



HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Wednesday December 7, 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 November 22, 2022 Human Resources, Finance, & Property Committee meeting minutes**
5. **Policy Issues Discussion and Potential Committee Determination:** None
6. **Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. **Discussion and Possible Action by HRFC**
 1. Approval of November 2022 Claims and Questioned Costs
 2. Committee Work Plan Timeline
 3. Review of Budget Process
 4. Committee Recommendations on Updates to the Strategic Plan
 - B. **Discussion and Possible Action by HRFC to Forward to County Board for Consideration**
 1. 2022 Intergovernmental Budget Transfers
 2. Amendment of 2022 Capital Improvement Program and Funding Plan to complete Phase A Closure Project at Marathon County Solid Waste
7. **Educational Presentations and Committee Discussion**
 - A. Update on Tax Deed Process
8. **Next Meeting Time, Location, Announcements and Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion
 - B. Next Scheduled Meeting December 13, 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:	<u>Wausau Daily Herald, City Pages, and other Media Groups</u>	NOTICE POSTED AT COURTHOUSE
EMAILED BY:	_____	BY: _____
DATE & TIME:	_____	DATE & TIME: _____



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

Date & Time of Meeting: **Tuesday November 22, 2022, 3:00 P.M.**

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

John Robinson, Chair	Present
Alyson Leahy, Vice-Chair	Present
Kurt Gibbs	Present
Gayle Marshall	Excused
Kody Hart	Present
Ann Lemmer	Present
Yee Leng Xiong	Absent

Staff Present – Lance Leonhard, Mike Puerner, Kim Trueblood, Jamie Polley, Mary Jo Maly, Molly Adzic

Others Present – Representatives from MSA and WMMIC

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** – None.
4. **Approval of the November 9, 2022 Human Resources, Finance, & Property Committee meeting minutes** – Motion by Lemmer, Second by Leahy to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues Discussion and Potential Committee Determination:** None
6. **Operational Functions required by Statute, Ordinance, or Resolution:**
 - A. Discussion and Possible Action by HRFC:
 1. Claim Disallowance
 - a. Progressive Subrogation – Artisan and Truckers Casualty Co
 - b. Tara Mack
Mary Jo Maly explained that the two above claims are technically the same claim. WMMIC has recommended disallowance of the claim and it is now before the committee. Progressive paid the claim to their customer, Tara Mack, and they are now seeking reimbursement. Motion by Gibbs, Second by Lemmer to disallow the claim for both Progressive and Tara Mack. Motion carried on a voice vote unanimously.
 2. Committee Work Plan Timeline – Discussion will be postponed to a later meeting.
 - B. Discussion and Possible Action by HRFC to Forward to County Board for Consideration
 1. Review and Approval of the Westside Master Plan – Jason Valerius from MSA presented the updated Westside Master Plan as presented in the packet. Discussion was had and questions were asked and answered. Motion by Gibbs, Second by Leahy to accept the plan as presented and forward it to the full board in the future for their consideration.
 - C. Committee Recommendations on Updates to the Strategic Plan – Vice Chair Leahy talked through some changes she has received relative to the Strategic Plan. Supervisor Xiong submitted a suggested update, but some clarification is needed as to which strategy it relates to. Discussion was had and questions were asked and answered.
Supervisor Hart proposed an update to Strategy 12.3 outcome measure to read "Reduce to and maintain a county employee resignation turnover rate of 15% or lower by December 31, 2024." Motion by Hart, Second by Leahy to adopt the update as stated. Motion carried on a voice vote unanimously.
Chair Robinson stated that Supervisor Lemmer’s concerns regarding renewable energy will be addressed by a task force to be put together in the future.
A task force will also be created to address Tax Increment Financing in the County.
7. **Educational Presentations and Committee Discussion**
 - A. Claims Disallowance Process – WMMIC – Risk Manager Mary Jo Maly introduced Pallin Allen and Jackie Kaul from Wisconsin Municipal Mutual Insurance Company to discuss how claims against the county are

handled. Discussion was had and questions were asked and answered.

- B. ARPA Update Process for Reviewing Round 2 Requests – Administrator Leonhard stated that 10 additional requests have been received totaling about \$5.3 million. The individuals and entities will be invited to make a presentation to the committee at a future meeting. A round 3 application has been received as well.

