcast episode

**RELEASE/MARKETING**

**The Cabin Podcast:**

- Podcast episode released to all podcast platforms (Apple Podcasts, Spotify, Simplecast, etc.)
- Podcast episode includes a social media post across Discover Wisconsin social media platforms
- One (1) blog editorial included for Marathon County's episode

**Digital Component**

**MARKETING**

**Marathon County VIP Package:**

- Marathon County to receive a sign-up to win contest/giveaway for a VIP trip to explore Marathon County
- Contest/giveaway to be promoted on Discover Wisconsin social media
- Contest/giveaway items to be supplied by County
- Landing page for each contest to be built and hosted by Discover Wisconsin
  - Sign-up information has possibility to be shared with Marathon County for marketing purposes
  - Discover Mediaworks will work with Marathon County for County specific opt-in questions

PROJECT SCOPE

**Marathon County Receives:**

**Shared Media**

**Video:**

- Each video will be shared with client via a unique URL to embed each video story on their website(s) and/or social media

**Non-compete**

- It is further understood that Discover Wisconsin is a registered trademark of Discover Mediaworks, any video, electronic or audio reproduction, alteration or rebroadcast of these episodes or any portion thereof, as produced by Discover Wisconsin, without the express written approval of Discover Mediaworks, is strictly prohibited
- Broadcast components are subject to pre-emption and other acts, circumstances or occurrences which are beyond the control of Discover Mediaworks



**Marathon County, Wisconsin**  
**PROPOSED FINANCING TIMELINE**  
 General Obligation Bonds/Notes, Series 2022A  
 General Obligation Bonds, Series 2022B

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DATE	✓ ACTION REQUIRED	RESPONSIBLE PARTY
Monday, March 14, 2022	Distribution of Sale Memo	FA
Monday, March 14, 2022	Start drafting the preliminary official statement (POS)	FA
Friday, March 25, 2022	Distribution of 1st Draft of Preliminary Official Statement (POS)	FA
Week of April 18th	HRFC Committee Meeting: 2022A Notes - Reimbursement/Initial/Set Sale Resolutions, 2022B Bonds - Set Sale Resolution	C
Tuesday, April 26, 2022	County Board Meeting: 2022A Bonds/Notes - Reimbursement/Initial/Set Sale Resolutions, 2022B Bonds - Set Sale Resolution	C
Week of April 11th or 18th	Rating Call with Moody's	RA/C/FA
Week of April 18th or 25th	Due Diligence Call with Quarles & Brady	C/DC/FA
Friday, May 6, 2022	Bond rating released	RA
Friday, May 6, 2022	Finalize Preliminary Official Statement	C/FA/BC/DC
By Tuesday, May 10th	Post Preliminary Official Statement and Notices of Sale	FA
Week of May 9th	HRFC Committee Meeting: Draft Award Resolutions	C
Tuesday, May 17, 2022	HRFC Committee Meeting: Award Resolutions	C
<b>Tuesday, May 17, 2022</b>	<b>Bond Sale - PFM Takes Bids at 10:00AM</b>	<b>FA/BC</b>
<b>Tuesday, May 17, 2022</b>	<b>County Board Meeting: Adoption of Award Resolutions (7:00PM)</b>	<b>C</b>
Friday, May 20, 2022	Distribution of draft Final Official Statement	FA
Tuesday, May 24, 2022	Post Final Official Statement	FA/UW
Wednesday, June 1, 2022	Draft closing memo distributed	FA
Monday, June 6, 2022	Final closing memo distributed	FA
<b>Wednesday, June 8, 2022</b>	<b>Closing - funds wired for 2021A Notes and 2021B Bonds to the County</b>	<b>All parties</b>

**Legend:**

- BC = (Bond Counsel) Quarles & Brady
- DC = (Disclosure Counsel) Quarles & Brady
- C = (Issuer) Marathon County
- RA = (Rating Agency) Moody's Investors Service
- FA = (Financial Advisor) PFM Financial Advisors LLC
- U/W = (Underwriters) To Be Determined