



HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Wednesday October 12, 2022, 3:00 P.M.**

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

Committee Members: John Robinson, Alyson Leahy, Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

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)*

Committee Mission Statement: *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.*

*Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:***

Phone #: 1-408-418-9388

Access Code: 146 235 4571

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

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

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** *(Any person who wishes to address the County Board, or one of its committees, during the "Public Comment" portion of meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting.)*
4. **Approval of the September 27, 2022 Human Resources, Finance, & Property Committee meeting minutes.**
5. **Educational Presentations and Committee Discussion**
 - A. Update on 1611 Chellis Street
 - B. Administrator's Proposed 2023 Annual Budget and 2023 Capital and Special Project Funding Plan
 1. Administrator's Budget Message
 2. 5-Year Departmental and Support for Other Agency Comparison
 3. Resolution 2023 Budget and Property Tax Levy
6. **Policy Issues Discussion and Potential Committee Determination:** None
7. **Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Discussion and Possible Action by Committee
 1. Approval of October 2022 Claims and Questioned Costs
 2. Approval of Tax Deed Parcel Sale to the Village of Edgar
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. 2022 Intergovernmental Budget Transfers
 2. Resolution to Approve and Authorize the Implementation of the Class Compensation Plan Created by McGrath Consulting Group, Inc.
 3. Acceptance of the County Administrator's Proposed 2023 Annual Budget and 2023 Capital and Special Project Funding Plan
8. **Next Meeting Time, Location, Announcements and Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion
 - B. Next Scheduled Meeting October 17, 2022 at 3:00 p.m.
9. **Adjournment**

**Any person planning to attend this meeting who needs some type of special accommodation to participate should call the County Clerk's Office at 261-1500 or e-mail countyclerk@co.marathon.wi.us one business day before the meeting*

SIGNED /s/ John Robinson
Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups
EMAILED BY: _____
DATE & TIME: _____

NOTICE POSTED AT COURTHOUSE _____
BY: _____
DATE & TIME: _____



HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE MEETING AGENDA WITH MINUTES

Date & Time of Meeting: **Tuesday September 27, 2022, 3:00 P.M.**

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

Committee Members: John Robinson, Alyson Leahy, Kurt Gibbs, Gayle Marshall, Kody Hart, Ann Lemmer, Yee Leng Xiong

John Robinson	Present
Alyson Leahy	Present
Kurt Gibbs	Present
Gayle Marshall	Excused
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Present (3:15)

Staff Present – Lance Leonhard, Chris Holman, Mike Puerner, Kim Trueblood, Kristi Palmer, Pam Steffen-Karls, Molly Lawrence, Troy Torgerson, FCM staff, Andy Sims, Chad Billeb, Bill Milhausen, Kelly Schremp

Others Present – David Baker (WebEx), Malayna Halvorson Maes, Victoria McGrath (WebEx)

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None.
4. **Approval of the September 7, 2022 Human Resources, Finance, & Property Committee meeting minutes**
– Motion by Gibbs, Second by Hart to approve the minutes. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
 - A. Funding Considerations for Marathon County’s Broadband Project Commitments – Chair Robinson and Corp Counsel Puerner explained the resolution that has been drafted for the Broadband Project Commitments. Draft resolution will be added to the meeting packet. Motion by Gibbs, Second by Leahy to approve the resolution and forward it to the full board. Motion carried on a voice vote, unanimously.
6. **Operational Functions required by Statute, Ordinance, or Resolution**
 - A. **Discussion and Possible Action by HRFC**
 - B. **Discussion and Possible Action by HRFC to Forward to County Board for Consideration**
 1. Resolution to Approve the 2023 Capital Improvement Plan Projects – Deputy Administrator Holman and Chair Robinson discussed the projects as presented and how they will be prioritized for approval and implementation. Chair Robinson stressed the importance of no new borrowing and ensuring that the ARPA funds are used appropriately. Additional discussion was had and questions were asked and answered. Motion by Gibbs, Second by Xiong to forward to the full board the CIP project list as presented subject to no new ARPA funds being used and no new borrowing for 2023.
 2. Urban Forestry Grant – Andy Sims from Parks, Recreation, and Forestry discussed the resolution as presented in the packet to accept the grant. This is necessary because the county is the fiscal agent for the City of Wausau. Motion by Leahy, Second by Leahy to approve the resolution. Motion carried on a voice vote unanimously.
7. **Educational Presentations and Committee Discussion**
 - A. Staffing Update – Molly Adzic addressed the presentation in the packet regarding staff hiring and retention. Vacancy rates are trending down, even though job postings are remaining challenging to fill. Details are in the packet.
 - B. Class Compensation Study – Administrator Leonhard introduced the presentation to be given by Malayna Halvorson Maes from McGrath Human Resources Group. This process has been ongoing for a few years and this is the culmination. Malayna went through the presentation that is in the packet regarding the findings of the comprehensive class comp study that is just

wrapping up. Discussion was had and questions were asked and answered.

C. 2023 Budget Assumptions – Finance Director Kristi Palmer stated that General Transportation Aids are down by \$250,000, so adjustments will need to be made accordingly.

D. Committee Work Plan

8. Next Meeting Time, Location, Announcements and Agenda Items

A. Committee members are asked to bring ideas for future discussion

B. Next Scheduled Meeting October 12, 2022 at 3:00 p.m. The budget will be presented at this meeting, and then a special meeting will be held on Monday, October 17 at 8:00 a.m. to approve the budget for publication. The budget will be presented at the County Board meeting on October 20, public hearing on November 3, and budget adoption on November 10.

9. Adjournment – Motion by Xiong, Second by Leahy to adjourn the meeting. Motion carried on a voice vote unanimously. Meeting adjourned at 5:00 p.m.

Minutes prepared by Kim Trueblood, County Clerk

DRAFT

APPRAISAL REPORT

OF



1611 CHELLIS ST
WAUSAU, WI 54414

PREPARED FOR

MARATHON COUNTY
531 WASHINGTON ST
PO BOX 1184 WAUSAU, WI

AS OF

10/1/2022

PREPARED BY

meyer appraisal service
4503 Augustine Ave.
Weston, WI 54476

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SUMMARY OF SALIENT FEATURES

File No. MARATHON COUNTY
Case No.

SUBJECT INFORMATION	
Subject Address	1611 CHELLIS ST
Legal Description	SEE ADDENDUM
City	WAUSAU
County	Marathon
State	WI
Zip Code	54414
Census Tract	8
Map Reference	59
SALES PRICE	
Sale Price	\$ N/A
Date of Sale	N/A
CLIENT	
Borrower	N/A
Lender/Client	MARATHON COUNTY
DESCRIPTION OF IMPROVEMENT	
Size (Square Feet)	
Price per Square Foot	\$
Location	URBAN
Age	
Condition	
Total Rooms	
Bedrooms	
Baths	
APPRAISER	
Appraiser	Gordon A Meyer
Date of Appraised Value	10/1/2022
VALUE	
Final Opinion of Value \$	1,000

10/2/2022

MARATHON COUNTY
531 WASHINGTON ST
PO BOX 1184 WAUSAU, WI

RE: N/A
1611 CHELLIS ST
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:

1611 CHELLIS ST, 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 10/1/2022 is:

\$ 1,000

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

Borrower	N/A						
Property Address	1611 CHELLIS ST						
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**
1611 CHELLIS ST
WAUSAU, WI 54414



**REAR OF
SUBJECT PROPERTY**



STREET SCENE

LAND APPRAISAL REPORT

Case No.

IDENTIFICATION

Borrower N/A Census Tract 8 Map Reference 59
 Property Address 1611 CHELLIS ST
 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 Fee Leasehold De Minimis PUD
 Actual Real Estate Taxes \$ 0 (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	<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Good Avg. Fair Poor
Built Up	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25% to 75%	<input type="checkbox"/> Under 25%	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Growth Rate	<input type="checkbox"/> Fully Dev.	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Steady	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Demand/Supply	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Declining	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Marketing Time	<input type="checkbox"/> Under 3 Mos.	<input type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Oversupply	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Present Land Use	<input type="checkbox"/> 65 %1 Family	<input type="checkbox"/> 2 %2-4 Family	<input type="checkbox"/> 1 % Apts	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> %Industrial	<input type="checkbox"/> % Vacant	<input type="checkbox"/> 06 %	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Change In Present Land Use	<input checked="" type="checkbox"/> Not Likely	<input type="checkbox"/> Likely(*)	<input type="checkbox"/> Taking Place (*)	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	(*) From _____ To _____			<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Predominate Occupancy	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<input type="checkbox"/> % Vacant	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Single Family Price Range	\$ <u>40,000</u> to \$ <u>400,000</u>	Predominant Value \$ <u>122,000</u>		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Single Family Age	<u>10</u> yrs to <u>80</u> yrs.	Predominant Age <u>35</u> yrs		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): THE SUBJECT IS LOCATED ON THE WEST SIDE OF WAUSAU NEXT TO 17TH AVENUE. THE AREA INCLUDES LAKE WAUSAU TO THE SOUTH, COMMERCIAL PROPERTY ON 17TH AVENUE NORTH AND SINGLE FAMILY HOMES EAST.

Dimensions IRREGULAR = .183 ACRES Corner Lot
 Zoning Classification RS2 Present Improvements do do not conform to zoning regulations
 Highest and best use Present use Other (specify) _____

SITE

Elec.	<input type="checkbox"/> Public	<input type="checkbox"/> Other (Describe) _____	OFF SITE IMPROVEMENTS	Topo Level _____
Gas	<input type="checkbox"/>		Street Access <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	Size <u>.183 ACRES</u>
Water	<input type="checkbox"/>		Surface <u>PAVED</u>	Shape <u>IRREGULAR</u>
San. Sewer	<input type="checkbox"/>		Maintenance <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private	View <u>AVERAGE</u>
	<input type="checkbox"/> Underground Elect. & Tel.		<input type="checkbox"/> Storm Sewer <input type="checkbox"/> Curb/Gutter	Drainage <u>UNKNOWN</u>
			<input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Lights	Is the property located in a HUD identified Special Flood Hazard Area? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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 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.

	SUBJECT PROPERTY	COMPARABLE NO.1	COMPARABLE NO.2	COMPARABLE NO.3
Address	1611 CHELLIS ST WAUSAU, WI 54414	1427 LAKE ST WAUSAU WI, 54401	1331 3RD ST WAUSAU WI, 54403	1233 MONROE ST WESTON, WI 54403
Proximity to Subject		0.18 miles W	2.01 miles NE	2.02 miles E
Sales Price	\$ <u>N/A</u>	\$ <u>1,000</u>	\$ <u>5,000</u>	\$ <u>5,000</u>
Price /	\$ <u>0.00</u>	\$ <u>0.07</u>	\$ <u>0.72</u>	\$ <u>0.68</u>
Data Source	Inspection	COUNTY RECORDS/OWNER	MLS# 21812096	MLS# 21809623
Date of Sale and Time Adjustment	DESCRIPTION N/A	DESCRIPTION 2022	DESCRIPTION 8/27/2019	DESCRIPTION 12/27/2019
Location	URBAN	URBAN	URBAN	URBAN
Site/View	7927 SQ. FT	13,939 SQ FT	6969 SF.	7,405 SF
	SO STREET ACCESS UNBUILDABLE	RESIDENTIAL	RESIDENTIAL SITE	RESIDENTIAL SITE
Sales or Financing Concessions				
Net Adj.(Total)		<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ <u>0</u>	<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ <u>0</u>	<input checked="" type="checkbox"/> Plus <input type="checkbox"/> Minus \$ <u>0</u>
Indicated Value of Subject	Net=0% Gross=0%	\$ <u>1,000</u>	Net=0% Gross=0%	\$ <u>5,000</u>

Comments on Market Data SALES 2 & 3 ARE NARROW SITES IN THE CITY OF WAUSAU WHICH WERE ASSEMBLAGE LOTS OF ONE KIND OR ANOTHER. SALE 1 IS JUST NORTH OF THE SUBJECT, IT HAS THEPOTENTIAL FOR A DRIVEWAY AND HAS SOME SMALLER BUILDABLE AREA, THE SUBJECT HAS NONE SALE 1 IS GIVEN THE MOST WEIGHT.
 Comments and Conditions of Appraisal: NONE OF THE SALES HAVE ANY IMPROVEMENTS ON THEM.