Discussion was had relative to the timeframe for a meeting. The intention is to cancel the December 27 meeting and schedule an additional meeting on December 13 to address ARPA.

- C. Review Budget Process – Chair Robinson would like to have a discussion in the future regarding the timing of the budget process and changes that could be made to make it more streamlined next year. There are also educational presentations that need to happen as well.

- D. County Budget to Actual – August to October 2022 – Finance Director Kristi Palmer has provided these reports, which will also be available on a regular basis going forward.

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

- A. Committee members are asked to bring ideas for future discussion. Supervisor Lemmer would like to have a discussion about the County agreement with UWSP to include education and potential re-work of the agreement relative to property management.

- B. Next Scheduled Meeting December 7, 2022 at 3:00 p.m.

- 9. Adjournment** – Motion by Gibbs, Second by Leahy to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 4:57 p.m.

Minutes prepared by Kim Trueblood, County Clerk

DRAFT

2022-23 Human Resources, Finance & Property Committee Workplan									
Description	Outcome	Dependencies	Start Date	End Date	Progress	Staff Assigned	Ed Mtg	Issues	Action
American Rescue Plan Act (ARPA) and other Federal Grants	Establish criteria for the review and ranking of projects								
Policy on sale/disposition of excess county property	Tied into Long Term Facilities Plan, develop a process for disposition of surplus property.								
Tax Delinquent Property Process - policy setting	Review recent legislation and establish guidelines, policies and expectations relating to tax deed foreclosure and sale/transfer of property								
Long term facilities plan	Establish goals for long term facility and property management	Inventory of current assets, Westside Master Plan				Terry Kaiser			
Tax Increment Financing - pursue legislative recommendation and criteria for guiding representative on local committee	Evaluate impacts that TIDs are having on county and develop recommendations on changes to state laws. Evaluate County participation on Joint Review Committees, what criteria should be used to evaluate TIF plans?							Identify potential changes to TIF process as it relates to donor TIFs, valuation, length of district	
Promote cultural competence in County employment policies and in the design and delivery of County programs and services.	Develop plan and monitor implementation of plan to address cultural competencies.								
Strategic Plan	Periodically review status evaluate resource commitment to implement goals		ongoing						

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 xxx-xxx 82320 Federal grant
Transfer to:	Sheriff xxx-xxx93250 registration expenditures
Amount:	\$3,350
Re:	Marathon County Alert Bomb training

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 13th day of December 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	Public Safety – Federal Grant	3,350

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX93250	REGISTRATION FEES/TUITION	3,350

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: Casey Jensen – Accounting Specialist

Date Completed: 12/1/2022

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)

HS Alert Bomb Explosive Breaching Training 2021

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

Funds will be used for one person assigned to the Marathon County SWAT team to attend an explosive breach certification training. This will allow the team to expand their capabilities and add an additional certified explosive breacher. Adding an additional explosive breach member will increase the safe use of the technique due to the cross check between breachers that will occur when employing the technique.

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: Emergency Management

BUDGET YEAR: 2022

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	See attached	Click here to enter account description	Enter amount
Revenue Increase	See attached		

TRANSER TO:

Action	Account Number	Account Description	Amount
Revenue Decrease	See attached	Click here to enter account description	Enter amount
Expenditure Increase	See attached		

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: Season Welle for Phil Rentmeester

Date Completed: 10/17/2022

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)

EPCRA 2022-2023

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

[Click here to enter description](#)

- 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: Move budget from subfund 325 to 494. The fiscal year end for subfund 494 was extended from 9/30/22 to 12/31/22.

- 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? _____

GL787 OBL VS BUD EM - SW2 Report Format 584

October 1,2022 through October 31,2022

Transaction status 1

Sub 325 EPCRA 2023 EM GOVT Agy 0640 EMERGENCY MANAGEMENT

Description	2022 MODIFIED	Current Period	Current Pd Encumbrances	Total Current Pd	YTD Total	Unobligated Budgeted Amt	%
Or2 898 EPCRA 2023 EM GOVT							
Cat 841 TAXES							
Act 1110 GENERAL PROPERTY TAXES	5,979.00-				5,979.00-		****
Cat 842 INTERGOVERNMENTAL GRANTS &			decrease 608A	increase 607G			
Act 2481 EMRGY GOV-SARA-STATE GRAN	8,393.00-		\$14,372	\$14,372		8,393.00-	

