



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

Date & Time of Meeting: **Tuesday, July 6, 2021 3:30 p.m.** Meeting Location: **Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau WI 54403**

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

**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)*

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

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

**Phone#: 1-408-418-9388 Access Code: 146 078 0067** When you enter the phone conference, **PUT YOUR PHONE ON MUTE!**

1. **Call Meeting to Order**
2. **Public Comment Period**
3. **Approval of the Minutes of the June 22, 2021 Human Resources, Finance and Property Committee Meeting**
4. **Educational Presentations/Outcome Monitoring Reports**
  - A. American Rescue Plan Update
    - a. Develop a Schedule of Activities for Public Engagement
    - b. Broadband Expansion Update
  - B. 2022 Budget Timeline and Preliminary Assumptions
5. **Operational Functions required by Statute, Ordinance, or Resolution:**
  - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
    1. Tax Deed Bid Opening/Approval or Action on Parcel
      - a) 1126 Arthur Street Wausau, WI  
<https://www.co.marathon.wi.us/Portals/0/Departments/CLK/Documents/Web%20Packet.pdf>
    2. Approval of June Claims and Questioned Costs
  - B. **Discussion and Possible Action by Committee to Forward to the County Board for its consideration**
    1. Intergovernmental Budget Transfers
    2. Committee Approval of the Facilities and Capital Management CIP Requests for inclusion in the 2022 CIP requests
    3. Resolution Amend the 2021 CIP for the 2022 Rolling Stock Purchase of Equipment and Advance Funding from the General Fund Working Capital to fund the Rolling Stock Order for Delivery in 2022
    4. Resolution to Amend the 2021 CIP to proceed with Court Hearing Room B Construction
6. **Policy Issues Discussion and Committee Determination**
  - A. Initial discussion on Long term capital planning
  - B. Policy on Sale/Disposition of Excess County Property
7. **Announcements:**  
Next Meeting Date- **July 27, 2021 at 4:00 p.m.**
8. **Adjourn**

*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715 261-1500 or e-mail [infomarathon@mail.co.marathon.wi.us](mailto:infomarathon@mail.co.marathon.wi.us) one business day before the meeting.*

FAXED TO:	<u>Wausau Daily Herald, City Pages, and</u>	<u>J Robinson/s/K Palmer</u>
FAXED TO:	<u>Other Media Groups, Record Review</u>	Presiding Officer or Designee
FAXED BY:	<u>K. Palmer</u>	NOTICE POSTED AT COURTHOUSE
FAXED DATE:	<u>7/1/2021 at 3:30 pm</u>	BY: <u>K. Palmer</u>
FAXED TIME:		DATE: <u>7/1/2021 at 3:30 pm</u>
		TIME: _____

Posted to the County Website: <https://www.co.marathon.wi.us/Home/Calendar.aspx>



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

Date & Time of Meeting: **Tuesday, June 22, 2021 4:00 p.m.** Meeting Location: **Marathon County Courthouse, County Board Assembly Room 500 Forest Street, Wausau WI 54403**

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

**Also Present:** Kristi Palmer, Molly Adzic, Dejan Adzic, Mike Puerner, Lance Leonhard  
**VIA Web or Phone:** Jean Maszk, Terry Kaiser, Connie Beyersdorff

1. **Call Meeting to Order** by Chairman Robinson at 4:00 pm
2. **Public Comment Period** -None
3. **Approval of the Minutes of the May 25 and June 8, 2021 Human Resources, Finance and Property Committee Meeting**  
**MOTION BY GIBBS; SECOND BY MCEWEN TO APPROVE THE MINUTES FROM MAY 25 AND JUNE 8; MOTION CARRIED**
4. **Educational Presentations/Outcome Monitoring Reports**
  - A. American Rescue Plan Update
    - a. Develop a Schedule of Activities for Public Engagement
      - i. Scheduling and meeting dates
      - ii. Logistics

**Discussion:** Discussion on the tentative public engagement schedule. Looking at scheduling for meeting dates and facilities in different areas of the County for public engagement. We will need clarification for some revenue categories such as Solid Waste revenues and Central Wisconsin Airport.

The proposed public engagement dates are:

- Dates:
- July 29 at the Towns Association
  - August 3 at 5:30 in Edgar or Hatley
  - August 10 at 5:30 at the Courthouse after the regular HRFC meeting (We could tape this meeting)
  - August 17 at 5:30 in Edgar or Hatley

**Follow up:** Finalize the schedule with locations for meetings

## Broadband Expansion Opportunities

**Discussion:** The ARPA State of Local Coronavirus Aid funds are allowed to use the ARPA funds for Broadband. We have had discussions with broadband/internet providers as there are speed requirements. The providers have been given to July 2 to see if there is interest in partnering with the County on this project.

**Follow up:** Continue to pursue Broadband strategies and look to work with providers and pursue grant opportunities

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

- A. Discussion and Possible Action by Human Resources and Finance and Property Committee
  1. None
- B. **Discussion and Possible Action by Committee to Forward to the County Board for its consideration**
  1. Intergovernmental Budget Transfers

The Juvenile roof is completed and we are able to use these funds on the Sky light

**MOTION BY GIBBS; SECONDED BY FISHER TO APPROVE THE BUDGET TRANSFER; MOTION CARRIED**

2. Committee Approval of the Facilities and Capital Management CIP Requests for inclusion in the 2022 CIP requests
  - Courthouse Exterior Envelope Repairs Connector Link and South
  - HVAC Replacement Jail Admin and Kitchen-To make the space compliant with State regulations
  - Remodel and Renovation of 1000 Lake View Drive for Social Services move to Marathon County Lake View Campus as part of county master plan-This will provide for the Social Services Department move from the 400 Thomas Street location and include all FFE and IT costs-Project would start January 2022 and be completed by December 2022 and there would be an offset with the sale of the current building
  - Replace 1100 Lake View Drive Parking Lot and Seal Coat 1000 Lake View Drive Parking Lot
  - Construction for remodel of old aquatic therapy pool to Marathon County Conference Center