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

I ESTIMATE THE MARKET VALUE, AS DEFINED, OF SUBJECT PROPERTY AS OF 10/1/2022 to be \$ 1,000
 Appraiser(s) Gordon A Meyer Review Appraiser (if applicable) Did Did Not Physically
 Date Report Signed 10/2/2022 Inspect Property _____
 State Certification # 1040-10 State WI Date Report Signed _____
 Or State License # _____ State _____ State Certification # _____ State _____
 Expiration Date of License or Certification 12/14/2023 Expiration Date of License or Certification _____

Borrower N/A
Property Address 1611 CHELLIS ST
City WAUSAU County Marathon State WI Zip Code 54414
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

LEGAL DESCRIPTION

SEC 3-28-07 PT OF NE1/4 NE FRAC 1/4 PCL DESC IN RESOLUTION @ DOC# 1861792 , CITY OF WAUSAU, MARATHON COUNTY WISCONSIN

LOT SIZE... PER COUNTY .183 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. THEY ARE THE INTENDED USERS OF THIS REPORT

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
I HAVE NOT COMPLETED ANY VALUATION ON THIS SITE IN THE PAST 36 MONTHS
DISCUSSIONS WITH ZONING OFFICE IN WAUSAU INDICATED THIS SITE IS NOT BUILDABLE

MARKET VALUE.....

THE SUBJECT IS VERY NARROW AND NEXT TO 17TH AVENUE. THE SITE HAS FRONTAGE ON THE WEST ON 17TH AVENUE, BUT NO ACCESS. IT IS ZONED RS20 WHICH REQUIRES A 30 FOOT STREET SETBACK AND 8 BACK SET BACK SO IT IS UNBUILDABLE.

THE HIGHEST AND BEST USE IS AS AN ASSEMBLAGE SITE WHICH MEAN JOINING A PROPERTY NEXT TO IT. DURING THE INVESTIGATION INTO THIS REPORT AND ITS DETERMINATION OF HIGHEST AND BEST USE, THE APPRAISER WAS MADE AWARE OF THE FACT THAT THE PROPERTY TO THE NORTH IS NOW OWNED BY THE SAME INDIVIDUAL THAT HAS OFFERS ON THE PROPERTY BEHIND THE SUBJECT. THIS SITE JOINED WITH THE OTHERS WOULD GIVE DIRECT ROAD ACCESS TO THE ENTIRE THREE PARCELS.

Market value is the most probable price that 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:

- buyer and seller are typically motivated;
- both parties are well informed or well advised, and each acting in what he or she considers his/her own best interest;
- a reasonable time is allowed for exposure in the open market;
- payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 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.

THE EXPOSURE TO THE MARKET CLAUSE ASSUMES THE POTENTIAL ANY AND ALL BUYERS THAT WOULD AVE AN INTEREST IN THE SUBJECT, IT ALSO OPENS UP THE POTENTIAL FOR NO BUYERS, AND DOES NOT INDICATE THE APPRAISER SHOULD SEEK OUT ANY ONE POTENTIAL BUYER. IN THIS PARTICULAR CASE THE APPRAISER UNDERSTANDS THERE IS A POTENTIAL BUYER, HOWEVER THE APPRAISAL ASSIGNMENT WAS TO DETERMINE CURRENT MARKET VALUE, NOT ITS POTENTIAL CONTRIBUTORY VALUE TO OTHER PROPERTIES.

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:

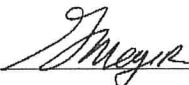
1. I have researched the subject market area and have selected a minimum of three recent sales of properties most similar and proximate to the subject property for consideration in the sales comparison analysis and have made a dollar adjustment when appropriate to reflect the market reaction to those 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: _____ 1611 CHELLIS ST, WAUSAU, WI 54414 _____

APPRAISER:

Signature: _____ 

Name: Gordon A Meyer

Date Signed: 10/2/2022

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 1611 CHELLIS ST
City WAUSAU County Marathon State WI Zip Code 54414
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

Marathon County

Owner (s): MARATHON COUNTY Location: NE1/4 NE FRL1/4, Sect. 3, T28N, R7E
Mailing Address: MARATHON COUNTY School District: 6223 - WAUSAU
500 FOREST ST
WAUSAU, WI 54403
Request Mailing Address Change

Tax Parcel ID Number: 291-2807-031-0945 Tax District: 291-CITY OF WAUSAU Status: Active 08-02-2022

Alternate Tax Parcel Number: Government Owned: Acres: 0.1830

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): SEC 03-28-07 PT OF NE 1/4 NE FRL 1/4 - PCL DESC IN RESOLUTION @ DOC #1861792

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.) 1611 CHELLIS ST WAUSAU, WI 54401

- Assessments
- Districts
- Documents
- Notes
- Parcel History
- Permits
- Sales History
- Survey History
- Taxes

0 Lottery credits claimed

Tax History

* Click on a Tax Year for detailed payment information.

Tax Year*	Omitted Tax	Bill Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
Total							\$0.00

**PAY TAXES* button may be used to pay the SECOND installment for all municipalities except for the City of Wausau. It may also be used to pay past year delinquent taxes for all municipalities. If the first installment is not received by the municipality by January 31 of the year due, interest and penalty will*

Borrower N/A
Property Address 1611 CHELLIS ST
City WAUSAU County Marathon State WI Zip Code 54414
Lender/Client MARATHON COUNTY Address 531 WASHINGTON ST, PO BOX 1184 WAUSAU, WI

NO. 1010-10

EXPIRES 12/14/2021

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.

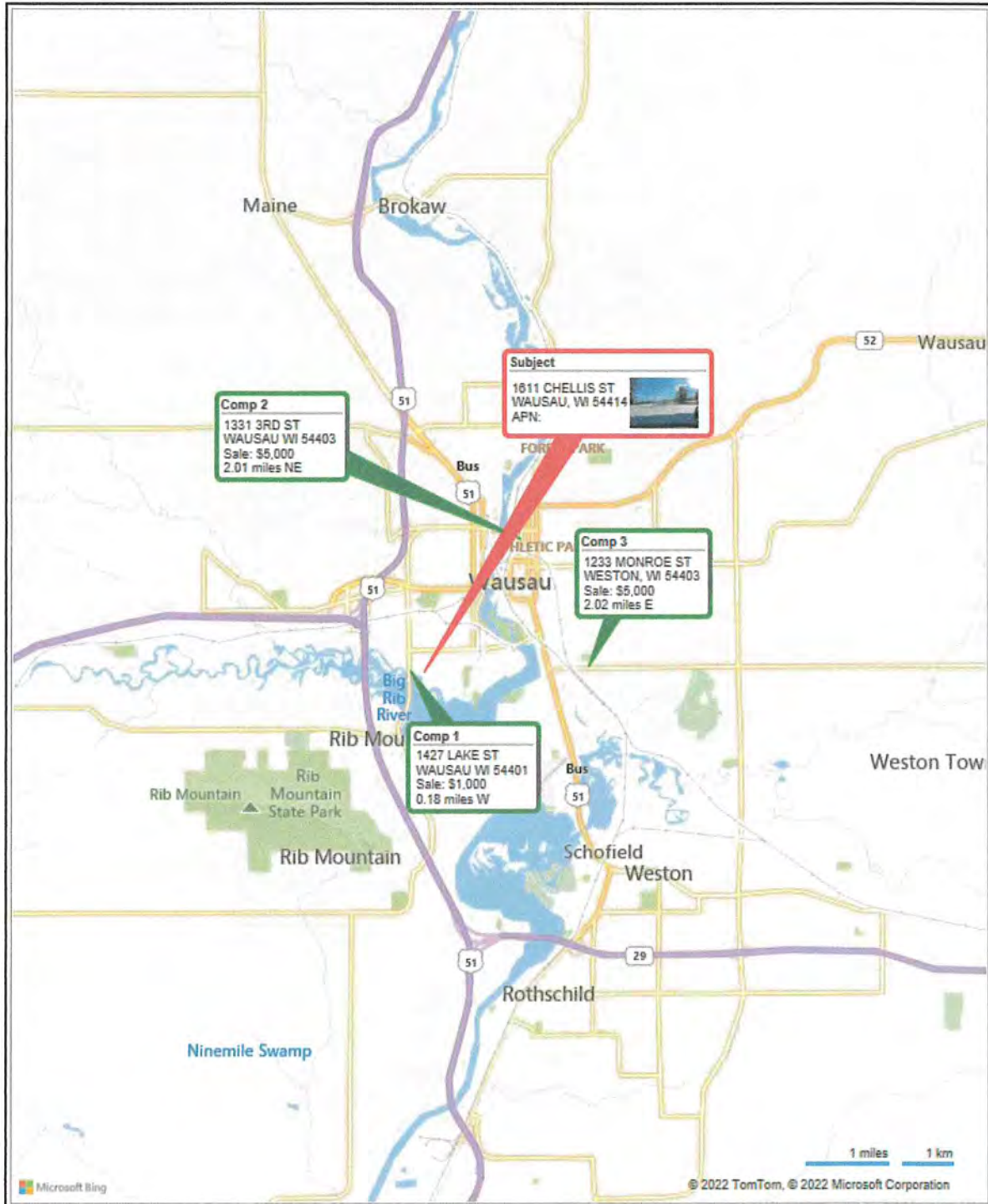


A handwritten signature in black ink, appearing to read "Gordon A Meyer". Below the signature, the name "Gordon A Meyer" is printed in a small, sans-serif font.

This certificate was printed on the 16th day of December in the year 2019

Borrower	N/A						
Property Address	1611 CHELLIS ST						
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
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COMP 4	COMP 5	COMP 6
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Date: October 4, 2022

WAUSAU DAILY HERALD--- Publish **THREE (3) TIMES** as a Display Ad – **FRIDAY, OCTOBER 7**
WEDNESDAY, OCTOBER 12
SUNDAY, OCTOBER 16

If you have any questions, please do not hesitate to call me at 715-261-1501. Please provide me a proof prior to publication, as well as an affidavit of publication.
Kim Trueblood-Marathon County Clerk

MARATHON COUNTY LAND SALE

TAKE NOTICE: That the below parcel of real estate owned by Marathon County, Wisconsin, hereinafter described is being offered for sale by sealed bid at a price not less than the appraised value or set value. Marathon County reserves the right to reject any and all bids.

TAKE NOTE: It is the Bidder's sole responsibility to:

1. Investigate properties prior to putting in a bid to Marathon County.
2. Check if any special assessments are due on properties listed by contacting the municipal clerk.
3. Do additional research if more information is required than what is noted in the advertisement.

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

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

Each sealed bid envelope shall properly identify the parcel and sale #.

Individual sealed bids will be accepted in the office of Kim Trueblood, Marathon County Clerk, Courthouse, 500 Forest Street, Wausau, WI 54403 by noon on Monday, October 24, 2022. A 10% deposit by **cashier's check or money order**, payable to the Marathon County Treasurer must accompany all bids. No personal checks will be accepted. Deposits will be refunded to unsuccessful bidders.

Bids will be opened, read and awarded by the Marathon County Clerk at the Marathon County Courthouse, County Clerk's Office, 500 Forest Street, Wausau, WI. The Marathon County Clerk may accept the bid most advantageous to Marathon County and reserves the right to reject any and all bids.

