



# MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE

## MEETING AGENDA

Date & Time of Meeting: **Tuesday, August 10, 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:

- A. the July 27, 2021 Human Resources, Finance and Property Committee Meeting
- B. the July 15, 2021 Joint Executive/Human Resources, Finance and Property Committee Meeting

### 4. Educational Presentations/Outcome Monitoring Reports

- A. Presentation on the 2020 Marathon County Financial Statements, Results and Insights-Baker Tilly LLC, John Rader
- B. Enterprise Resource Planning (ERP) System Update-Timeline for Future Board Action
- C. American Rescue Plan Update
  - 1) Update on Activities for Public Engagement
  - 2) Broadband Expansion Update
- D. 2022 Budget- New Positions
- E. 2022 Budget – Position Reclassifications

### 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
  - 2) Approval of July Claims and Questioned Costs
  - 3) 2022 Budget Timeline and Preliminary Assumptions
- B. **Discussion and Possible Action by Committee to Forward to the County Board for its consideration**
  - 1) Intergovernmental Budget Transfers
  - 2) Disallowance of Claim-Larry W Rader
  - 3) 2021 Budget New Positions
    - a) Administrative reorganization to address dispatcher priority effective 2021.
      - Abolish 1.0 FTE Administrative Coordinator (B23) within the Sheriff's Office and create a Communications Specialist (B23) within the Sheriff's Office, effective 9/1/2021 (Chad Billeb)
      - Reclassification of 1.0 FTE Criminal Justice Specialist (B22) within the Investigation Division and assign this position to Patrol Division as Administrative Coordinator (B23). (Chad Billeb)
    - b) Abolish vacant 1.0 FTE Administrative Assistant position and expand .5 FTE Social Service Specialist to 1.0 FTE in Social Services Department effective 2021. (Vicki Tylka)
    - c) Abolish 1.0 FTE Administrative Specialist-Window Clerk (B21) position and create 1.0 FTE Criminal Justice Specialist-Court Clerk (B22) in Clerk of Courts office effective 2021. (Shirley Lang)
    - d) Create 1.0 FTE CPZ Technician/Water Resource Technician (B23), Conservation, Planning, Zoning, effective 2021. (Laurie Miskimins)
  - 4) North Central Wisconsin Regional Planning Commission (NCWRPC) Request for county funding for a Metro Housing Assessment

### 6. Policy Issues Discussion and Committee Determination

- A. Discussion on Long term capital planning
- B. Preliminary ARPA Planning and Estimated Revenue allocation

**7. Announcements:**

Next Meeting Date- **August 17, 2021 at 5:30 p.m. Hatley Public Library**

**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.*

J Robinson/s/K Palmer

Presiding Officer or Designee

NOTICE POSTED AT COURTHOUSE

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups, Record Review

FAXED BY: \_\_\_\_\_

FAXED DATE: \_\_\_\_\_

FAXED TIME: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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, July 27, 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	E	
Jonathan Fisher	W	
vacant		

**Also Present:** Kristi Palmer, Amanda Ley, W-Dejan Adzic, Mike Puerner, Lance Leonhard, Molly Adzic  
**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 MCEWEN; SECOND BY GIBBS TO APPROVE THE MINUTES FROM MAY 25 AND JUNE 8; MOTION CARRIED**
4. **Educational Presentations/Outcome Monitoring Reports**

A Workday Dw=what are the implementation costs and provide –What are the costs inclusive of the consultants, software, Ask how we are going to deal with narrow in scope but critical to infrastructure. Fisher has used Workday on the HR side at his employer and it works very well. There will be reports available to the finance department and the dashboard based on the employees roles in the organization. Have there been discussions with NCHC in regards to this new system. Leonhard did discuss this information with the interm CEO at NCHC.