- HVAC Construction for Steam Removal at NCHC Campus Phase 3-Replace existing central plant boilers from 1971 in the central portion of the NCHC campus. This is an outdated system and well exceeded the useful life of the system. There are safety issues to consider with this replacement as well.
- 1 Ton 4WD dump body with plow and Box transfer-Facilities
- NCHC A&B buildings at 1100 Lake View Drive Roof Asbestos Removal
- NCHC Mount View Exterior Painting-The painting is needed as these buildings have not been painted in 20+ years
- NCHC Professional Plaza HVAC Control Upgrades-All buildings will be under one control. This is a system that has been made available to every licensed system vendor.
- NCHC Professional Plaza Parking Lot and Sanitary Sewer Repairs-Repaving the south and north lot and rerouting the sewer line as a part of this project along with meeting code in regards to stairs.

**MOTION BY GIBBS; SECONDED BY MCEWEN TO MOVE ALL PROJECTS FORWARD IN THE 2022 CIP BUDGET PROCESS; MOTION CARRIED**

**Discussion:** Facilities provided clarification on the 2022 CIP requests for the facilities department and North Central Healthcare Center.

**Follow up:** The staff will review and evaluate funding sources for the 2022 CIP.

3. 2022 Rolling Stock Timeline for Purchase of Equipment

**Discussion:** Provide clarification of what rolling stock needs for 2022 and if each department purchase need to be order and paid for in 2021 or 2022 and bring back a plan for the July meeting

**Follow up:** Provide clarification of what rolling stock needs for 2022 and if each department purchase need to be order and paid for in 2021 or 2022 and bring back a plan for the July meeting.

4. Capital Improvement Project Approval Process

a) What is the Process for the 2022 CIP Plan?

**Discussion:** Determine that the July educational meeting and break down the projects into 4 categories and look at

1. Technology-Can we capitalize any of these items?
2. Rolling Stock
3. Facility Maintenance Projects
  - a. Maintenance or upgrade for same purpose activities
  - b. Expansion of existing facilities or change program usage of existing facilities
4. New Projects

**Follow up:** The Committee will look at new processes for moving the 2022 CIP forwards at the July educational meeting. Leahy-Should the work group meet prior to the HRFC meeting in order to flush out the details on the next steps? Request that members be present in person for this discussion.

b) How to we move to a 5 year CIP Program?

**Discussion:** Gibbs-several years ago, we looked at a program what should provide us with a list on where we sit with the Facility Dude application to assist us in developing the life cycle on County facilities.

**Follow up:** Facilities will provide an update on the Facilities Dude application to the HRFC at an upcoming meeting. There is additional suggestions from the Workgroup that include an updated schedule for CIP requests and engage the Committees in the process earlier in the process. There will be a separation between the annual CIP requests and the 5 year CIP program. The plan would entire a detailed 2022 CIP and a roadmap to an enhanced 5 year CIP in the future.

6. Policy Issues Discussion and Committee Determination-None

7. Announcements:

Next Meeting Date- July 6, 2021 at 3:30 p.m.

8. Adjourn-**MOTION BY GIBBS; SECONDED BY MCEWEN TO ADJOURN AT 5:45 PM; MOTION CARRIED**



Marathon County Finance Department  
500 Forest Street  
Wausau, WI 54403

To: Marathon County Department Heads  
From: Kristi Palmer, Marathon County Finance Director  
RE: 2022 Budget Timeline-Payroll and Operating Budget

#### Time table

##### Week of July 26

- July 27 The HRFC will review preliminary 2022 budget assumptions for incorporation into the 2022 department budgets
- 2021 Payroll Reports will be sent to departments to review, make changes as needed, and approve. The worksheets are due back to Finance Department no later than August 5. These sheets will be the basis of your 2021 payroll budget
- 2022 Operating Budget Spreadsheets and reports will be sent to the departments to enter the 2022 operating budget information

##### Week of August 9

- August 10 HRFC will review and final 2022 budget assumptions prior to the department operating budget development takes place

##### Weeks of August 16-23

- 2022 Payroll Budget reports will be sent to departments for inclusion in the 2021 budget.

##### Week of August 23

- Departments that complete their own payroll budget information in PayBud (ADRC, Health, Social Services, Parks and CWA) will be able to enter 2022 payroll information starting sometime during the week of August 23 and August 30.
- HRFC will review the Net New Construction and Equalized Value reports from the DOR

##### Week of August 30

- Meet with non-profit organizations (Support for Other Agencies) as applicable

##### Week of September 6

- Departments will receive a completed 2022 budget report for review and final corrections
- September the HRFC will review and forward to the County Board the 2022 CIP for projects only

##### September 11

- All 2021 Payroll data must be approved, changes by the department are made and the information has been sent back to the Finance Department. As soon as you have approved your payroll information send your approval back to the Finance Department.
- Proposed department 2021 operating information (spreadsheet) will be completed and forwarded to the Finance Department

##### September 7-20

- Departments will meet with the County Administration and the Finance Director to review the 2021 department budget.