Description:

Appraised Value:

City of Wausau, SALE # 2022-1

\$ 1,000

1611 Chellis Street

Wausau, WI 54401

SEC 03-28-07 PT OF NE 1/4 NE FRL 1/4 - PCL DESC IN RESOLUTION @ DOC #1861792

#291-2807-031-0945

RESOLUTION #R-__-22
Budget and Property Tax Levy Resolution

WHEREAS, the Wisconsin Department of Revenue has made available the Statistical Report on Equalized Value of Marathon County for 2022 which sets the Equalized Value of Marathon County for taxing purposes at \$13,074,169,600; and,

WHEREAS, for purposes of satisfying the requirements of the state imposed Tax Rate Freeze formula, this budget is in compliance with Wis. Statute 59.605; and,

WHEREAS, the County Board of Supervisors and the Human Resources, Finance and Property Committee have occasional requests to provide funding for the community including allowable expenditures under various Wisconsin Statutes; and,

WHEREAS, the County is interested in a method of having the Human Resources and Finance and Property Committee review these requests on a timely basis; and,

NOW, THEREFORE, BE IT RESOLVED for the budget year 2023 that the sum of \$50,000 be authorized from the Contingent Fund and placed into a separate expenditure line item to be used by the Committee on a discretionary basis using a standard application process; and

BE IT FURTHER RESOLVED that any amendments subsequent to budget publications have resulted in the following changes and/or corrections to be incorporated as amendments into the proposed 2023 budget for the fiscal year beginning January 1, 2023:

<u>Budget Changes to Tax Levy</u>	<u>Original</u>	<u>Will Be</u>	<u>Tax Levy Change</u>	<u>Tax Rate Change</u>
I. Operating Levy	50,160,484			
II. Special Purpose Levy-bridge aid	612,500			
II. Special Purpose Levy-library	3,389,685			
III. Debt Levy	4,284,562			

Budget Changes to Capital Improvement Plan

Budget Changes from Separate Resolutions

Budget Changes to non-tax Levy Department

Special Education (School fiscal period July 1, 2022 through June 30, 2023)	
Revenues	\$ 10,113,922
Expenditures	\$ 10,113,922

AND, BE IT FURTHER RESOLVED that the Marathon County Board of Supervisors does hereby adopt the 2023 Marathon County Budget of \$215,678,022 including departmental appropriations, revenues and use of fund equity as proposed by the Human Resources and Finance and Property Committee during a series of budget meetings in October and as set forth in the attached document entitled, (BDGT1) Adopted Budget - Orgn 1 excluding Fund 998, and that the same budget passed and approved by appropriation unit and allocated from its present form and format as established by the Uniform Chart of Accounts for Wisconsin Counties as developed by the Wisconsin Departments of Revenue and Transportation, in programmatic format; and

BE IT FURTHER RESOLVED that the Marathon County Board of Supervisors does hereby authorize a property tax levy in the amount of \$58,447,231 in support of the 2023 budget and that the County Clerk is hereby directed to levy the required taxes against all the taxable property in Marathon County for every appropriation named therein except as otherwise provided and to levy special assessments and charges against the respective municipalities as provided by law; and

BE IT FURTHER RESOLVED that for the purpose of clarity the above referenced property tax levy includes:

A tax in the amount of \$612,500 for county bridge tax as set forth in Wis. Statute 81.38 to be levied against the taxable property of Marathon County, excepting the Cities of Abbotsford and Colby, and the Villages of Birnamwood, Dorchester, Elderon, Rothschild, Spencer, Unity and Weston; and

A tax in the amount of \$3,286,685 for County library operations budget and \$103,000 for County library building maintenance tax as set forth in Wis. Statute 43.64(1) to be levied against the taxable property of Marathon County, excepting the Cities of Abbotsford, Colby, Marshfield and the Town of McMillan.

BE IT FURTHER RESOLVED AND UNDERSTOOD that the budget includes an appropriation of \$ 4,781,203 for North Central Health Care Facility (NCHCF); and

BE IT FURTHER RESOLVED that the County Board of Supervisors hereby authorizes and directs the Marathon County Clerk to issue checks pursuant to this resolution and the Marathon County Treasurer to honor said checks in payment of specific items included in this budget as provided by law and at the request of any organization for which appropriations have been made.

DATED: November 10, 2022.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____
_____	_____

Fiscal Impact: This sets the 2023 Budget.



2023 ANNUAL BUDGET

**Please click the link below to access the
Administrator's 2023 Budget Message.**

<https://www.co.marathon.wi.us/Portals/0/Departments/CAD/Documents/2023-Administrators%20Budget-FINAL-111222-red.pdf>

2023



RESOLUTION # R-_____ - 22
APPROVE 2022 BUDGET TRANSFERS FOR MARATHON COUNTY
DEPARTMENT APPROPRIATIONS

WHEREAS, Section 65.90(5)(a) dictates that appropriations in the Marathon County budget may not be modified unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors, and

WHEREAS, the Human Resources, Finance and Property Committee has reviewed and does recommend the 2022 transfers listed below, and

NOW, THEREFORE, BE IT RESOLVED the Marathon County Board of Supervisors authorize and direct the budget transfers as listed below:

Transfer from:	Sheriff 173-86982320 Federal grant
Transfer to:	Sheriff 173-86989 various expenditures
Amount:	\$134,740
Re:	Marathon County LE deflection program

Transfer from:	Sheriff 296-23182320 Federal grant
Transfer to:	Sheriff 296-2319 various expenditures
Amount:	\$140,882
Re:	Tribal and Local Law Enforcement Agency initiative

Transfer from:	Sheriff xxx-xxx82320 Federal grant
Transfer to:	Sheriff xxx-xxx92190/3340 various expenditures
Amount:	\$13,000
Re:	Marathon County Bomb Robot Maintenance Course 2022

Transfer from:	Social Services 179-47982453 State Grant
Transfer to:	Social Services 179-47997170 Direct payments
Amount:	\$208,780
Re:	Community Development Block Grant CV Program

That a Class 1 Notice of this transaction be published within (10) days of its adoption;

BE IT FURTHER RESOLVED that the County Board of Supervisors hereby authorizes and directs the Marathon County Clerk to issue checks pursuant to this resolution and the Marathon County Treasurer to honor said checks.

BE IT FURTHER RESOLVED that the proper officers of Marathon County are hereby authorized and directed to take all actions necessary to affect this policy.

Respectfully submitted this 25th day of October 2022.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Note: This resolution modifies the revenues and expenditures for various County funds. There is no additional County levy appropriated in this resolution.

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: Sheriff

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	XXX-XXX82320 173-869	Public Safety – Federal Grant 594O 4/1/22-9/30/23 Fiscal Year	134,740

TRANSFER TO: Ref#00135

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX91110	594P Wages – Permanent - Regular	3,309
Expenditure Increase	XXX-XXX91110	Wages – Permanent - Regular	1,423
Expenditure Increase	XXX-XXX93490	Other Operating Expenses	40,650
Expenditure Increase	XXX-XXX92190	Other Professional Services	87,913
Expenditure Increase	XXX-XXX93340	Commercial Travel	1,445

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: 7/18/2022

COMPLETED BY FINANCE DEPARTMENT:

Rec'd 9/1/22

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: 9/2/22 srw

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)

Marathon County LE Deflection Program

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

Funds would be used by Marathon County Sheriff's Office, Wausau Police Department, and other Marathon County law enforcement agencies, along with community partner, North Central Health Care develop a program intended to divert individuals facing low-level drug charges to other treatment programs. Officers would refer individuals meeting specific criteria to a Recovery Coach Case Manager, who would develop a treatment plan for the individuals that would allow them to have minor drug-related charges dismissed upon treatment plan compliance. Funds would also be used for officer training, program literature for individuals entering the program, and temporary living cost vouchers for individuals desiring to be removed from an environment non-conducive to recovery during their treatment period.

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? _____

Is a Budget Transfer Resolution Required? _____

**COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE SITE-BASED PROGRAM
LAW ENFORCEMENT DEFLECTION PROGRAM**

ATTACHMENT A (revised 8/15/22)

Grantee: Marathon County

Project Title: Marathon County LE Deflection Program CFDA #16.838

Grant Period: From 4/1/2022 To 9/30/2023

Grant Number: 2019-COA-01-17155 Program Area: 1

APPROVED BUDGET

See your Egrants Application for details

	Federal & Match
Personnel	\$3,309
Employee Benefits	\$1,423
Travel/Training	\$1,445
Supplies & Operating Expenses	\$40,650
Consultants	\$87,913
Other	
FEDERAL TOTAL	\$134,740
MATCH TOTAL	
TOTAL APPROVED BUDGET	\$134,740



Award General Conditions:

1. Award funds will be used to supplement, not supplant, planned or allocated funds.
2. To be allowable under a grant program, all funds (federal and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 60 days of the grant period ending date.
3. Budget changes in excess of 10% of the approved line item amount and **any** increases for personnel compensation not included in the approved budget require approval from DOJ. **All changes to the contractual category require prior DOJ approval.**
4. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
5. Grant funds will be paid to the grantee on a reimbursement basis.
6. Any changes in personnel involved with the grant including the project director, financial officer and/or signatory needs to be reported in a modification to DOJ via Egrants.
7. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day, unless prior approval is received from DOJ.
8. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
9. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
10. The recipient agrees to participate in DOJ-sponsored training event, technical assistance events, or conferences held by DOJ or its designees, upon DOJ's request.
11. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.

12. The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
13. Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
14. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
15. Grant recipients are advised that DOJ will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of program and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award.
16. Grantees must agree to comply with all reporting, data collection, and evaluation requirements, as determined by DOJ's Bureau of Justice Information and Analysis (BJIA).
17. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

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: Sheriff

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	XXX-XXX82320 296-231	Public Safety – Federal Grant 591X	140,882

TRANSFER TO: Ref#00134

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX93140	Small Items Equipment	45,000
Expenditure Increase	XXX-XXX93490	Other Operating Supplies	45,000
Expenditure Increase	XXX-XXX98190	591U Other Capital Equipment	50,882

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: 8/31/2022

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: 8/31/22 srw

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)

Tribal and Local Law Enforcement Agency Initiative

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

Program is intended to provide LEAs (Law Enforcement Agencies) with additional resources to help offset certain costs associated with hiring, training, testing, and equipping law-enforcement officers, as well as updating certain technology and policies and implementing new crime-reduction initiatives.

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? _____

Is a Budget Transfer Resolution Required? _____

\$140,882.00

**MEMORANDUM OF UNDERSTANDING
REGARDING USE OF ARPA FUNDS**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into by and between the Wisconsin Department of Administration ("DOA"), whose principal business address is 101 East Wilson Street, Madison, WI 53703 and the undersigned tribal or local law enforcement agency ("LEA" or "Grantee"), whose address is identified below.

WHEREAS, the United States Department of the Treasury ("Treasury Department") has distributed to DOA funds ("ARPA Funds") from the Coronavirus State Fiscal Recovery Fund pursuant to 42 U.S.C. § 802, as added by section 9901 of the American Rescue Plan Act of 2021 ("ARPA"); and

WHEREAS, DOA is administering such funds through a variety of programs and initiatives; and

WHEREAS, a rule issued by the U.S. Treasury Department, which took effect on April 1, 2022 (the "Final Rule"), outlines the eligible uses of ARPA funds to include the provision of government services; and

WHEREAS, the program outlined by this MOU constitutes the provision of government services within the meaning of the Final Rule;

NOW, THEREFORE, DOA and Grantee agree that DOA shall grant, and Grantee may utilize, certain ARPA Funds, which constitutes direct assistance to Grantee as a beneficiary under the Final Rule, defined in the Program Schedule pursuant to the terms and conditions set forth in this MOU.

The term of this MOU will run from the Effective Date until the expiration of the Program outlined in the Program Schedule.

The person(s) signing this MOU on behalf of Grantee certifies and attests to having full and complete authority to bind Grantee, on whose behalf they are executing this document.

IN WITNESS WHEREOF, DOA and Grantee have fully executed this MOU as of the date of Grantee's signature below ("Effective Date").

DEPARTMENT OF ADMINISTRATION

GRANTEE

DS
alt

DocuSigned by:
Chris Patton
BA18DCC38PAD42D...