- A. American Rescue Plan Update
  - a. Develop a Schedule of Activities for Public Engagement
    - i. Scheduling and meeting dates
    - ii. Logistics

**Discussion:** Sarah provides an update on the communication plan for the Public engagement meetings

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:** The plan is to gather input, develop a plan and move forward to the County Board with the plan

Broadband Expansion Opportunities

**Discussion:** Tug tussle, Xcininti, Charter, and Country Wireless looking at partnering with the County for Boardband explanation

**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. Committee Evaluation for 2022 CIP request
- 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

Continue discussion on how we can determine the ability for departments to order 2022 rolling stock and have delivery of such items

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- **August 10, 2021 at 3:30 p.m.**

**8. Adjourn-MOTION BY MCEWEN; SECONDED BY GIBBS TO ADJOURN AT 5:35 PM; MOTION CARRIED**



**MARATHON COUNTY  
JOINT EXECUTIVE & HUMAN RESOURCES, FINANCE & PROPERTY  
COMMITTEE MINUTES**

Date & Time of Meeting: **Thursday, July 15, 2021, at 4:00 p.m.**

Meeting Location: **WebEx/Courthouse Assembly Room, B-105, 500 Forest Street, Wausau WI**

Members	Committee	Present/Web-Phone	Absent
Chair Kurt Gibbs	Executive/HR Finance	X	
Vice Chair Craig McEwen	Executive/HR Finance	X	
Matt Bootz	Executive		Excused
Tim Buttke	Executive	X	
Randy Fifrick	Executive	W	
Sara Guild	Executive	X	
Jacob Langenhahn	Executive	X	
Alyson Leahy	Executive/HR Finance	X	
John Robinson	Executive/HR Finance	X	
Yee Leng Xiong	HR Finance	X	
Jonathan Fischer	HR Finance	X	
Vacant Seat	Executive/HR Finance		

Also present: Lance Leonhard, Sarah Dowidat, Michael Puerner, Valerie Carrillo, Steve Schneider, Toshia Ranallo and members of the public.

WebEx/Phone: Willian Harris, Ka Lo, Jean Maszk, Kim Trueblood, Dejan Adzic, Molly Adzic, Kristi Palmer and nine unidentified callers.

**1. Call Meeting to Order**

The meeting was called to order by the Executive Committee Chair Kurt Gibbs at 4:00 p.m.

The meeting was called to order by the HR Finance Committee Chair John Robinson at 4:00 p.m.

**2. Public Comment (15 Minutes)**

The following citizens spoke in favor for the “Community for all Resolution” and urged the committee to adopt the resolution.

Citizens	Address
Bruce Grau	1115 N 10 <sup>th</sup> St. Wausau, WI 54401
LaTanay Campbell	808 N 2 <sup>nd</sup> Ave. Wausau, WI 54401
Kyra Tomcheck	317 N 1 <sup>st</sup> St Apt#8 Wausau, WI 54403
Jaxson Seeger	1200 S 50 <sup>th</sup> Ave Apt 8. Wausau, WI 54401
Christine Salm	Nth 11st. Wausau, WI 54403
Patrick Bacher	505 S 22 <sup>nd</sup> Ave. Wausau, WI 54401
Amie Leonoff	906 McIndoe St. Wausau, WI 54403

Supervisor Jean Maszk representing District 24, thanked the committee for having the broadband topic on the agenda; commented the county board needs to focus on policy instead of social issues; and reported she has received multiple calls from constituents complaining STH 153 is a safety concern due to overgrown vegetation creating visual obstacles.

**3. MOTION BY MCEWEN; SECOND BY ROBINSON TO APPROVE THE JUNE 10, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. MOTION CARRIED.**

**4. Policy Issues for Discussion and Possible Action - None**

**5. Educational Presentations and Committee Discussion**

**A.** Update on Filling District 17 Vacancy and Executive Committee Vacancy

**Discussion:**

Chair Gibbs reported three individuals have expressed interest and are scheduled for interviews. He and Vice Chair McEwen will bring their recommendations to the county board for consideration at their next meeting.

The vacancy on the Executive Committee will be determined by a paper ballot vote by the committee once the appointment is made to District 17.

**Follow up:**

To be discussed at the County Board meeting on July 22, 2021.

- B. Broadband Presentation by Bug Tussel Wireless (Steve Schneider)

**Discussion:**

Broadband Taskforce Chair John Robinson reported on the county's previous efforts including success in utilizing PSC grant funds for projects; and current developments on another round of PSC grants through the American Recovery Plan Act (ARPA). The ARPA PSC grant application is due on July 27, 2021.

Steve Schneider CEO of Bug Tussel gave an overview on the company's history; and a presentation to extend broadband service in different areas of Marathon County through the use of bonds/loans backed by Marathon County. His presentation can be accessed on our [website here](#) or can be viewed on [public access here](#).