#### **September 20-NO MORE CHANGES TO THE 2022 BUDGET BY DEPARTMENTS**

##### September 27

- HRFC meets at the Central Wisconsin Airport for the educational meeting at 4pm and Joint Finance committee meeting with Portage County at 5pm

October 5

- The Marathon County Human Resources/Finance Committee will review/approve the 2022 County Administrator Recommended budget

October 12

- The Marathon County Human Resources/Finance Committee will review/approve the 2022 County Administrator Recommended budget-The budget must be approved by HRFC no later than October 15 for publication

October 15

- The Marathon County Human Resources/Finance Committee will present the 2022 HRFC budget

November 4

- The Marathon County Board will hold its Public Hearing on the 2022 County Budget

November 9

- The Marathon County Board will approve the 2022 County Budget

# 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:** 2021

**TRANSER FROM:**

Action	Account Number	Account Description	Amount
Expenditure Decrease	610 92098159	Rib Mtn Tower Replacement 787H	\$50,000

**TRANSER TO:** Ref# 00085

Action	Account Number	Account Description	Amount
Expenditure Increase	101 22592920	590B Radio Services	\$50,000

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

**Requested By:** Kristin Williams (prepared by Season Welle)

**Date Completed:** 6/10/2021

**COMPLETED BY FINANCE DEPARTMENT:**

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

Date Transferred: 6/11/21 sw

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

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### COMPLETED BY FINANCE DEPARTMENT:

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

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:** Sheriff

**BUDGET YEAR:** 2021

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	158-84382320	Public Safety - Federal	6,741

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	158-84393140	Small Items Equipment	6,741

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

**Date Completed:** 5/20/2021

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**COMPLETED BY FINANCE DEPARTMENT:**

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

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



# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

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

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

Homeland Security – WEM/Bomb Truck Slides

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

Funds will be used to purchase a sliding storage system to fit the bed of a pick-up truck that is used as a Bomb Squad response vehicle. System to be used to store Bomb Technician tools and includes two explosive storage magazines (day boxes) that meet ATF requirements.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

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### COMPLETED BY FINANCE DEPARTMENT:

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

Is a Budget Transfer Resolution Required?       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:**   2021  

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**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	177 55382453	SPECIAL SERV-STATE GRANT/AID	\$15,000

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	177 55392540	Investigation (Access and Visitation Grant)	15,000

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

**Requested By:**   Stacy Spencer  

**Date Completed:**   6/30/2021  

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**COMPLETED BY FINANCE DEPARTMENT:**

## 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)

Access and Visitation Grant

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

All counties granted program funding under the federal Office of Child Support Enforcement Access and Visitation Awards are required to establish programs to administer activities and services that support and facilitate noncustodial parents' access to and visitation with their children.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

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

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

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**COMPLETED BY FINANCE DEPARTMENT:**

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

Is a Budget Transfer Resolution Required? 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:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	176 50182453	SPECIAL SERV-STATE GRANT/AID	\$32,663

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Select action	Click to enter GL Account	Click here to enter account description	Enter amount

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:** Stacy Spencer

**Date Completed:** 6/29/2021

**COMPLETED BY FINANCE DEPARTMENT:**

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

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

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

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

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

Temporary Funding Pool for Sex Trafficking Out of Home Care Placement

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

To continue supporting counties and tribes, the Department of Children and Families (DCF) will renew the temporary funding pool to reimburse costs of out-of-home care placements for female and male youth who have experienced sex trafficking for calendar year 2021. In addition to the renewal of funds, DCF has broadened the eligibility criteria for reimbursement to include more youth in out-of-home care impacted by sex trafficking, which now includes all Youth Justice involved youth under the placement and care responsibility of a non-Division of Milwaukee Child Protective Services agency.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

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

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

Other. Please explain: Transfer funds to appropriate unit

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

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**COMPLETED BY FINANCE DEPARTMENT:**

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

Is a Budget Transfer Resolution Required?     Yes



# Capital Project Request Form

<b>Project</b>		<b>CIP Funds Requested</b>	<b>\$ 64,800.00</b>
<b>Project Number</b>	<i>(Do NOT fill in – for use by F&amp;CM Department)</i>		<b>Request for Year</b> <b>2021</b>

General Instructions for completing this form:

- Enter requested information after placing the cursor (point and click) in the corresponding gray-shaded blank.
- For all but the most obvious items, more detailed instructions are available by typing the F1 key while the cursor placed on the corresponding blank.
- Each box will expand as necessary to include your text. Limits on text length are noted in the F1 instructions.
- Use the tab key to advance the cursor to the next blank; use shift/tab to move the cursor to the previous blank.
- *If this Charter form is not completed in its entirety, your request may not be ranked.*

<b>1. REQUEST INFORMATION</b>			
<b>Project Title</b>	Construction of an indoor location for the water meter for 1100 Lake View Drive		
<b>Location</b>	1100 Lake View Dr		
<b>Description</b>	Relocation of the Water Meter to indoor location at 1100 Lake View Drive		
<b>Date of Request</b>	6/3/2021	<b>Project Type</b>	Construction
<b>Submitted By</b>	Troy Torgerson	<b>Phone</b>	715-261-6980
<b>Department</b>	Facilities and Capital Management	<b>Email</b>	Troy.torgerson@co.marathon.wi.us
<b>Has this request been approved by the appropriate standing committee or board.</b>	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&amp;CM Dept. prior to July 1<sup>st</sup>.</i>	
<b>Has funding for this project been requested previously but not ranked high enough to be funded?</b>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<b>If so, how many times has the request been submitted previously?</b>	
<b>Is this request a continuation of a previously funded CIP project?</b>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	<b>If so, in which year was that project funded?</b>	
<b>Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		