Scott R Parks

Chris Patton

Name: SCOTT R PARKS

Deputy Secretary

Title: SHERIFF

Department of Administration

Agency: MARATHON COUNTY SHERIFF

Dated: 8/16/2022 | 12:54 PM CDT

Dated: 16 AUG 22

Federal Award Identification Number: N/A
CFDA #: 21.027, Coronavirus State and Local Fiscal Recovery Funds
Federal Awarding Agency: Department of the Treasury

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: Sheriff

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	XXX-XXX82320	Public Safety – Federal Grant	13,000

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX92190	Other Professional Services	8,300
Expenditure Increase	XXX-XXX93340	Commercial Travel	4,700

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: Kristin William, Administrative Services Manager

Date Completed: 9/1/2022

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)

Bomb Robot Maintenance Course 2022

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

The funds will be used to host a Remotec Robot Maintenance Course for the six FBI accredited bomb squads in the State of Wisconsin. This course will cover proper care and maintenance for each team's respective Remotec robot and will allow each team to work with a certified Remotec instructor to fix any current malfunctions.

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

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: Social Services

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	179 479 8 2453	SPECIAL SERV-STATE GRT & AID	\$208,780.00

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	179 479 9 7170	DIRECT PAYMENTS	\$208,780.00

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: Coleen Krasowski

Date Completed: 10/6/2022

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)

Community Development Block Grant CV Program

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

Microenterprise Grant Program:

- Support MCDEVCO to award grants to eligible LMI businesses in Marathon County, outside the City of Wausau, with 5 or less employees that were impacted due to the COVID-19 pandemic

Rental/Mortgage Assistance Program:

- Support North Central Community Action Program to provide rental and mortgage assistance to LMI households in Marathon

County, outside of the City of Wausau, that were impacted due to the COVID-19 pandemic

- 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

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	DAA DAA 9 9130	INCR FB FOR SUBSEQUENT YEARS 200V	80000

TRANSER TO: Ref#00138

Action	Account Number	Account Description	Amount
Expenditure Increase	DAA DAA 9 8195	Other Cap Equip - ADRC 200V	80000

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: 9/16/2022

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)

ADRC CW Admin funds are used to support services throughout the ADRC CW four county region.

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

These funds were budgeted to purchase vehicles for the ADRC Nutrition Program in 2021 however because of a shortage of available vehicles, they were not purchased that year and the funds were not spent. The vehicles are now available in 2022 and we will making that purchase in 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: Use existing fund balance in 2022.

- 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) Cash and In Kind are allowable sources of match for this 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

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DAB DAB 8 2453	ADRC CW Spec Serv State Grant 200A	26336

TRANSER TO: Ref#00139

Action	Account Number	Account Description	Amount
Expenditure Increase	DAB DAC 9 1210	Wages/Perm/Reg/FT 200B	26336

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: 7/26/2022

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)

ADRC CW State Grant

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

This is the base Stae grant for the ADRC programs. The amount of the increase is from 2021 carryover issued by the State

- 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? _____

Is a Budget Transfer Resolution Required? _____

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: ADRC-CW

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DAB DAB 8 2453	ADRC CW Spec Serv State Grant 200A	4200

Ref#00140

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	DAB DAF 9 3490	Other Operating Supplies 200C	4200

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: 7/26/2022

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)

ADRC CW State Grant

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

This is the base State grant for the ADRC programs. The amount of the increase is from 2021 carryover issued by the State to be used within our Dementia Care Specialist program

- 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? _____

Is a Budget Transfer Resolution Required? _____

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: ADRC-CW

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	DAH DAH 9 1110	SAL/REG/PERM/FT 200E	52417

TRANSFER TO:

Ref#00141

Action	Account Number	Account Description	Amount
Revenue Decrease	DAH DAH 8 2350	ADRC CW ARPA IIIB GRANT 200A	52417

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: 7/26/2022

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)

ADRC CW ARPA IIIB SUPPORTIVE SERVICES

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

ARPA funds for ADRC CW aging programs. Each ARPA grant has the same purpose as each of our Aging grants to be used within each of our aging programs. These funds are being transferred as allowed by GWAAR to the Meal on Wheels program. These funds will run through September of 2023.

- 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) Match can be cash match and/or in kind match. We will use existing cash and in-kind match to meet this 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.

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	DAN DAN 9 2180	Food Services 200Y	118945

TRANSER TO: Ref#00142

Action	Account Number	Account Description	Amount
Revenue Decrease	DAN DAN 8 2351	ADRC CW APRA Cong Meal Program 200A	118945

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: 7/26/2022

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)

ADRC CW ARPA C1 CONG MEAL PROGRAM

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

ARPA funds to be used within ADRC CW Nutrition Program. These funds will be transferred from Congregate Meals to Meals on Wheels as allowed by GWAAR. Funds will be used to pay for increase in food costs.

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) Match can be cash and/or in kind. We will use existing cash and in kind to meet this 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.

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: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DAO DAO 8 2351	ADRC CW ARPA C2 Meals on Wheels grant 200A	118945

TRANSFER TO:

Ref#00143

Action	Account Number	Account Description	Amount
Expenditure Increase	DAO DAO 9 2180	Food Services 200Y	118945

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: 7/26/2022

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)

ADRC CW ARPA C2 MEALS ON WHEELS PROGRAM

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

ARPA C2 Grant funds are to be used within ADRC CW Nutrition Program. These funds are being transferred from ARPA Congregate Meals to ARPA Meals on Wheels as allowed by GWAAR. Funds will be used to pay for increase in food costs.

- 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) Match can be cash and/or in kind. We will use existing cash and in kind to meet this 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.

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DAO DAO 8 2351	ADRC CW ARPA C2 Meals on Wheels grant 200A	52417

TRANSER TO: Ref#00144

Action	Account Number	Account Description	Amount
Expenditure Increase	DAO DAO 9 2180	Food Services 200Y	52417

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: 7/26/2022

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)

ADRC CW ARPA C2 MEALS ON WHEELS PROGRAM

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

ARPA C2 Grant funds are to be used within ADRC CW Nutrition Program. These funds are being transferred from ARPA IIIB to ARPA C2 Meals on Wheels as allowed by GWAAR. Funds will be used to pay for increase in food costs.

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) Match can be cash and/or in kind. We will use existing cash and in kind to meet this 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.

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	DCB DCB 9 1110	Sal/Perm/Reg/FT 201G	25076

TRANSER TO:

Ref#00145

Action	Account Number	Account Description	Amount
Revenue Decrease	DCB DCB 8 2520	ADRC CW IIIB Grant 200A	25076

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: 7/26/2022

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)

ADRC CW IIIB Grant

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

The IIIB grant is used to help support administrative expenses to the Older American's Act programs operated by the ADRC CW. The grant award is adjusted each year, this is to adjust the budget to reflect this change.

- 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) Cash and In Kind are allowable sources of match for this 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

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	DCF DCI 9 2180	Food Services 201W	74851

TRANSER TO: Ref#00146

Action	Account Number	Account Description	Amount
Revenue Decrease	DCF DCF 8 2521	ADRC CW C1 Cong Meal Grant 200A	74851

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: 7/26/2022

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)

ADRC CW C1 CONG MEAL PROGRAM

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

C1 Grant funds are to be used within ADRC CW Nutrition Program. These funds will be transferred from Congregate Meals to Meals on Wheels as allowed by GWAAR. Funds will be used to pay for increase in food costs.

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) Match can be cash and/or in kind. We will use existing cash and in kind to meet this 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.

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: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DDA DDA 8 2521	ADRC CW C2 Meals on Wheels grant 200A	113456

TRANSER TO: Ref#00147

Action	Account Number	Account Description	Amount
Expenditure Increase	DDA DDD 9 2180	Food Services 202H	113456

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: 7/26/2022

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)

ADRC CW C2 MEALS ON WHEELS PROGRAM

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

C2 Grant funds are to be used within ADRC CW Nutrition Program. These funds are being transferred from Congregate Meals to Meals on Wheels as allowed by GWAAR. Funds will be used to pay for increase in food costs.

- 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) Match can be cash and/or in kind. We will use existing cash and in kind to meet this 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.

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: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DDI DDI 8 2532	ADRC CW Alzheimers Grant 200A	20313

TRANSFER TO: Ref#00148

Action	Account Number	Account Description	Amount
Expenditure Increase	DDI DDI 9 7190	Other Direct Relief 202K	20313

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: 7/26/2022

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)

ADRC CW Alzheimer's Grant

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

The Alzheimer's grant is used to provide direct relief to those with Alzheimer's and their caregivers. This adjustment is done so the budget reflects the final grant amount.

- 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? _____

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: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DDJ DDJ 8 2525	ADRC CW III E Nat'l Fam Caregiver Grant 200A	7881

TRANSFER TO: Ref#00149

Action	Account Number	Account Description	Amount
Expenditure Increase	DDJ DDJ 9 7190	Other Direct Relief 202N	7881

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: 7/26/2022

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)

ADRC CW IIIIE National Family Caregiver Grant

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

The National Family Caregiver grant is used to provide services to caregivers throughout the ADRC CW region. This adjustment is done so the budget reflects the final grant amount.

- 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) The State Alzheimer’s grant is an allowable source of match for this 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

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: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	DDL DDL 8 2524	ADRC CW IIID Preventive Health Grant 200A	710

Ref#00150

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	DDL DDL 9 1110	Wages/Perm/Reg/Ft 202S	710

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: 7/26/2022

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)

ADRC CW IIID Preventive Health Grant

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

The IIID grant is used to provide evidence based prevention programs throughout the ADRC CW region. The grant amount is adjusted each year, this adjustment is so the budget reflects the final grant amount.

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) Cash and In Kind are allowable sources of match for this 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? _____

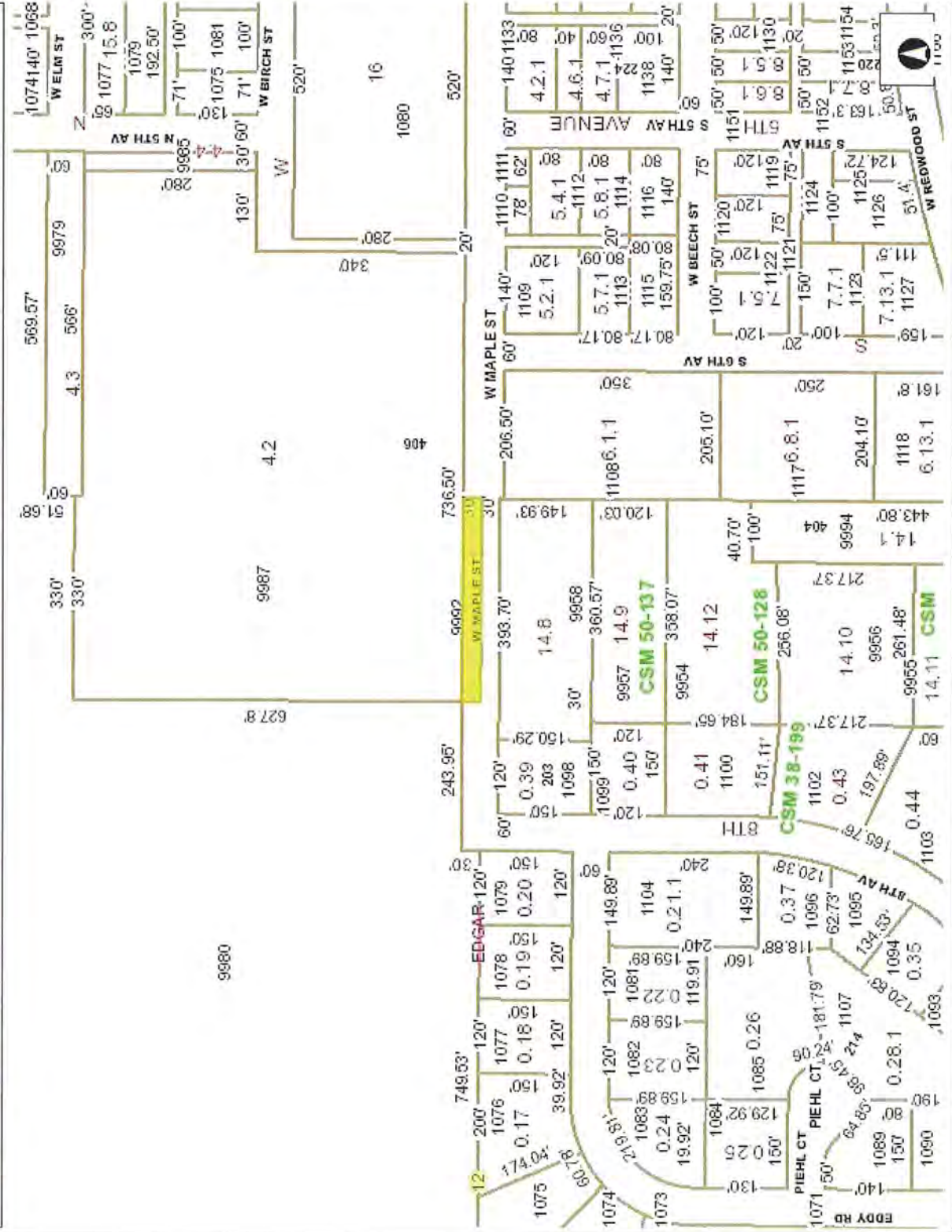
Is a Budget Transfer Resolution Required? _____