**6. Operational Functions Required by Statute, Ordinance, or Resolution**

- A. Broadband Expansion efforts: 2021 Public Service Commission Grant Application: Partnership County Partnership Opportunities
  - 1) Cirrinity
  - 2) Bug Tussel
  - 3) Country Wireless

**Action:**

**ON BEHALF OF THE EXECUTIVE COMMITTEE, BUTTKE MADE A MOTION; SECOND BY MCEWEN TO MOVE TO SUPPORT CIRRINITY, BUG TUSSEL, AND COUNTRY WIRELESS IN THEIR APPLICATIONS FOR PUBLIC SERVICE COMMISSION GRANT FUNDING FOR FOUR DIFFERENT PROJECTS. MOTION CARRIED.**

**ON BEHALF OF THE HR & FINANCE COMMITTEE, FISCHER MADE A MOTION; SECOND BY LEAHY TO MOVE TO SUPPORT CIRRINITY, BUG TUSSEL, AND COUNTRY WIRELESS IN THEIR APPLICATIONS FOR PUBLIC SERVICE COMMISSION GRANT FUNDING FOR FOUR DIFFERENT PROJECTS. MOTION CARRIED.**

**Follow Up:**

Forward separate resolutions for each provider to the County Board Educational meeting for action on Thursday, July 22, 2021.

Generate letters of support to be included in the grant applications.

**7. Next Meeting Date & Time, Location, Announcements and Future Agenda Items:**

- A. ANNOUNCEMENT – Chair Gibbs gave a brief update on the redistricting delay. Course of action has yet to be determined.
- B. Next Executive Committee Meeting: **Thursday, August 12 2021, at 4:00 p.m.**

**8. Adjournment**

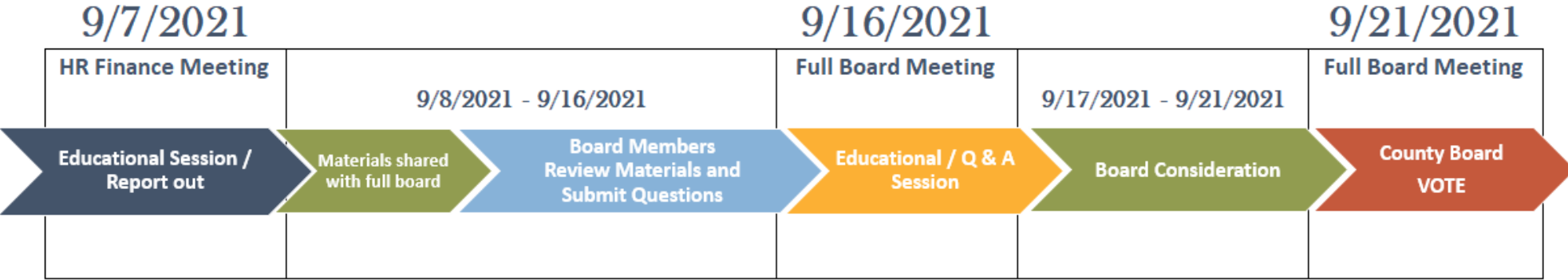
**THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOTION BY XIONG; SECOND BY FISHER TO ADJOURN THE HR FINANCE COMMITTEE MEETING AT 5:38 P.M. MOTION CARRIED.**

**THERE BEING NO FURTHER BUSINESS TO DISCUSS, MOTION BY MCEWEN; SECOND BY BUTTKE TO ADJOURN THE EXECUTIVE COMMITTEE MEETING AT 5:38 P.M. MOTION CARRIED.**