Total Revenues	14,372.00-				5,979.00-	8,393.00-	41.6
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGULA	3,013.00					3,013.00	
Act 1210 WAGES-PERMANENT-REGULAR F	5,697.00					5,697.00	
Act 1510 SOCIAL SECURITY EMPLOYERS	667.00		decrease 608C	increase 607H		667.00	
Act 1520 RETIREMENT EMPLOYERS SHAR	566.00		\$14,372	\$14,372		566.00	
Act 1540 HOSPITAL/HEALTH INSURANCE	3,415.00					3,415.00	
Act 1541 DENTAL INSURANCE	111.00					111.00	
Act 1543 INCOME CONTINUATION INSUR	34.00					34.00	
Act 1545 POST EMPLOYEE HEALTH PLAN	76.00					76.00	
Act 1550 LIFE INSURANCE	4.00					4.00	
Act 1560 WORKERS COMPENSATION PAYM	105.00					105.00	
Act 1580 UNEMPLOYMENT COMPENSATION	9.00					9.00	

Cat 910 PERSONAL SERVICES	13,697.00					13,697.00	
Cat 930 SUPPLIES & EXPENSE							
Act 3190 OFFICE SUPPLIES	125.00					125.00	
Act 3250 REGISTRATION FEES/TUITION	125.00					125.00	
Act 3321 PERSONAL AUTO MILEAGE	63.00					63.00	
Act 3350 MEALS	31.00					31.00	
Act 3351 MEALS-NONOVERNIGHT/TAXABL	31.00					31.00	
Act 3360 LODGING	75.00					75.00	
Act 3490 OTHER OPERATING SUPPLIES	225.00				136.64	88.36	60.7

Cat 930 SUPPLIES & EXPENSE	675.00				136.64	538.36	20.2

Total Expenses	14,372.00				136.64	14,235.36	1.0

Or2 898 EPCRA 2023 EM GOVT					5,842.36-	5,842.36	

Agy 0640 EMERGENCY MANAGEMENT					5,842.36-	5,842.36	

Move this budget from 325-898 to 494-890

The fiscal year for subfund 494 was extended from 9/30/22 to 12/31/22 so there is no need to change subfund mid-year.

10/1/22 JV

Dr. 494 89093490 \$136.64

Cr. 325 89893490

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: Emergency Management

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	See attached	Click here to enter account description	Enter amount
Revenue Increase	See attached		

TRANSFER TO:

Action	Account Number	Account Description	Amount
Revenue Decrease	See attached	Click here to enter account description	Enter amount
Expenditure Increase	See attached		

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: Season Welle for Phil Rentmeester

Date Completed: 10/17/2022

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)
EMPG 2022-2023
- 2) Provide a brief (2-3 sentence) description of what this program does.
[Click here to enter description](#)
- 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: Move budget from subfund 324 to 493. The fiscal year end for subfund 493 was extended from 9/30/22 to 12/31/22.
- 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? _____