Land Information Mapping System

HALSEY
BERN
IMaine
TEXASHewitt
HOLTON
STETTON
EASTON
HULL
WIENCASSEE
RINGLE
BRIGHTON
MEHMET
REID
DAY
AMOSTEY
BEVENT
FRANZEN
SPENCER

- ### Legend
- Parcel ID
 - Parcels
 - Land Hooks
 - Addresses
 - Section Lines/Numbers
 - Road Names
 - Named Places
 - Municipalities



118.28 0 118.28 Feet



User_Defined_Lambert_Conformal_Conic

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.

Notes



AGREEMENT



FOR THE PRIVATE SALE OF TAX DELINQUENT LAND BETWEEN MARATHON COUNTY AND THE VILLAGE OF EDGAR

This AGREEMENT is made this _____ day of October, 2022, by and between Marathon County and the Village of Edgar, a municipal unit of government within Marathon County, pursuant to Sec. 75.365, Wis. Stats. and Sec 3.20(8)(a) or (b) of the General Code of Ordinances of Marathon County, which permit counties and other municipalities to enter into agreements for the private sale of tax delinquent land by the county to other municipalities under terms and conditions approved by their governing bodies.

Description of Tax Delinquent Property

Municipality: Village of Edgar

Location: Portion of W. Maple Street

Pt. of SW ¼ NE ¼ of Lot 1 Blk 15 Edgar Land Company 1st Addition

PIN #: 121-2804-121-9992

TERMS OF AGREEMENT:

1. The Village of Edgar hereby agrees to purchase the above said property for the cost of **\$881.30**, an amount which constitutes the delinquent tax settlement payments made by Marathon County to the Village of Edgar for this parcel prior to the parcel having been taken by tax deed.
2. The Village of Edgar further agrees to accept the property in "as is" condition.
3. The parties agree that the provisions of Wis. Stat. §§ 75.365(2) and (3) are expressly adopted into this agreement.

a. **Limitation of Liability.**

- i. Pursuant to Wis. Stat. § 75.365(2), Marathon County shall not be accountable or liable for any amount greater than that realized by it upon the sale of the property described herein
- ii. Pursuant to Wis. Stat. § 75.365(2), Marathon County shall not incur or be subjected to any liability to anyone except as set forth herein. If Marathon County should incur or be subjected to any other or different liability, the Village of Edgar shall reimburse the County for any such excess liability and indemnify it against any loss or damage that the County may sustain by reason of acting pursuant to this agreement.

b. Free and Clear Title.

- i. Pursuant to Wis. Stat. § 75.365(3), upon execution of this agreement, the title conveyed to the Village of Edgar shall be in fee simple and free and clear from all tax liens or claims arising out of delinquent special assessments, delinquent unpaid general taxes, or both, except delinquent special assessments, delinquent or unpaid general taxes, or both, returned to Marathon County after the sale is completed.

The undersigned parties by their signatures attest that they are authorized to enter into this Agreement.

Kim Trueblood, Marathon County Clerk

Jennifer Lopez, Administrator, Village of Edgar

State Bar of Wisconsin Form 3-2003
QUIT CLAIM DEED

Document Number

Document Name

THIS DEED, made between _____
 _____ ("Grantor," whether one or more),
 and _____
 _____ ("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in _____ County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

Recording Area

Name and Return Address

Parcel Identification Number (PIN)

This _____ homestead property.
 (is) (is not)

Dated _____ .

_____(SEAL) _____(SEAL)
 * _____ *

_____(SEAL) _____(SEAL)
 * _____ *

AUTHENTICATION

Signature(s) _____

 authenticated on _____

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
 (If not, _____
 authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
 _____ COUNTY)

Personally came before me on _____,
 the above-named _____

 to me known to be the person(s) who executed the foregoing
 instrument and acknowledged the same.

* _____

 Notary Public, State of Wisconsin
 My Commission (is permanent) (expires: _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

* Type name below signatures.

Resolution # R-___-22

A RESOLUTION APPROVING AND AUTHORIZING THE IMPLEMENTATION OF THE CLASS COMPENSATION PLAN CREATED BY MCGRATH CONSULTING GROUP, INC.

WHEREAS, the Board of Supervisors is authorized to establish wages, hours, conditions of employment and benefits, pursuant to §59.52(11)(c), Wis. Stats.; and

WHEREAS, on September 29, 2013, Marathon County implemented the classification and compensation schedule recommended by Fox-Lawson & Associates and most recently evaluated and implemented an update to this plan in 2017; and

WHEREAS, Marathon County has retained The McGrath Consulting Group, Inc. to conduct a new classification compensation schedule and market study to be conducted with respect to providing specific recommendations concerning classification of job positions and duties, as well as set salary ranges consistent with both the private and public sector market; and

WHEREAS, County Administration has evaluated the 2023 class and compensation schedule and updates and has formed recommendations, which are attached hereto; and

WHEREAS, the Marathon County Human Resources, Finance, and Property Committee has reviewed the class and compensation schedule and voted to forward them to the County Board for consideration, with a proposed effective date of December 11, 2022; and

WHEREAS, the classification and compensation schedule does not include elected officials, nor does it apply to Marathon County Deputies and Lieutenants in the Sheriff's Office, as they are subject to collective bargaining agreements.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors for the County of Marathon does hereby approve the attached classification/compensation recommendations, effective December 11, 2022.

BE IT FURTHER RESOLVED that the proper officers of Marathon County are hereby authorized and directed to take all actions necessary to effectuate this resolution.

Respectfully submitted this [meeting date TBD]

Fiscal Impact: The direct fiscal impact to Marathon County for the implementation of the new classification and compensation plan is approximately \$1,583,814.78. The overall cost of the plan is approximately \$2,690,672.12

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE

/s/ John Robinson, Chair

/s/ Kody Hart

/s/ Alyson Leahy, Vice Chair

/s/ Ann Lemmer

/s/ Kurt Gibbs

/s/ Yee Leng Xiong

/s/ Gayle Marshall

Pay Grade	Recommended Title	SALARY RANGE		
		Minimum	Market	Maximum
C		\$13.60	\$15.23	\$19.04
	Library Page	\$28,288.00	\$31,678.40	\$39,603.20
D		\$15.63	\$17.51	\$21.88
	Lead Library Page Library Assistant	\$32,510.40	\$36,420.80	\$45,510.40
E		\$16.42	\$18.39	\$22.99
	Custodian I Driver Lead Library Assistant Nutrition Site Manager	\$34,153.60	\$38,251.20	\$47,819.20
F		\$17.57	\$19.68	\$24.60
	Administrative Assistant Custodian II Operations and Maintenance Technician I	\$36,545.60	\$40,934.40	\$51,168.00
G		\$18.80	\$21.06	\$26.32
	Administrative Specialist Juvenile Court Clerk Lead Custodian Program Support Specialist	\$39,104.00	\$43,804.80	\$54,745.60
H		\$20.12	\$22.53	\$28.17
	Account Specialist - Courts Deputy Court Clerk Deputy Register in Probate Economic Support Specialist Evidence Technician Family Support Specialist Legal Assistant Library Specialist Senior Administrative Specialist Veterans Benefits Coordinator	\$41,849.60	\$46,862.40	\$58,593.60
I		\$21.53	\$24.11	\$30.14
	Account Specialist - Child Support Building Maintenance Technician Child Support Specialist Civil Process Specialist Inventory Technician	\$44,782.40	\$50,148.80	\$62,691.20

IT Technician - Health
 Judicial Assistant
 Lead Library Specialist
 Parks Maintenance Technician
 Restitution Specialist
 Victim Witness Specialist

	\$23.04	\$25.80	\$32.26
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	\$47,923.20	\$53,664.00	\$67,100.80
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911 Communications Dispatcher
 Accounting Specialist
 Building Maintenance Specialist
 Conservation Technician
 Construction Crew Technician
 Corrections Officer
 GIS Technician
 Highway Section Worker
 Lab Technician
 Land Use Technician
 Lead Economic Support Specialist
 Library Business Specialist
 Onsite Wastewater Technician
 Parks Maintenance Specialist
 Survey Technician
 Vehicle Maintenance Technician
 Web Content Specialist

K	\$24.65	\$27.61	\$34.51
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	\$51,272.00	\$57,428.80	\$71,780.80
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Arborist
 Assistant Veterans Service Officer
 Branch Coordinator
 Bridge Crew Technician
 Clerk of Court Supervisor
 Contract Specialist
 Corrections Team Lead
 Custodial Supervisor
 Diversion Program Specialist
 Emergency Management Coordinator
 Fabricator/Welder
 Fuel Operator
 Heavy Equipment Operator
 Horticulturalist
 IT Specialist - Library
 Lead Child Support Specialist
 Lead Maintenance Specialist
 Marketing & Communications Specialist
 Mechanic
 Nutrition Program Supervisor
 Operations and Maintenance Technician II
 Paralegal
 Real Property Lister
 Sign Technician

Waste Management Specialist

L	\$26.38	\$29.54	\$36.93
	\$54,870.40	\$61,443.20	\$76,814.40
Badging Coordinator			
Case Manager			
Chief Deputy County Clerk			
Chief Deputy Register of Deeds			
Community Health Educator			
Community Support Specialist			
Conservation Specialist			
Deputy Treasurer			
EHS & Hazardous Waste Specialist			
Environmental Systems & Pollution Control Specialist			
Highway Crew Leader			
Human Resources Generalist			
Information & Assistance Specialist			
Investigator - DA			
Land Use Specialist			
Lead Branch Coordinator			
Lead Mechanic			
Onsite Wastewater Specialist			
Operations and Maintenance Technician III			
Public Safety Fleet Coordinator			
Public Safety Technology Specialist			
Purchasing /Fleet Coordinator			
Purchasing Coordinator			
Recreation Coordinator			
Register in Probate			
Sr IT Specialist - District Attorney			
M	\$28.22	\$31.61	\$39.51
	\$58,697.60	\$65,748.80	\$82,180.80
Accountant			
Caregiver Support Specialist			
Chief Deputy Clerk of Court			
Communications Center Supervisor			
Corrections Supervisor			
County Forester			
Dementia Specialist			
Disability Benefit Specialist			
Economic Support Supervisor			
Elder Benefit Specialist			
GIS Specialist			
Librarian			
Office Manager			
Public Health Sanitarian			
Public Information and Communications Coordinator			
Resource Specialist			
Social Worker			
Victim Witness Coordinator			
N	\$30.20	\$33.82	\$42.28