# Capital Project Request Form

## 2. PROJECT DEFINITION AND SCOPE

<b>Project Objective(s)</b>	Per City of Wausau Request. The water meter located in manhole at 1100 Lake View Drive must be relocated to an indoor location.																						
<b>Alignment to Departmental Mission Statement</b>	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.																						
<b>Departmental Priority</b> (check a different priority for each project)	(High)	<table border="0"> <tr> <td><b>1</b></td> <td><b>2</b></td> <td><b>3</b></td> <td><b>4</b></td> <td><b>5</b></td> <td><b>6</b></td> <td><b>7</b></td> <td><b>8</b></td> <td><b>9</b></td> <td><b>10</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Low)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>														
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
<b>Related Other Projects</b>																							
<b>Alternatives Considered</b>	1. Do nothing. 2.																						
<b>Why Alternatives Listed Above Were Rejected</b>	1. City of Wausau water department has requested this be moved to an indoor location. 2. 3.																						
<b>Target Start Date</b>	01/01/22	<b>Anticipated Completion Date</b>	12/31/22																				
<b>Project Scope Statement</b> List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.																							
<p><b>"In Scope"</b> = everything the project will include to meet the requirements of the project objectives.</p> <p><b>"Not in Scope"</b> = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p><b>In Scope:</b></p> <ul style="list-style-type: none"> <li>Demolition</li> <li>General Construction for remodel</li> <li>Excavation</li> <li>Plumbing</li> <li>Relocation of water meter</li> </ul>	<p><b>Not in Scope:</b></p> <ul style="list-style-type: none"> <li>Design</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ul>																					

## 3. PROJECT RISK FACTORS

<b>Assumptions</b>	City of Wausau won't change their mind and NOT have us relocate the meter
<b>Dependencies</b>	Lake View Center Remodel for Social Services. Area will become available.
<b>Constraints</b>	



# Capital Project Request Form

<b>4. PROJECT COST</b>				
<b>Estimated Cost Components</b>		<b>Cost Allocation Per Fiscal Year</b>		
Preliminary Design or Study	\$0.00	<b>If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:</b>		
Final Design and Engineering	0.00			
Land Acquisition	\$0.00	Fiscal Year 2022	Amount	\$0.00
Construction	\$ 64,800.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
<b>Project Budget</b> (total of estimated cost components)	\$ 64,800.00	←----- (sum of above should equal) -----!		
<b>Is this project to be funded entirely with CIP funds?</b>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>If not, list below any other (non-CIP) funding sources for this project</b>			<b>Funding Amount</b>	
•			\$	
•			\$	
•			\$	
<b>Total CIP Funding Requested</b>			<b>\$</b>	

<b>5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT</b>		
<b>If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?</b>		
<b>Expected service life (in years) of the existing asset, based on applicable industry standards?</b>		
<b>Estimated Service Life of Improvement (in years)</b>		
<b>Future Estimated Recurring Costs</b>	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	<b>Total Recurring Costs</b>	<b>\$0.00</b>
<b>Estimated Return on Investment (in years)</b>		



# Capital Project Request Form

6. OPERATING COST IMPACT	
Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will this project lead to increased efficiency or productivity? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will this project provide an additional revenue generating opportunity? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

7. ECONOMIC AND PUBLIC BENEFIT	
Does this project have the potential to promote economic development county-wide? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project have the potential to promote economic development within a specific area of the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project result in an increase of long-term jobs within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase recreational opportunities and/or green space? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improved transportation efficiency? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of the general county population? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of a specific demographic within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase cultural or educational opportunities? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improving the wellness of Marathon County Citizens? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

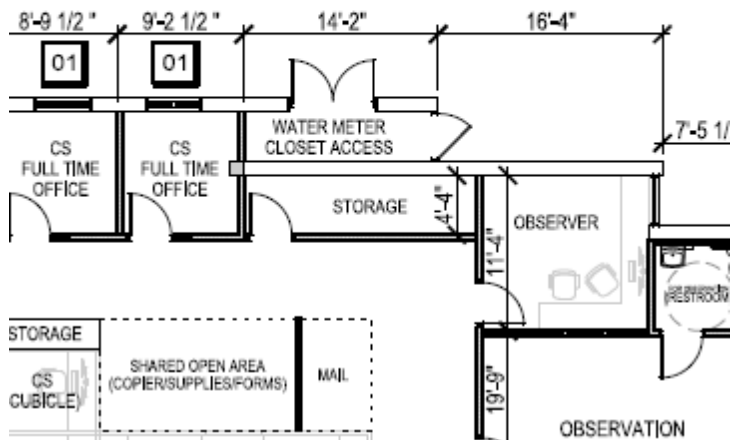


# Capital Project Request Form

## 8. RELATED DOCUMENTS

List below any attached documentation including estimates, studies or plans, photographs, standing committee or board minutes, etc. that supports this project request.

- NCHC project status update
- 
- 



**ECONOMIC SUPPORT:**  
2000 SF

**BREAK ROOM/RESTROOMS:**  
2000 SF

**SOCIAL WORKER/  
ECONOMIC SUPPORT:**  
6500 SF

**STORAGE:**  
750 SF

**ADMINISTRATION /  
CHILD SUPPORT:**  
5500 SF

**LOBBY:**  
2000 SF

**CONFERENCE/MEETING:**  
2500 SF

**CONFERENCE CENTER**  
14500 SF

**CREDIT UNION**  
1000 SF

**VVETERANS AFFAIRS**  
475 SF

SCALE: 1/16"=1'-0"

X:\71400\cad\71400shA101A.dgn

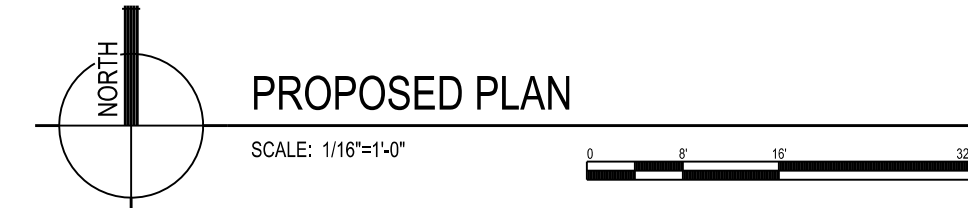
PLOTTED BY: FaraasM

ORIGINAL SIZE: 24" x 36"



- FLOOR PLAN KEY NOTES**
- 01 PROVIDE NEW WINDOWS IN DESIGNATED WALL OPENINGS. REFER TO DEMOLITION PLAN.
  - 02 REMOVE EXISTING WINDOWS AND PROVIDE NEW REPLACEMENT WINDOWS.
  - 03 NEW CANOPY, SIMILAR TO AQUATIC THERAPY CENTER.
  - 04 NEW STOREFRONT SYSTEM
  - 05 COMPLETE RENOVATION OF PUBLIC RESTROOMS. ADDITIONALLY PROVIDE 4 NEW STALLS AND FIXTURES AND 1 HAND SINK AT A MINIMUM.