GL787

OBL VS BUD EM - SW2

Report Format 584

October 1,2022 through October 31,2022

Transaction status 1

Sub 324 EMPG 2023 EM GOVT Agy 0640 EMERGENCY MANAGEMENT

Description	2022 MODIFIED	Current Period	Current Pd Encumbrances	Total Current Pd	YTD Total	Unobligated Budgeted Amt	%
Or2 897 EMPG 2023 EM GOVT							
Cat 841 TAXES							
Act 1110 GENERAL PROPERTY TAXES	14,049.00-				14,049.00-		****
Cat 842 INTERGOVERNMENTAL GRANTS &							
Act 2326 EM GOV-FEMA-FEDERAL GRANT	29,221.00-		decrease 608E \$43,270	increase 607E (493 889) \$43,270		29,221.00-	
<hr/>							
Total Revenues	43,270.00-				14,049.00-	29,221.00-	32.5
Cat 910 PERSONAL SERVICES							
Act 1110 SALARIES-PERMANENT-REGULA	23,103.00					23,103.00	
Act 1210 WAGES-PERMANENT-REGULAR F	5,179.00		decrease 608F \$41,270	increase 607F (493 889) \$43,270		5,179.00	
Act 1510 SOCIAL SECURITY EMPLOYERS	2,163.00					2,163.00	
Act 1520 RETIREMENT EMPLOYERS SHAR	1,839.00					1,839.00	
Act 1540 HOSPITAL/HEALTH INSURANCE	8,049.00					8,049.00	
Act 1541 DENTAL INSURANCE	261.00					261.00	
Act 1543 INCOME CONTINUATION INSUR	108.00					108.00	
Act 1545 POST EMPLOYEE HEALTH PLAN	181.00					181.00	
Act 1550 LIFE INSURANCE	23.00					23.00	
Act 1560 WORKERS COMPENSATION PAYM	336.00					336.00	
Act 1580 UNEMPLOYMENT COMPENSATION	28.00					28.00	
<hr/>							
Cat 910 PERSONAL SERVICES	41,270.00					41,270.00	
Cat 920 CONTRACTUAL SERVICES							
Act 2250 TELEPHONE	300.00					300.00	
Cat 930 SUPPLIES & EXPENSE			decrease 608G \$2,000	increase 607F (493 889) included in amt above			
Act 3110 POSTAGE/BOX RENT	150.00					150.00	
Act 3121 PAPER/STATIONERY FORMS	100.00					100.00	
Act 3190 OFFICE SUPPLIES	500.00					500.00	
Act 3250 REGISTRATION FEES/TUITION	300.00					300.00	
Act 3350 MEALS	100.00					100.00	
Act 3360 LODGING	350.00					350.00	
Act 3510 GASOLINE	200.00					200.00	
<hr/>							
Cat 930 SUPPLIES & EXPENSE	1,700.00					1,700.00	
<hr/>							
Total Expenses	43,270.00					43,270.00	
<hr/>							
Or2 897 EMPG 2023 EM GOVT					14,049.00-	14,049.00	
<hr/>							
Agy 0640 EMERGENCY MANAGEMENT					14,049.00-	14,049.00	

Move this budget from 324-897 to 493-889

The fiscal year for subfund 493 was extended from 9/30/22 to 12/31/22 so there is no need to change subfunds mid-year.

10/1/22 JV

Dr. 324 89781110 \$14,049

Cr. 493 88981110

MARATHON COUNTY
Budget Transfer Authorization Request Form

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DEPARTMENT: Highway

BUDGET YEAR: 2022

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	801 285 8 7235	Rev Fr Hwy Machinery (Appr Unit 624Z)	12,100

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	801 285 9 8190	Other Capital Equip (Appr Unit 624C)	12,100

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

Requested By: Mary C. Hartwig

Date Completed: 11/15/2022

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: _____

MARATHON COUNTY
Budget Transfer Authorization Request – Supplemental Information

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

- 1) What is the name of this Program/Grant? (DO NOT use abbreviations or acronyms)
Highway Capital funds for Equipment.
- 2) Provide a brief (2-3 sentence) description of what this program does.
Tracks cost associated with acquisition of new capital equipment. Also tracks revenues when equipment which is no longer needed is sold.
- 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: Adjust budget to revenues collected from equipment sales.
- 5) If this Program is a Grant, is there a "Local Match" Requirement?
 This Program is not a Grant.
 This Program is a Grant, but there is no Local Match requirement.
 This Program is a Grant, and there is a Local Match requirement of: (Check one)
 Cash (such as tax levy, user fees, donations, etc.)
 Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)
- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)
 No.
 Yes, the Amount is Less than \$30,000.
 Yes, the Amount is \$30,000 or more AND: (Check one)
 The capital request HAS been approved by the CIP Committee.
 The capital request HAS NOT been approved by the CIP Committee.