		\$62,816.00	\$70,345.60	\$87,942.40
	Conservation Analyst			
	Deputy Medical Examiner			
	Environmental Health Coordinator			
	Human Resources Analyst			
	Human Resources Benefits Analyst			
	HVAC Building Maintenance Specialist			
	Land Use Analyst			
	Lead Social Worker			
	Licensed Building Maintenance Specialist			
	Licensed Clinical Social Worker			
	Planner			
	Public Health Nurse			
O		\$32.31	\$36.19	\$45.23
		\$67,204.80	\$75,275.20	\$94,078.40
	Administrative Manager			
	ADRC Community Outreach Manager			
	ADRC Program Supervisor			
	Business Analyst			
	County Surveyor			
	Data Officer			
	Diversion Program Manager			
	Facilities Maintenance Manager			
	Fiscal Supervisor			
	Fleet & Facility Supervisor			
	GIS Coordinator			
	Operations and Maintenance Supervisor			
	Operations Supervisor			
	Parks Forester			
	Recreation Supervisor			
	Risk Manager			
	Senior Human Resources Analyst			
	Senior Planner			
P		\$35.54	\$39.81	\$47.98
		\$73,923.20	\$82,804.80	\$99,798.40
	Business Manager			
	Conservation Program Manager			
	Construction Project Manager			
	County Forest Administrator			
	Economic Support Manager			
	Justice Services Coordinator			
	Financial Internal Auditor			
	Financial Systems Analyst			
	Land Resources Manager			
	Library Manager			
	Operations Manager			
	Planning & Land Information Manager			
	Public Health Supervisor			
Q		\$38.04	\$42.60	\$51.35
		\$79,123.20	\$88,608.00	\$106,808.00

	Administrative Services Manager Assistant Corporation Counsel Assistant Jail Administrator Chief Deputy Medical Examiner Child Support Manager Human Resources Manager Nutrition Program Manager Social Work Supervisor			
R		\$40.70	\$45.58	\$54.95
		\$84,656.00	\$94,806.40	\$114,296.00
	Assistant Airport Director Assistant Parks and Recreation Director Court Commissioner Deputy Highway Commissioner			
S		\$43.54	\$48.77	\$58.78
		\$90,563.20	\$101,441.60	\$122,262.40
	Captain Child Welfare Manager Division Manager Emergency Management Director Family Court Commissioner Jail Administrator Library Director Medical Examiner Solid Waste Director Veterans Services Director			
T		\$46.59	\$52.18	\$62.90
		\$96,907.20	\$108,534.40	\$130,832.00
	Chief Deputy Conservation, Planning, & Zoning Director Deputy Corporation Counsel Facilities and Capital Management Director Health Officer Highway Commissioner Parks, Recreation, and Forestry Director			
U		\$49.85	\$55.83	\$67.30
		\$103,688.00	\$116,126.40	\$139,984.00
	Airport Director Executive Director - ADRC Human Resources Director			
V		\$53.34	\$59.74	\$72.01
		\$110,947.20	\$124,259.20	\$149,780.80
	Deputy County Administrator Finance Director Social Services Director			
W		\$57.07	\$63.92	\$77.04
		\$118,705.60	\$132,953.60	\$160,243.20
	Corporation Counsel			

X	\$61.06	\$68.39	\$82.43
	\$127,004.80	\$142,251.20	\$171,454.40
AA	\$73.28	\$82.07	\$98.93
	\$152,422.40	\$170,705.60	\$205,774.40
County Administrator			



Compensation Study
Final Report
for

HR Finance and Property Committee

Marathon County, Wisconsin



September 2022



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Executive Summary

The intent of an Executive Summary is to provide an overview of the most important issues and opportunities identified by the Consulting team during the Study. Recipients of this Report are highly encouraged to read the document in its entirety to gain an understanding of the recommendations presented. This introduction alone does not provide enough context or information upon which to base decisions or to judge the recommendations provided.

McGrath Human Resources Group, Inc., an organization that specializes in public sector consulting, was commissioned by Marathon County, Wisconsin to conduct a comprehensive Compensation Study for all regular non-union positions, excluding elected officials and temporary positions.

The objective of the study is to develop a compensation plan that:

- Attracts a qualified workforce and retains motivated employees;
- Enables Marathon County to maintain a competitive position with other comparable municipalities and private companies within the same geographic area;
- Ensures internal equity among employees across all county departments;
- Complies with applicable laws, regulations, and procedures; and
- Establishes easily maintained practices and policies to continue to meet the aforementioned objectives in future years.

The following recommendations have been developed as a result of the Study.

Compensation Recommendations

In order for Marathon County to gain a competitive edge with recruitment and retention, it is recommended the County establish its compensation philosophy that aligns with the average market. This compensation strategy will help facilitate candidates who have multiple employment options, increase selection rates of qualified applicants, maintain productivity, and decrease unwanted employee turnover. Because of the current labor market, it is extremely important that the County have a viable salary schedule in order to be competitive.

The County desires to continue its range model compensation system for flexibility in recruitment and continuation of its performance/merit program. The salary schedule minimum rate of each pay range is set at 12% from the identified Market Rate so an employee can attain the average market rate within a reasonable period of 6-7 years. Each pay range is currently held to 35%-40% to maintain financial sustainability over time. This

range model, coupled with the County's performance management/merit program, should continue to be a performance motivator and a tool for professional growth and development, so the County can develop succession opportunities internally as well.

Overall, the updated compensation system will guide the County in providing average market compensation and maintains internal alignment of positions. The County is recommended to strive for an above market placement in the market based upon its financial ability, in a future budget cycle.

Classification Structure

The County's Classification System has been adjusted to move away from the current general classification title and working title structure currently in place. Most job titles have been revised to either have consistency throughout the organization, or to become more current with the external market/respective industry.

Compensation Policy Recommendations

Policy recommendations have been provided for the County to manage compensation processes with the new System. The County is recommended to adopt the compensation policy recommendations which will establish an objective framework for Employee Resources to effectively manage classifications and compensation going forward.

In addition, General Operating Guidelines have been outlined for the County to maintain the Salary Schedule to help keep the model aligned and competitive to the external market and also outlines the mechanisms in place to provide for employee salary adjustments within the new model.

These recommendations provide a roadmap for the County Administration to utilize best practices going forward ensuring compliance and positioning itself to attract and retain a highly qualified workforce.

The Consultants would like to extend appreciation to the County Administrator, Employee Resources Department, Department Heads, and employees for their time, cooperation, and sharing of information and perceptions with McGrath Human Resources Group.

Methodology

Data Collection

The project involved several steps: collection of data, interviews, and data analysis. The first step of this Study involved the gathering of data that pertains to current compensation practices within Marathon County. The Consultants received information relating to current salaries, specific policies, collected market data, and current job descriptions.

Interviews were conducted with the County Administrator, Employee Resources Director, Department Heads, and other management personnel within each Department. The purpose of these meetings was to first, gain an understanding of the County's current compensation practices and philosophy; second, to solicit ideas and input from these stakeholders for future compensation methodologies and practices; and finally, to determine if there were any positions within the County that were difficult to recruit, retain, or were otherwise unique in the position's responsibilities.

At the first site visit, employees were provided an introduction session to the project and the Position Questionnaire process. Employees from each Job Classification were then asked to complete a Position Questionnaire (PQ) which provided extensive information about the positions. Because the County currently utilizes a broad classification model, the Consultants, with the departments, ensured positions with differing responsibilities under the same job classification completed a document. The Consultants utilized the Position Questionnaires completed by the employees, which had been reviewed by supervisory employees, to gain a better understanding of the job responsibilities, skills, and various competencies of the position.

During the second virtual visit, the Consultants met with the County Administrator and Employee Resources Director to provide a summary of the County against the comparable market. The type of compensation models and compensation philosophy for the County were also discussed. The Consultants also met with the HR Finance and Property Committee to provide an update on summary market findings and next project steps.

Upon completion of the draft compensation schedule, the Consultants met with the County Administrator, Employee Resources, and each Department Head separately, to review the recommended Salary Schedule and gain the County's perspective. Any recommendations and feedback provided was reviewed by the Consultants and taken into consideration in both its relation to the position analysis, the external market data, as well as the impact to internal equity within the entire Compensation System.

Labor Market

In order to gain information from the external market, through interviews with the Department Directors and County Administration, a list of comparable organizations was established. Each of the comparable organizations were contacted requesting current salary schedules and incumbent data. The following comparable organizations were contacted:

Table 1: Comparable Organizations

COMPARABLE ORGANIZATIONS	
Brown County	City of Duluth MN
Dane County	City of Rochester MN
Calumet County	Quad Cities International Airport
Chippewa County	WI DNR
Clark County	City of Eau Claire
Eau Claire County	City of Green Bay
Fond du Lac County	City of Wausau
Kenosha County	City of Schofield
La Crosse County	City of Rothschild
Langlade County	Town of Mosinee
Lincoln County	Town of Rib Mountain
Outagamie County	Village of Edgar
Portage County	Village of Kronenwetter
Rock County	Village of Stratford
Sheboygan County	Village of Weston
Walworth County	Racine Public Library
Washington County	Kenosha Public Library
Waukesha County	Appleton Public Library
Winnebago County	North Central Health Care
Wood County	

Local private comparable data was also collected, when provided. The collection of this compensation data was utilized to analyze the average Market Minimum, Midpoint and Maximum Rates per defined benchmark positions. A comparison of the average salary of the positions to the salary of incumbents within the County was also performed. When necessary, evaluation of the comparable organization’s job description, when available online, was utilized to resolve conflicts.

In addition to current positions within the County, the Consultants sought comparable data on future positions/career ladders, and positions with job responsibilities that are combined in Marathon but might be separate in other organizations. In some cases, titles were altered to better align with the industry. Not all positions are reflected in the following data analysis. In some situations, data was not available in the external market, data was insufficient, or there were no internal matches at the time of the Study.

Market Data Solicited

The market survey gathered the following 2022 information: Minimum, Midpoint, and Maximum salary for the positions as well as the average salary of the incumbents. Upon examination, salaries were eliminated if statistically too high or too low as to not skew the average (typically within one-two standard deviations). Then, a new percentile amount was calculated with the remaining salaries. There was a great deal of time spent in the data analysis to ensure that each position was examined based on the data available and how the responsibilities of each position align within the County.

Market Analysis

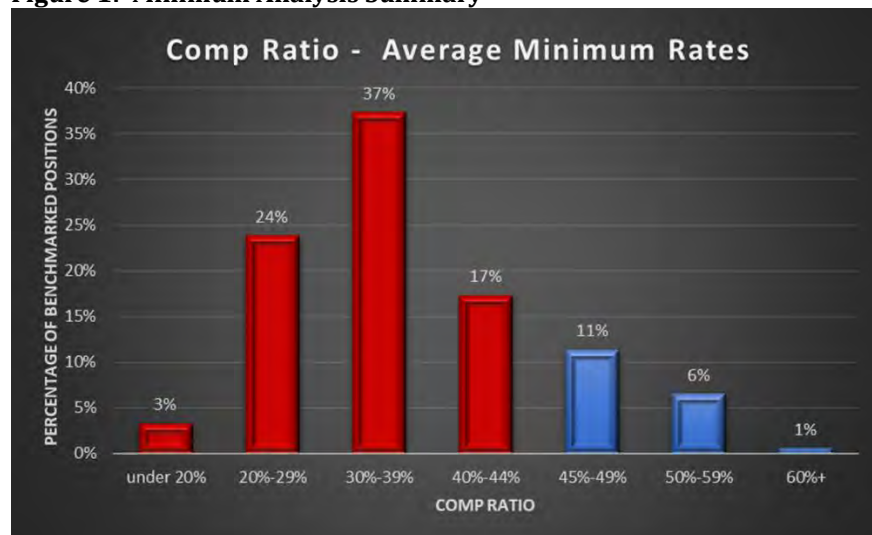
In order to analyze the ranges, a Comp Ratio is used. This is a ratio of the County's salary in relation to the external market data. A 50% Comp Ratio would mean that the salary is in line with the external Market while utilizing +/-5% range around each data point. Thus, if a position has a Comp Ratio of 45% or greater, the employee is considered aligned to the market. Positions with lower 40% Comp Ratios are likely to experience challenges with recruitment/retention due to the current labor market. For this reason, positions with a Comp Ratio of 45% or greater are considered market competitive.