- FLOOR PLAN GENERAL NOTES**
1. ALL DOOR FRAMES SHALL BE LOCATED 3" OFF ADJACENT WALLS UNLESS NOTED OTHERWISE
  2. IN ALL ENCLOSED OFFICES, DOORS SHALL HAVE AN ADJACENT SIDE LITE
  3. NEW EXTERIOR AND INTERIOR ELEMENTS SHALL REFLECT THE AESTHETIC OF THE NURSING TOWER, AQUATIC THERAPY CENTER AND DWING RENOVATIONS. (CANOPIES, METAL PANELS, BRICK FACADES, WINDOWS, DOORS, CEILING TYPES, WALL TYPES, ETC)



**PROPOSED PLAN**

PRELIMINARY - NOT FOR CONSTRUCTION

**ISSUANCES / REVISIONS**

NO:	DESCRIPTION:	DATE:

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 Copyright © 2021 All Rights Reserved

**PROJECT NUMBER**  
71400

**APPROVED BY**  
JJS

**REVIEWED BY**  
JJS

**DRAWN BY**  
FM

**PROPOSED PLAN LAYOUT (ENLARGED)**

**A101A**

**MARATHON COUNTY AND NORTH CENTRAL HEALTH CARE SOCIAL SERVICES REMODEL**

1000 LAKE VIEW DR  
 WAUSAU, WI 54403

**ISSUANCES / REVISIONS**

NO.	DESCRIPTION:	DATE:

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PROJECT NUMBER

71400

APPROVED BY

JJS

REVIEWED BY

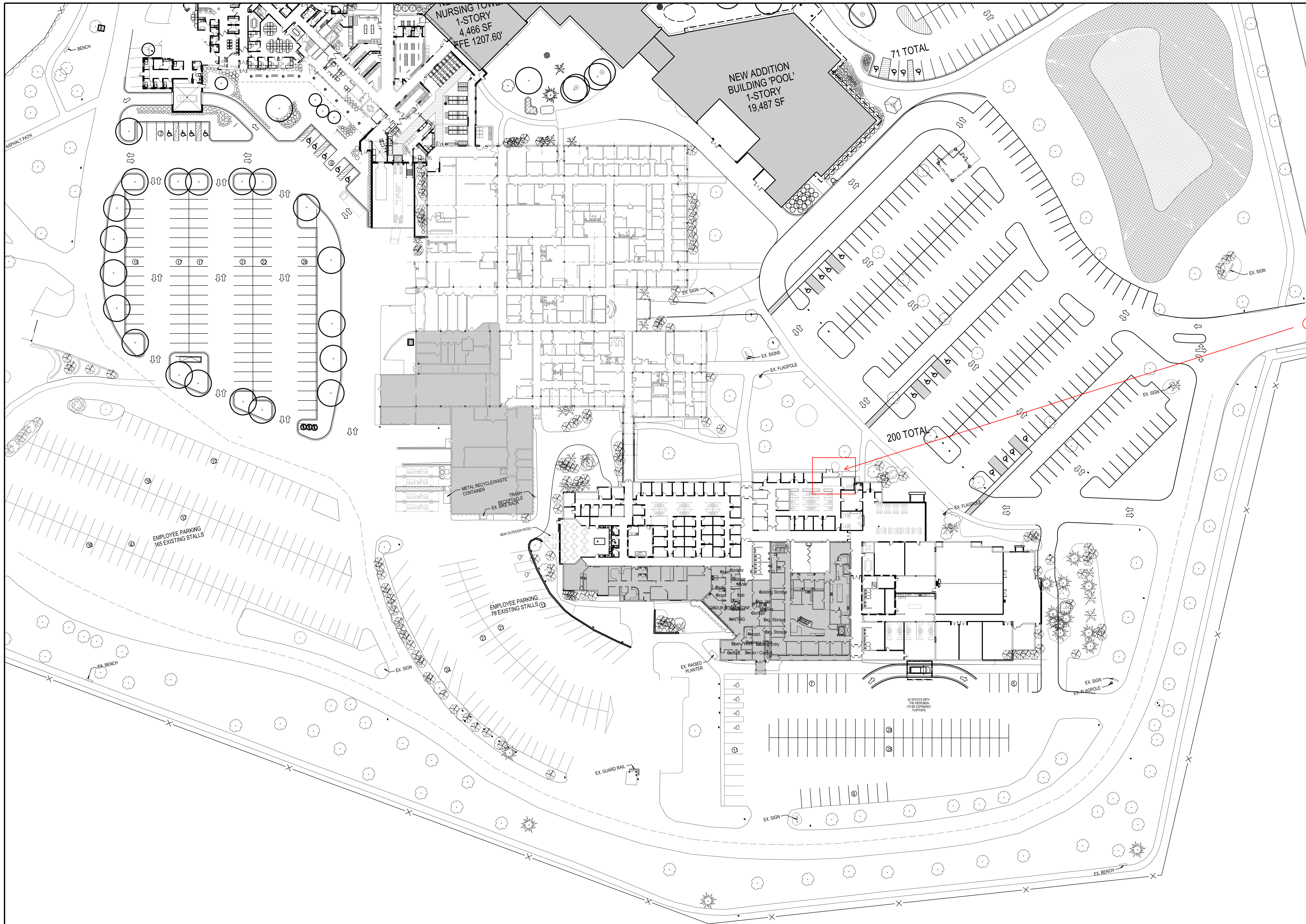
JJS

DRAWN BY

FM

PRELIMINARY PROGRAMMING LAYOUT SCHEME (SITE CONTEXT)