Respectfully submitted by,  
Toshia Ranallo

# Enterprise Resource Planning (ERP) System Update Timeline for Future Board Action

Action



**Positions Requested To Include In 2022 Budget**

1	Dept	Request	Class Title (Working Title)	Occ Code DBM	Funding	Net Change FTE	Additional County Funding			Non-Levy or Grant Funds			CTY ADMIN APPROVAL TO PROCEED	Supported by HR, F&P Committee
							Minimum	Control Point	Maximum	Minimum	Control Point	Maximum		
	District Attorney	Create 1.0 FTE Administrative Coordinator	Administrative Coordinator (Legal Secretary)	5023 B23	100% Tax Levy	1.00	\$70,480	\$78,466	\$88,299				YES	
	Highway	Abolish 1.0 FTE Maintenance Manager and Create 1.0 FTE Deputy Highway Director	Abolish Maintenance Manager (C44) and Create Deputy Highway Director (D61)	TBD D61	100% Tax Levy	0.00	\$6,537	\$11,742	\$17,407				YES	
	Highway	Create .60 FTE Accounting Specialist	Accounting Specialist	5002 B23	100% Tax Levy	0.60	\$27,930	\$32,719	\$38,626				YES	
	Sheriff's Office	Create 1.0 Dispatchers	Communications Specialist (Public Safety 911 Dispatcher)	5071 B23	100% Tax Levy	1.00	\$70,480	\$78,466	\$88,299				YES	
	Social Services	Create 2.0 Social Workers	Social Service Professional (Social Worker - Children Support Services)	5404 C42	0% Tax Levy Billable case mngt and DHS Allocation	2.00					\$206,990		YES	
	Solid Waste	Create 1.0 Waste Management Specialist	Waste Management Specialist (Solid Waste Tech I & II)	5432 B22	100% Outside funding from Tipping fees	1.00				\$67,226	\$74,641	\$83,772	YES	
<b>REQUESTED FTE'S &amp; FUNDING FOR CONSIDERATION IN 2022 BUDGET</b>						<b>5.60</b>	<b>\$175,427</b>	<b>\$201,393</b>	<b>\$232,631</b>	<b>\$67,226</b>	<b>\$281,631</b>	<b>\$83,772</b>		



**APPENDIX A**  
**NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Marathon County District Attorney

Date: May 27, 2021

Position Requested: Administrative Coordinator  
(If unsure of classification, indicate "To be determined")

FT  PT  FTE \_\_\_\_\_%  
Number of Positions: 1

Division Position Will Be Assigned To: NA  
(Indicate NA if not applicable)

Projected Start Date of Position: January 1, 2022

Priority Number of This Position: 1  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

**Mission**

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.

The position of Administrative Coordinator is compatible with the County's mission statement. (The Administrator Coordinator position will hereinafter be referred to as a Legal Assistant.) The purpose of the Legal Assistant position is to provide support and assistance to the prosecuting attorneys. The Wisconsin Supreme Court and the American Bar Association recognize that the District Attorney and all prosecutors within the District Attorney's Office have special responsibilities. "A prosecutor has the responsibility of a minister of justice and not simply that of an advocate. This responsibility carries with it specific obligations to see that the defendant is accorded procedural justice and that guilt is decided upon the basis of sufficient evidence." Wisconsin Supreme Court Rule 20:3.8, ABA Comment. The Marathon County District Attorney's Office is at the heart of Marathon County's mission to be the healthiest, safest, and most prosperous county in the State of Wisconsin.

The 12 prosecutors in the Marathon County District Attorney's Office are responsible for the prosecution of all crimes that occur in this Marathon County. Statutorily, Marathon County is required to provide "adequate and sufficient" resources to "fulfill the responsibilities of [the District Attorney's] office. Sec. 978.13(2)(b), Wis. Stats. The Marathon County Board previously recognized in Resolution #R-40-17 the need for adequate resourcing:

"WHEREAS, the Wisconsin criminal justice system is made up of multiple entities, each of which depends upon the others to function efficiently; and when one part of the system is neglected, the entire system is impacted..." Marathon County Board Resolution #R40-17.

Further, Marathon County has affirmatively stated to the Department of Administration that our County "stands ready to provide the necessary office space and support staff for those prosecutors to be successful." Administrator Karger letter dated September 4, 2018. The Marathon County District Attorney's Office remains one of the most understaffed District Attorney's Offices in the State in terms of staff to support the

prosecutors.

The District Attorney's Office is central to public safety. Marathon County's prosecutors are responsible for ensuring the effective, efficient and just enforcement of the criminal laws and the administration of criminal justice throughout the county. According to the latest Wisconsin Department of Administration Workload Analysis, the Marathon County District Attorney's Office with the current staffing of 12 attorneys, is 5.7 attorneys below what is needed for their workload. The prosecutors must rely more heavily on the Legal Assistants to absorb more responsibilities in an attempt to stay in front of the workload. Conversely, understaffing of the Legal Assistants has forced our prosecutors to do legal assistant work in an attempt to move cases forward. The timely documentation, assembly, and review of case file materials is a critical component in ensuring that Marathon County remains a safe community for all to enjoy.