COMPLETED BY FINANCE DEPARTMENT:

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

MARATHON COUNTY

Budget Transfer Authorization Request Form

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
	201-891-8-2320	Appr Unit 594Q	\$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
	201-891-9-1110	Appr Unit 594R	\$4,732
	201-891-9-3490	Appr Unit 594R	\$40,650
	201-891-9-2190	Appr Unit 594R	\$87,913
	201-891-9-3340	Appr Unit 594R	\$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

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Confirm Processing Do Not Process

Batch	7550	Budget Budget lvl #1	22150	Fund / Sub Fund		
		Budget Budget lvl #2	22150			
Sheet	1	Voucher Reference	00137A	Voucher Date	10-01-2022	

GL Code	>>	Description	Period	Amount
173	86982320	LE DEFLECTION GRNT - SHRF	10	\$134,740.00
173	86991110	LE DEFLECTION GRNT - SHRF	10	-\$4,732.00
173	86993490	LE DEFLECTION GRNT - SHRF	10	-\$40,650.00
173	86992190	LE DEFLECTION GRNT - SHRF	10	-\$87,913.00
173	86993340	LE DEFLECTION GRNT - SHRF	10	-\$1,445.00
201	89182320	LE DEFLECTION GRNT - SHRF	10	-\$134,740.00
201	89191110	LE DEFLECTION GRNT - SHRF	10	\$4,732.00
201	89193490	LE DEFLECTION GRNT - SHRF	10	\$40,650.00
201	89192190	LE DEFLECTION GRNT - SHRF	10	\$87,913.00
201	89193340	LE DEFLECTION GRNT - SHRF	10	\$1,445.00

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	3,350

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX93250	REGISTRATION FEES/TUITION	3,350

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: Casey Jensen – Accounting Specialist

Date Completed: 12/1/2022

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)

HS Alert Bomb Explosive Breaching Training 2021

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

Funds will be used for one person assigned to the Marathon County SWAT team to attend an explosive breach certification training. This will allow the team to expand their capabilities and add an additional certified explosive breacher. Adding an additional explosive breach member will increase the safe use of the technique due to the cross check between breachers that will occur when employing the technique.

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

RESOLUTION #R-____-22

Resolution to Amend the 2022 Capital Improvement Project List to add Phase A Closure of Bluebird Ridge Recycling and Disposal Facility

WHEREAS, the Board of Supervisors of Marathon County has approved the 2022 Capital Improvement Project List; and

WHEREAS, the Capital Improvement Project List is a dynamic process and subject, pursuant to Resolution R-89-91, to periodic review and/or amendment; and

WHEREAS, there is currently a need to amend the 2022 Capital Improvement Project List to identify an additional project, the Phase A Closure of Bluebird Ridge Recycling and Disposal Facility; and

WHEREAS, the total cost of the project will be \$1,502,437.00; and

WHEREAS, \$657,440 of the total cost of the project would be funded from the Environmental Repair Fund. This funding has been approved and allocated by the Solid Waste Management Board, which has authority to fund projects utilizing the Environmental Repair Fund; and

WHEREAS, \$556,730 of the total cost of the project would be funded from the Solid Waste Department's Pollution Liability Fund; and

WHEREAS, \$288,267 of the total cost of this project would be funded with an advance of \$288,267 from 2022 Marathon County contingency funds to the Solid Waste Department; and

WHEREAS, contingency funds are tax levy supported and the Solid Waste Department is not supported by tax levy. Therefore, the Solid Waste Department shall repay the \$288,267 advance from Marathon County contingency funds over an 18-month period; and

WHEREAS, the Solid Waste Department and Marathon County shall execute a repayment agreement that allows for repayment of the contingency funds over the specified period.

NOW, THEREFORE, BE IT RESOLVED by the Marathon County Board of Supervisors to amend the 2022 Capital Improvement Project List to add as a project the Phase A Closure of Bluebird Ridge Recycling and Disposal Facility.

BE IT FURTHER RESOLVED that the project is funded with \$657,440 from the Environmental Repair Fund. \$556,730 from the Pollution Liability Fund, and \$288,267 from 2022 Marathon County contingency funds.

BE IT FURTHER RESOLVED that the \$288,267 from 2022 Marathon County contingency funds shall be repaid by the Solid Waste Department over an 18-month period pursuant to the attached repayment schedule.

BE IT FURTHER RESOLVED that the Marathon County Board of Supervisors authorizes the appropriate staff from Marathon County and the Solid Waste Department to execute a repayment agreement for the \$288,267 advance from 2022 contingency funds.

Dated this _____, 2022.

Fiscal Note: The total cost of this project is \$1,502,437.00. \$657,440 of the project will be funded from the Environmental Repair Fund, \$556,730 would be funded from the Pollution Liability Fund, and \$288,267 as an advance from 2022 contingency funds.

Solid Waste Management Board

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Environmental Resources Committee

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