**C100**



PRELIMINARY - NOT FOR CONSTRUCTION

SCALE: 1/16"=1'-0"

X:\171400\cand\171400shC100.dgn

PLOTTED BY: FarasM

ORIGINAL SIZE: 24" x 36"

2022 Rollin Stock Requests and Order Status

FCM	\$40,000	Rolling Stock.-Order in Jan 2022 for delivery in July 2022
PR&F	\$173,460	Rolling Stock Fund s/b @ \$173,460 Order in 2021 for delivery in 2022. Payment on delivery
Sheriff	\$333,696	Rolling Stock Fund s/b @ \$333,696. Order in 2021 to receive in 2022. Payment on Delivery approximately 10 squads
HWY	\$957,600	Rolling Stock Fund s/b @ \$957,600.-Order in 2021 to receive in 2022. Payment on Delivery



# Capital Project Request Form

<b>Project</b>	Courtroom "B" Construction/ Register of Deeds Remodel (Amended 4-29-21)	<b>CIP Funds Requested</b>	<b>\$186,538.00</b>
<b>Project Number</b>	(Do NOT fill in – for use by F&CM Department)		<b>Request for Year</b> <b>2021</b>

General Instructions for completing this form:

- Enter requested information after placing the cursor (point and click) in the corresponding gray-shaded blank.
- For all but the most obvious items, more detailed instructions are available by typing the F1 key while the cursor placed on the corresponding blank.
- Each box will expand as necessary to include your text. Limits on text length are noted in the F1 instructions.
- Use the tab key to advance the cursor to the next blank; use shift/tab to move the cursor to the previous blank.
- *If this Charter form is not completed in its entirety, your request may not be ranked.*

<b>1. REQUEST INFORMATION</b>			
<b>Project Title</b>	Courtroom "B" Construction/ Register of Deeds Entry Remodel		
<b>Location</b>	Courthouse		
<b>Description</b>	Construct new courtroom and remodel Register of Deeds Entry to makes space for computers for public to view. The area that the new courtroom is going currently has the space for the public viewing.		
<b>Date of Request</b>	03/22/2021	<b>Project Type</b>	<b>Renovation/Remodel</b>
<b>Submitted By</b>	Craig Christians	<b>Phone</b>	715-261-6980
<b>Department</b>	Facilities and Capital Management	<b>Email</b>	Craig.christians@co.marathon.wi.us
<b>Has this request been approved by the appropriate standing committee or board.</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&amp;CM Dept. prior to July 1<sup>st</sup>.</i>
<b>Has funding for this project been requested previously but not ranked high enough to be funded?</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<b>If so, how many times has the request been submitted previously?</b>
<b>Is this request a continuation of a previously funded CIP project?</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<b>If so, in which year was that project funded?</b>
<b>Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		





# Capital Project Request Form

## 2. PROJECT DEFINITION AND SCOPE

<b>Project Objective(s)</b>	Construct new hearing room for Court Official (court commissioner or visiting judge) to address backlog of cases due to pandemic and remodel Register of Deeds to utilize the smaller foot-print.		
<b>Alignment to Departmental Mission Statement</b>	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
<b>Departmental Priority</b> (check a different priority for each project)	(High)	<b>1</b> <input checked="" type="checkbox"/> <b>2</b> <input type="checkbox"/> <b>3</b> <input type="checkbox"/> <b>4</b> <input type="checkbox"/> <b>5</b> <input type="checkbox"/> <b>6</b> <input type="checkbox"/> <b>7</b> <input type="checkbox"/> <b>8</b> <input type="checkbox"/> <b>9</b> <input type="checkbox"/> <b>10</b> <input type="checkbox"/>	(Low)
<b>Related Other Projects</b>			
<b>Alternatives Considered</b>	1.		
<b>Why Alternatives Listed Above Were Rejected</b>	1. 2.		
<b>Target Start Date</b>	04/01/21	<b>Anticipated Completion Date</b>	08/01/21
<b>Project Scope Statement</b> <i>List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.</i>			
<p><b>"In Scope"</b> = everything the project will include to meet the requirements of the project objectives.</p> <p><b>"Not in Scope"</b> = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p><b>In Scope:</b></p> <ul style="list-style-type: none"> <li>Construct new partition walls, ceiling tile, flooring, painting, and cabinetry.</li> <li>New lighting</li> <li>New furniture</li> <li>Audio and visual hook-ups along with computer hook-ups</li> <li>New sliding book racks for Register of Deeds</li> <li>New Plat Cabinet for Register of Deeds</li> <li>Remodel Register of Deeds Entry to facilitate (2) public computer work stations</li> </ul>	<p><b>Not in Scope:</b></p> <ul style="list-style-type: none"> <li></li> <li></li> </ul>	



# Capital Project Request Form

### 3. PROJECT RISK FACTORS

<b>Assumptions</b>	
<b>Dependencies</b>	
<b>Constraints</b>	

### 4. PROJECT COST

Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	<b>If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:</b>		
Final Design and Engineering	\$2000.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$118,080.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$49,500.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$16,958.00	Fiscal Year	Amount	\$0.00
<b>Project Budget</b> (total of estimated cost components)	<b>\$186,538.00</b>	◀----- (sum of above should equal) -----!		
<b>Is this project to be funded entirely with CIP funds?</b>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>If not, list below any other (non-CIP) funding sources for this project</b>			<b>Funding Amount</b>	
<ul style="list-style-type: none"> <li>We continue to wait for guidance from the US Treasury Department relative to the American Rescue Plan funds; however, as this project is a direct response to address the backlog of court cases caused by the pandemic, we are hopeful that the project will qualify.</li> <li></li> <li></li> </ul>			\$ \$ \$	
<b>Total CIP Funding Requested</b>		<b>\$186,538.00</b>		