Minimum Salary Comparison

The analysis of the Minimum Salary Range gives an initial indication if starting salaries are within an acceptable Market Range. When building a salary schedule, consideration of this information will ensure the County's Minimums are within an acceptable range to the average Market Minimum; however, this analysis is only the beginning in the development of a Compensation Schedule.

Approximately 81% of the benchmarked job titles are below the average Market for Minimums. Of that, 17% are in the lower Comp Ratios that have just fallen short of competitiveness. Overall, 18% of the positions are within the acceptable average Market Minimum, with only 7% with a Comp Ratio of 50% or greater. It would appear the County's minimum hiring salaries are insufficient against the average market. The Figure below provides a summary of findings.

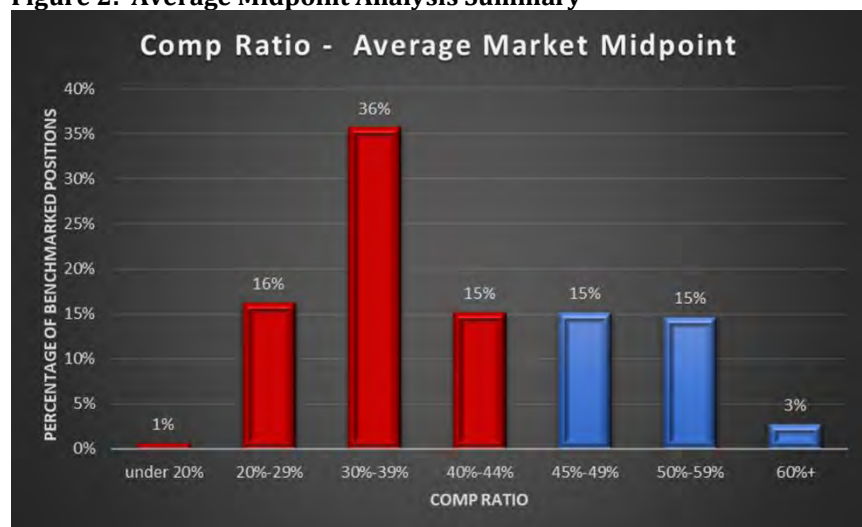
Figure 1: Minimum Analysis Summary



Average Midpoint Salary Analysis

The Consultants wanted to know if the midpoint was aligned with the average Market. Therefore, a Midpoint analysis between the County and the Market was conducted. Again, a Comp Ratio less than 45% would indicate the Salary Ranges may not be aligned to the market. Approximately 68% of the midpoint of benchmarked positions are lower than the average market. Of those, 15% of the positions are in the lower Comp Ratios that have just fallen short of competitiveness. Overall, 33% of the positions are within the acceptable average market at the midpoint, with 18% having a Comp Ratio of 50% or greater. The following is a summary of findings.

Figure 2: Average Midpoint Analysis Summary

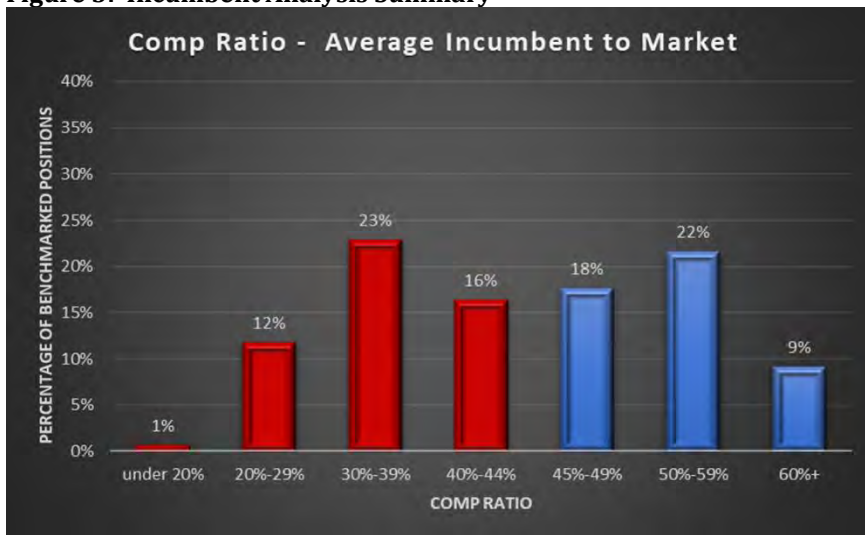


Due to rounding, may not result in 100%

Average Market Salary Analysis

The next step is to compare the County’s current incumbent salaries to the average Market Rate to assess how competitive incumbent wages are within the market. For this purpose, positions where there are more than one (1) incumbent, an average of the current employees is utilized. Overall, 52% of the positions on average are below the average Market Rate. while 48% of the positions within the County are at or above the average Market Rate, and only having 31% of positions with a Comp Ratio of 50% or greater. In summary, the County has not fared well when employee salaries are compared to the average Market Rate of employee salaries, although one needs to consider tenure of employees, which is discussed in the Employee Demographics section. The Figure below provides a summary of findings.

Figure 3: Incumbent Analysis Summary



Market Data Summary

Overall, the County has not kept pace with the external market. The current Salary Schedule has fallen behind in the comparable market, with most positions needing some adjustment. There needs to be an adjustment of the Ranges to identify and capture the average market rates of comparable incumbents, and realign some positions once placed on the Pay Grades.

Current Compensation System

The current General Salary Schedule is a Decision Band Method System. The System is made up of 23 unique Pay Ranges, but each Pay Range has multiple Pay Grades based upon the kind of decisions required among other factors for each position. Each Pay Range has an identified Minimum, Midpoint, and Maximum. The spread between Minimum and Maximum varies between 34%-55% in most cases. It is presumed the Midpoint is the market point, but because the market has changed, it is unknown how long an employee must truly work in each position before they attain market competitive wages. The County has not adjusted the salary ranges in any way since 2020, when the Range Maximums were increased.

The County has multiple organizations that utilize the County's compensation system, as follows:

City-County Information Technology Commission

The CCITC provides IT services to the City of Wausau, Marathon County, and North Central Health Care. The CCITC uses the Decision Band Method, but the Pay Ranges differ from the County's in that the ranges have been adjusted historically, so pay ranges are not aligned. The CCITC currently has eight existing Pay Ranges for its respective positions.

Aging and Disability Resource Center of Central Wisconsin

The ADRC-CW provides these services regionally to Langlade, Lincoln, Marathon, and Wood Counties. The ADRC follows the Marathon County Compensation System even though it is governed by a separate Board.

Marathon County Public Library

The MCPL is governed by a Library Board which has statutory authority to set the compensation for all library personnel. To date, the Library Board has followed the Marathon County Compensation System.

Current Employee Progression

As previously stated, the County does not typically adjust salary ranges annually for an overall cost of living adjustment. Instead, employees progress through the ranges with a performance process. This has created some challenges for the County, in that employees are progressing too slow to keep with market conditions on a salary schedule that is not being maintained against the market. An illustration is provided. In this scenario, the salary schedule is never adjusted, even though this example uses a 2% CPI trend, and the employee in this illustration was hired at the minimum and receives a 4% merit salary increase each year. Progression through the range to reach/surpass the Midpoint (presumed market rate) of the current Salary Schedule will take the employee 8 years. However, at year 8, the presumed market is now higher, so it will take the employee 14 years at this pace to have their actual wages match/surpass the actual market rate. Current market conditions will

require employers to progress employees to a more competitive rate faster for retention purposes. This will be discussed again with recommendations later in the report.

Table 2: Employee Salary Progression Example

A	B	C	D	E	F
	Employer Salary Range Minimum	Employer Salary Range Midpoint	Employee with 4% Annual Adjustments	Market Minimum (2% Trend)	Market Midpoint (2% Trend)
HIRE	\$36,732.80	\$43,160.00	\$33,753.46	\$36,732.80	\$43,160.00
yr. 2	\$36,732.80	\$43,160.00	\$35,103.60	\$37,467.46	\$44,023.20
yr. 3	\$36,732.80	\$43,160.00	\$36,507.74	\$38,216.81	\$44,903.66
yr. 4	\$36,732.80	\$43,160.00	\$37,968.05	\$38,981.14	\$45,801.74
yr. 5	\$36,732.80	\$43,160.00	\$39,486.77	\$39,760.76	\$46,717.77
yr. 6	\$36,732.80	\$43,160.00	\$41,066.25	\$40,555.98	\$47,652.13
yr. 7	\$36,732.80	\$43,160.00	\$42,708.89	\$41,367.10	\$48,605.17
yr. 8	\$36,732.80	\$43,160.00	\$44,417.25	\$42,194.44	\$49,577.27
yr. 9	\$36,732.80	\$43,160.00	\$46,193.94	\$43,038.33	\$50,568.82
yr. 10	\$36,732.80	\$43,160.00	\$48,041.70	\$43,899.10	\$51,580.20
yr. 11	\$36,732.80	\$43,160.00	\$49,963.37	\$44,777.08	\$52,611.80
yr. 12	\$36,732.80	\$43,160.00	\$51,961.90	\$45,672.62	\$53,664.04
yr. 13	\$36,732.80	\$43,160.00	\$54,040.38	\$46,586.07	\$54,737.32
yr. 14	\$36,732.80	\$43,160.00	\$56,201.99	\$47,517.79	\$55,832.06
yr. 15	\$36,732.80	\$43,160.00	\$58,450.07	\$48,468.15	\$56,948.70

Compensation Philosophy

A compensation philosophy is an organization's financial commitment to how it values its employees. The goal of this philosophy is to attract, retain, and motivate qualified people. A consistent philosophy provides a strong foundation in determining the type of total compensation package to offer employees.

There are foundational aspects of compensation to assist with the development of a compensation philosophy to ensure the goals of compensation align with the goals of the organization. First, there are basic questions to consider:

1. What is considered a fair wage?
2. Are wages too high for the financial health of the organization?
3. Does the compensation system reflect the value of positions within the organization?
4. Is your compensation strong enough to retain employees?
5. Do you currently have a defined compensation philosophy?
6. If so, is your compensation philosophy keeping in line with labor market change, industry change, and organizational change?

The County is in business to provide an essential and difficult service to the community. It does that through hiring qualified employees who lend their skills and talents to various positions within the organization. Without those individuals, the County would not be able to provide these services. In order to be competitive for retention of existing personnel and have successful recruitment efforts to replace future turnover, the County needs to be competitive with the targeted comparables.

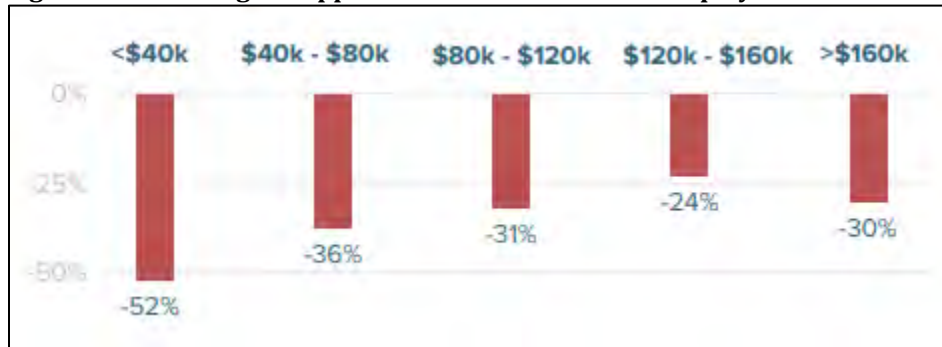
In order for the County to be competitive with recruitment and retention, it is recommended the County establish its compensation philosophy that is based on above average market wages so the County can be competitive in the current labor market. With that said, attaining an above average position in the market may take time for the County to financially plan for, so the recommendations will represent the average market rate. The following sections support that recommendation.