# Capital Project Request Form

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
<b>If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?</b>		
<b>Expected service life (in years) of the existing asset, based on applicable industry standards?</b>		20
<b>Estimated Service Life of Improvement (in years)</b>		20
<b>Future Estimated Recurring Costs</b>	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	<b>Total Recurring Costs</b>	<b>\$0.00</b>
<b>Estimated Return on Investment (in years)</b>		

6. OPERATING COST IMPACT	
<b>Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Less work orders for patching and repairing.	
<b>Will this project lead to increased efficiency or productivity? If yes, please explain below.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
This additional court hearing room will allow the court system to make optimum use of court officials (visiting judges, court commissioners) and court interpreters.	
<b>Will this project provide an additional revenue generating opportunity? If yes, please explain below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>



# Capital Project Request Form

## 7. ECONOMIC AND PUBLIC BENEFIT

Does this project have the potential to promote economic development county-wide? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project have the potential to promote economic development within a specific area of the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project result in an increase of long-term jobs within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase recreational opportunities and/or green space? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improved transportation efficiency? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of the general county population? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of a specific demographic within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase cultural or educational opportunities? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improving the wellness of Marathon County Citizens? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## 8. RELATED DOCUMENTS

List below any attached documentation including estimates, studies or plans, photographs, standing committee or board minutes, etc. that supports this project request.

- 
- 
-



# Capital Project Request Form

<b>Project</b>	Courtroom "B" Construction/ Register of Deeds Remodel (Amended 4-29-21)	<b>CIP Funds Requested</b>	<b>\$186,538.00</b>
<b>Project Number</b>	(Do NOT fill in – for use by F&CM Department)		<b>Request for Year</b> <b>2021</b>

General Instructions for completing this form:

- Enter requested information after placing the cursor (point and click) in the corresponding gray-shaded blank.
- For all but the most obvious items, more detailed instructions are available by typing the F1 key while the cursor placed on the corresponding blank.
- Each box will expand as necessary to include your text. Limits on text length are noted in the F1 instructions.
- Use the tab key to advance the cursor to the next blank; use shift/tab to move the cursor to the previous blank.
- *If this Charter form is not completed in its entirety, your request may not be ranked.*

<b>1. REQUEST INFORMATION</b>			
<b>Project Title</b>	Courtroom "B" Construction/ Register of Deeds Entry Remodel		
<b>Location</b>	Courthouse		
<b>Description</b>	Construct new courtroom and remodel Register of Deeds Entry to makes space for computers for public to view. The area that the new courtroom is going currently has the space for the public viewing.		
<b>Date of Request</b>	03/22/2021	<b>Project Type</b>	<b>Renovation/Remodel</b>
<b>Submitted By</b>	Craig Christians	<b>Phone</b>	715-261-6980
<b>Department</b>	Facilities and Capital Management	<b>Email</b>	Craig.christians@co.marathon.wi.us
<b>Has this request been approved by the appropriate standing committee or board.</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&amp;CM Dept. prior to July 1<sup>st</sup>.</i>
<b>Has funding for this project been requested previously but not ranked high enough to be funded?</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<b>If so, how many times has the request been submitted previously?</b>
<b>Is this request a continuation of a previously funded CIP project?</b>	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	<b>If so, in which year was that project funded?</b>
<b>Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



# Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE			
<b>Project Objective(s)</b>	Construct new hearing room for Court Official (court commissioner or visiting judge) to address backlog of cases due to pandemic and remodel Register of Deeds to utilize the smaller foot-print.		
<b>Alignment to Departmental Mission Statement</b>	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
<b>Departmental Priority</b> (check a different priority for each project)	(High)	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
<b>Related Other Projects</b>			
<b>Alternatives Considered</b>	1.		
<b>Why Alternatives Listed Above Were Rejected</b>	1. 2.		
<b>Target Start Date</b>	04/01/21	<b>Anticipated Completion Date</b>	08/01/21
<b>Project Scope Statement</b> <i>List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.</i>			
<p><b>"In Scope"</b> = everything the project will include to meet the requirements of the project objectives.</p> <p><b>"Not in Scope"</b> = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p><b>In Scope:</b></p> <ul style="list-style-type: none"> <li>Construct new partition walls, ceiling tile, flooring, painting, and cabinetry.</li> <li>New lighting</li> <li>New furniture</li> <li>Audio and visual hook-ups along with computer hook-ups</li> <li>New sliding book racks for Register of Deeds</li> <li>New Plat Cabinet for Register of Deeds</li> <li>Remodel Register of Deeds Entry to facilitate (2) public computer work stations</li> </ul>	<p><b>Not in Scope:</b></p> <ul style="list-style-type: none"> <li></li> <li></li> </ul>	



# Capital Project Request Form

### 3. PROJECT RISK FACTORS

<b>Assumptions</b>	
<b>Dependencies</b>	
<b>Constraints</b>	

### 4. PROJECT COST

Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	<b>If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:</b>		
Final Design and Engineering	\$2000.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$118,080.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$49,500.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$16,958.00	Fiscal Year	Amount	\$0.00
<b>Project Budget</b> (total of estimated cost components)	<b>\$186,538.00</b>	◀----- (sum of above should equal) -----!		
<b>Is this project to be funded entirely with CIP funds?</b>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>If not, list below any other (non-CIP) funding sources for this project</b>			<b>Funding Amount</b>	
<ul style="list-style-type: none"> <li>We continue to wait for guidance from the US Treasury Department relative to the American Rescue Plan funds; however, as this project is a direct response to address the backlog of court cases caused by the pandemic, we are hopeful that the project will qualify.</li> <li></li> <li></li> </ul>			\$ \$ \$	
<b>Total CIP Funding Requested</b>		<b>\$186,538.00</b>		



# Capital Project Request Form

## 5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT

<b>If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?</b>		
<b>Expected service life (in years) of the existing asset, based on applicable industry standards?</b>		20
<b>Estimated Service Life of Improvement (in years)</b>		20
<b>Future Estimated Recurring Costs</b>	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	<b>Total Recurring Costs</b>	<b>\$0.00</b>
<b>Estimated Return on Investment (in years)</b>		

## 6. OPERATING COST IMPACT

<b>Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Less work orders for patching and repairing.	
<b>Will this project lead to increased efficiency or productivity? If yes, please explain below.</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
This additional court hearing room will allow the court system to make optimum use of court officials (visiting judges, court commissioners) and court interpreters.	
<b>Will this project provide an additional revenue generating opportunity? If yes, please explain below.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>





# Capital Project Request Form

## 7. ECONOMIC AND PUBLIC BENEFIT

Does this project have the potential to promote economic development county-wide? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project have the potential to promote economic development within a specific area of the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project result in an increase of long-term jobs within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase recreational opportunities and/or green space? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improved transportation efficiency? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of the general county population? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project impact the quality of life of a specific demographic within the county? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project enhance or increase cultural or educational opportunities? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this project contribute toward improving the wellness of Marathon County Citizens? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## 8. RELATED DOCUMENTS

List below any attached documentation including estimates, studies or plans, photographs, standing committee or board minutes, etc. that supports this project request.

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## 2021 HR, Finance & Property Committee Workplan

<u>PROJECT NAME</u>	Rank	Outcome	Dependencies	Start Date	End Date	Progress	Staff Assigned
Priority Based Budgeting	1	Educate County Board & HRFPP Committee on PPB, Identify how County Board wants to be engaged what are their expectations scoring updates	Educate departments develop sound baseline information	Jan. 2021	Jun-22	Work with Department to review program lists and resources (staff budget) training	Jason Hake
Capital Improvement Process	2	Develop a process for reviewing capital requests, identify the role of Facilities & Mgt. staff Is the CIP Committee necessary Modify County Board Rules as necessary	Rule change	Feb. 2021	Jun-21		Terry Kaiser
Performance standards for programs	3	Establish policies and commit resources to develop and implement a dashboard for county programs/departments. Utilize Strategic Plan measurements where appropriate	Budget and staffing	Mar-21	Nov. 21		Lance Leonhard
Long term facilities plan	4	Establish goals for long tern facility and property management	Inventory of current assets	Jan. 2021	May-21		Terry Kaiser
Tax Delinquent Property Process - policy setting	5	Establish guidelines, policies and expectations relating to tax deed foreclosure and sale/transfer of property	Ordinance change	Jan. 2021	Dec-21		Scott Corbett
New Position Request Process and Ranking	6	Review existing ordinance and policies. Work with Administrator position prioritization process.		Feb. 2021	Jun-21		Lance Leonhard
Evaluation of Health Insurance options (self-funded, plan design, etc.)	7	Clarify role of committee is evaluating health insurance options.					Jason Hake
Policy on sale/disposition of excess county property	8	Tied into Long Term Facilities Plan	Inventory of current assets	Jan. 2021	May-21		Terry Kaiser
Strategic Plan	9	Periodically review status evaluate resource commitment to implement goals		ongoing			
Diversity / Inclusion Employment Policy and Practice Review	10	Determine Committee role in building an HR system (policies & practices) that effectively recruits, retains, and develops a more diverse, highly talented workforce			TBD		Moly Adzic
Customer Service Expectations - policy setting	11	Determine committee role in development of customer service expectations					Molly Adzic
Tax Increment Financing - pursue legislative recommendation and criteria for guiding representative on local committee	12	Determine the role of the committee in evaluating current and potential impacts with the TIF law					
Property Insurance Evaluation (RFP)	13	Clarify role of committee is evaluating property insurance options.					Mary Jo Maly
Renewable energy policy	14	Determine committee role in developing policies aimed at the County becoming more environmentally and fiscally sustainable					
Update Procurement Policy	15	Review existing procurment ordinance and provide guidance to Corp Counsel on needed changes.			Apr-21		Terry Kaiser



Monthly Sales Tax Distributions

Year	January	February	March	April	May	June	July	August	September	October	November	December
2019	1,142,431	1,256,386	908,399	749,484	1,142,063	967,132	1,222,717	1,338,919	922,822	1,303,819	1,267,223	943,537
2020	1,457,354	1,130,210	943,901	1,043,521	939,203	934,176	1,288,655	1,225,026	1,183,964	1,527,953	971,350	1,238,154
2021	1,170,110	1,233,609	1,021,873	1,147,619	1,272,204	1,720,920	--	--	--	--	--	--

Year-to-Date Sales Tax Distributions

Year	January	February	March	April	May	June	July	August	September	October	November	December
2019	1,142,431	2,398,818	3,307,216	4,056,700	5,198,763	6,165,895						
2020	1,457,354	2,587,564	3,531,465	4,574,987	5,514,190	6,448,365						
2021	1,170,110	2,403,720	3,425,592	4,573,211	5,845,415	7,566,334						

'21 vs '20 (%)	-19.7%	-7.1%	-3.0%	0.0%	6.0%	17.3%						
'21 vs '20 (\$)	(287,244)	(183,844)	(105,873)	(1,776)	331,225	1,117,969						

Monthly Sales Tax Distributions (2019-2021)