Public Sector Turnover/Recruitment Challenges

According to human resources professionals across the United States, it is becoming progressively harder to hire qualified personnel. Looking at a tight labor market, recruitment and retention of qualified personnel with the necessary skills for public service has topped the list of workforce challenges for the last several years, and in 2021 nearly 86% of human resources professionals reported moderate to significant increases in vacancies within their organization. Between 2015 and 2021, applicant volume for government jobs has dropped

21%, resulting in a significant work gap in the public sector (Neogov Job Seeker Report 2021).

Figure 4: Percentage of Applications for Government Employment 2015-2021



(Source: Neogov)

“The decline in job applications per job over the last six years is being felt across all job types and salary levels. The hardest hit are jobs that pay below \$40,000 per year, which are frequently the jobs that interface with the public and community members the most. This may unfortunately lead to a decrease in the quality of services that agencies are able to provide.” (Source: Neogov 2021 Job Seeker Report.)

This is not necessarily a new issue, but some employers do state it has become increasingly problematic to operations. Public employers have been experiencing ongoing challenges of this nature for almost a decade. Governments historically have had a compelling proposition to offer workers with secure lifetime employment and generous health benefits followed by a robust pension for retirement, which is no longer the case. Public employers are battling for their talent because:

- Long term employment has less appeal to the younger workforce.
- There is a real or perceived decline in public support for government workers.
- Public employers do not feel they can compete with salaries and benefits as benefits erode and the private sector is more competitive.
- There is a growing skills gap. Many government jobs now require specialized education or training. Fewer positions are ‘learn on the job.’
- Public employers are not able to offer the same level of flexible work arrangements to all employees.
- Limitations in technologies prevent efficiencies and automation.
- There are limited financial resources.
- Not all work cultures are pleasing and supportive.

The Great Resignation and Private Sector Influence

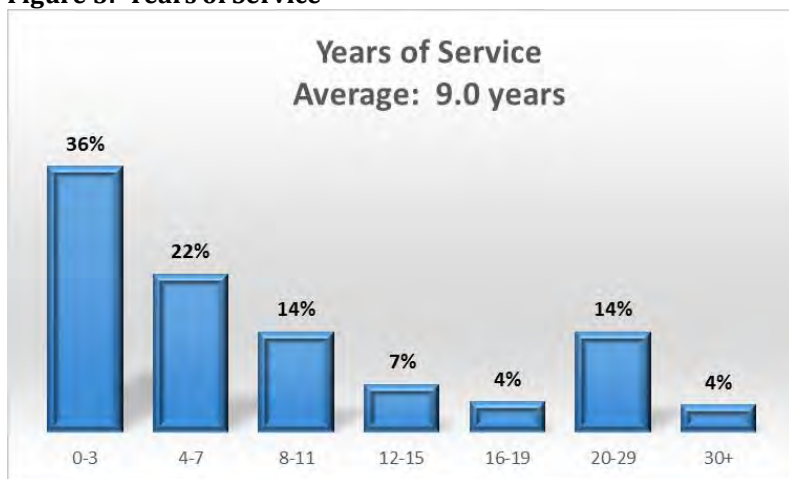
Compounding the public sector recruitment challenges, in 2021, as the nation re-opened following COVID shutdowns, the country has experienced continued private industry prosperity, record inflation, record retirements, and record turnover from an otherwise

qualified workforce, causing all industries, both public and private, to be competing for already limited human resources. This has led employers to escalate wages for all positions to help recruit and retain their talent. The effect has been substantial, and nearly every employer is experiencing recruitment and retention challenges. Many businesses report the lack of available workers and have curtailed their ability to meet current work demands, while raising wages. As a result, all employers, including the County, will need to ensure their wage structure is as competitive as financially possible in order to help mitigate turnover and facilitate recruitment success.

Employee Demographics

In reviewing the County’s employee demographics, the tenure of the organization ranges from new hire – 48 years. The overall tenure average of the employees is 9 years. The national average in the public sector is currently 6.9 years (*Local Government-Bureau of Labor Statistics, September 2022*), showing the County is *above* average in overall tenure, which is positive. In order to have a full picture of the County, one needs to explore these demographics further. These findings are in the following Figures.

Figure 5: Years of Service

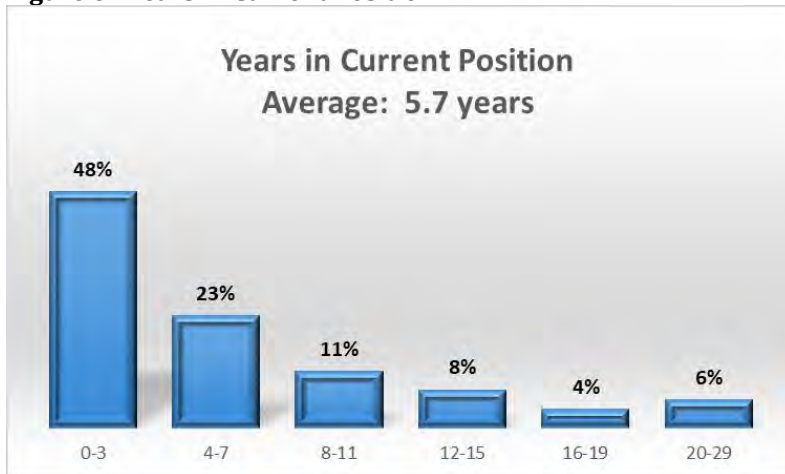


Currently, 36% of the workforce has less than four (4) years of service and there is a significant gap of experience within the workforce, and the percentage of tenure declines as the years progress. There is a spike at 20 years of service or greater, likely meaning that if an employee attains 20 years, they are currently staying. The noticeable decline in tenure is an indication that the County is simply cannot retain their personnel. This can be concerning in future years considering the age of the tenured staff, and when their retirements will occur.

One final look at the tenure of staff based upon their current position shows just how new the current workforce is. There is a significant reason to retain personnel to help develop the County’s succession planning opportunities, but employees may not perceive the opportunities based on current the current salary schedule. This means the organization

may be looking to fill more positions externally, which could have unintended operational impacts.

Figure 6: Years in Current Position



Next, similar demographics were analyzed inclusive of age.

Figure 7: Percentage of Employee by Age Group

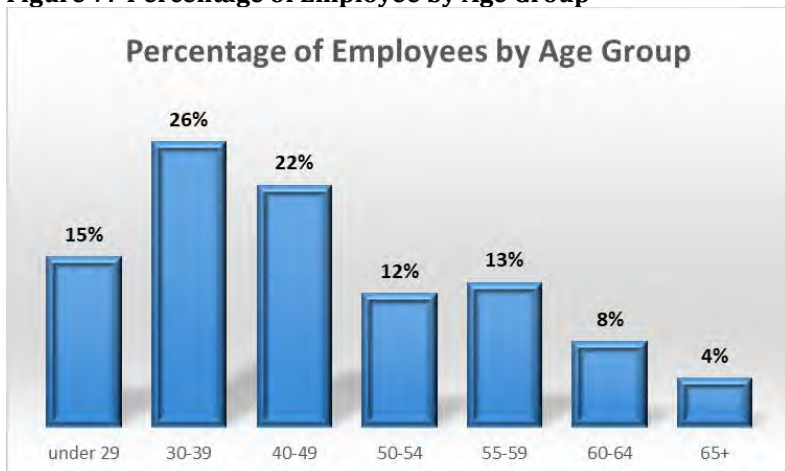
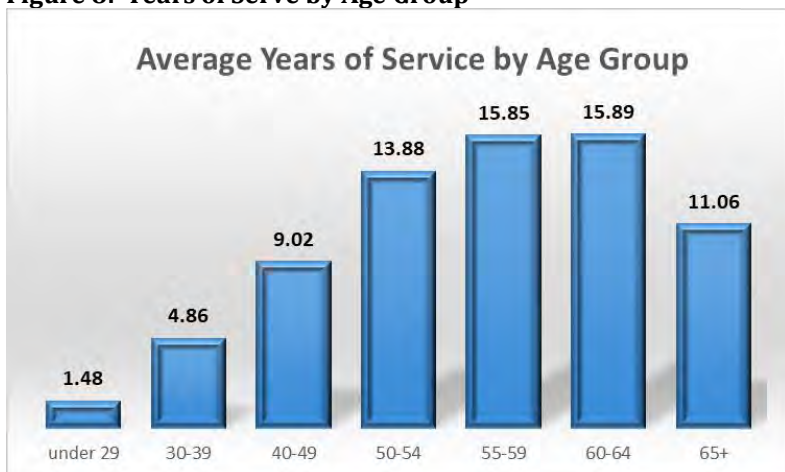


Figure 8: Years of Serve by Age Group



The above Figures show those in age groups 50 and over have the longest tenure of the organization and represent 37% of all employees. (Employees who are age 55+ represent 25% of the workforce.) This group is age eligible for WRS retirement. The County should expect ongoing steady turnover simply due to retirements over the next decade and beyond. When these employees leave the County, the average tenure of the organization is likely going to decrease, as their tenure is boosting the current average tenure. A turnover 'spike' may be an indication of a decline in job satisfaction, or a wage/benefit issue, so this data should be monitored at least annually.

Another significant finding is that the County's demographics illustrate that 41% of the workforce is under the age of 40, and this is likely the cross-section of employees who are seen as more mobile in today's workforce, focus heavily on work/life balance, and consider non-compensatory benefits for the purposes of retention. This group also changes jobs quickly because it results in earning higher wages as opposed to remaining with one organization for a longer period of time, which is notable as average tenure in these age groups range from 1.48-4.86 years of service.

The final significant finding is the County only has 15% of the workforce under age 30. This may be an indication that the County is either not hiring or not retaining the generation that should be one of the largest represented, which may be challenging for the County in future years when developing succession planning.

The County is recommended to monitor its demographics periodically to properly respond to shifts within the organization as needed. The demographics indicate the County should be focusing not only on wages to be competitive for recruitment, but wages that are also incentivizing employees to stay.

Turnover

High turnover rates can negatively affect an organization and its employees in many ways. With the constant need to hire and train new employees, it is easy to veer from the true mission and vision of the organization. By retaining employees, an organization can provide a higher caliber workforce.

Employee turnover also has a direct impact on budgets. One such cost to the County is Turnover Cost, the actual financial cost to the County when an employee vacates, and a new hire is brought in for replacement. Turnover can be calculated as Total Payout Cost + Recruitment Cost + Replacement Compensation/Benefit Cost + Training Cost. Turnover Costs will typically calculate around 1.5 times the cost of the original position.

Because turnover is expected in every organization, and welcomed in some cases, no organization should expect a zero-turnover rate. The generally accepted industry standard for an organization is approximately 10% turnover each year. However, even a 10% turnover rate may not be a healthy percentage if the employees who are leaving are strong performers. Healthy turnover is described as employment separation from low performers, which then cultivates an engaged and high-performing workforce. In addition, the Bureau of Labor Statistics (BLS) reports state and local government turnover rates (excluding education) at 20.2% nationwide for the year 2021, which has been constant over the last several years.

The County's turnover for 2022 is trending around 16%. Although the County is less than the current national public sector average, the County also has an estimated 10% vacancy rate, and struggles to be fully staffed. Sustained vacancies and turnover together can have a significant impact to operations, employee safety, employee personal wellbeing, and active engagement by employees while at work.

Summary

Although the Consultants acknowledge compensation is not the only reason for recruitment challenges, it is a consideration of the larger picture. The County will need to have a salary structure designed to be competitive enough to retain current personnel and attract new employees who would choose to live or relocate to the region, and work for the County due to their desire to serve the public.