- B. What is your department's mission statement and how does the position support this mission and/or department strategic plan?

**Mission**

The Marathon County District Attorney's Office is committed to strengthening law enforcement's relationship with the public; enhancing the quality of life for the citizens of Marathon County; and ensuring that crime victims be treated with sensitivity, fairness, compassion and respect.

The District Attorney's Office consists of 12 attorneys including the District Attorney, 1 Deputy District Attorney and 10 Assistant District Attorneys. Each attorney reviews and evaluates law enforcement investigations to determine whether there has been a violation of state law or county ordinances. The proper and timely enforcement of the law is essential to the public's relationship with law enforcement, reduces stress and anxiety of the victims of crime, and best promotes the safety of Marathon County's citizens.

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

In the 2019 budget process, the Marathon County District Attorney's Office presented to the Marathon County Board information concerning the critical understaffing of attorneys, legal assistants, and victim witness staff. The Marathon County District Attorney's Office is one of the most understaffed offices in the State in each of these roles. The Legal Assistants are staffed at 4 for the 12 prosecutors. The County's Corporation Counsel's Office has 4 attorneys with 2 Legal Assistants and 2 paralegals to support their attorneys. The Circuit Court Judges also have a 1:1 staff ratio with each Judge having an assigned judicial assistant. Our Legal Assistants are county employees and provide staffing support to our prosecutors. This position requires attention to detail and timeliness. The Legal Assistants are the frontline in ensuring that critical documents are sent/received, the thousands of law enforcement investigative reports are sorted and organized, and timelines and deadlines are met. An overwhelming volume of cases for the Legal Assistants makes mistakes inevitable. Mistakes in the prosecution of criminal cases can result in unacceptable consequences for the liberty of the accused, the rights of victims, and public safety. If the Legal Assistants do not have adequate staffing to assemble the 5,200+ referrals received by the District Attorney's Office, delays in case processing will result in unacceptable consequences for the accused, the victims, public safety and costs to Marathon County. Any delay in case processing corresponds to increases in the number of days in jail, a cost incurred by our County's taxpayers. The District Attorney's Office needs a total of 17.6 prosecutors to adequately staff our office, but the State has only allotted us 12.

The District Attorney's Office is responsible for prosecution of criminal charges in Marathon County. The District Attorney's Office is required to comply with a crime victim's rights under the Wisconsin Constitution effective May 4, 2020. The amendment to Wisconsin's constitution did not come with additional resources for District Attorney's offices. As noted above, efficient case processing requires

that the District Attorney's Office provide all discoverable materials to the Defendant or Defense Counsel in a timely manner. The redaction of crime victim information from law enforcement reports to protect the privacy rights of victims of crimes is required pursuant to Wisconsin's Constitution and Chapter 950 of the Wisconsin Statutes. Redaction obligations apply to any cases of the approximately 2,414 open/active files in the District Attorney's Office in which there is a victim.

One case of the 2,414 can consist of thousands of pages of materials for the prosecution. For example, if a crime victim is injured as a result of the crime and receives medical attention, the medical records will likely become part of the criminal prosecution. Each page of the hundreds or thousands of medical records needs to be reviewed for redaction. This redaction review is in addition to the review of the police reports. Unreasonable caseload volumes will result in mistakes, delays or both.

In addition to the pending criminal matters, legal secretaries also help to assemble, provide discovery and support approximately pending 375 traffic and forfeiture cases and 47 delinquency cases. Not represented these 2,836 cases pending at any given time is numerous cases that are being litigated after conviction. These cases require subpoenas and motion practice and often are the subject of litigation because the case resulted in a significant prison sentence. Often times these cases, as well as juvenile delinquency cases, have strict timelines. Our prosecutors spend the vast majority of their work day in the courtroom litigating cases. Legal Assistants play a critical role in proper criminal justice case processing. If a prosecutor misses a deadline or fails to provide documentation in a timely manner, the case may be delayed with significant consequences to the defendant, the victim, and cost the county financially through jail bed days and wasted court time. The staffing level of the Marathon County District Attorney's Office is far below the general standard in the profession and amongst District Attorney's Offices statewide.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position would benefit Marathon County by allowing the District Attorney's office to more effectively and efficiently prosecute criminal cases. Providing reports to the defense attorney in a criminal case is a critical part in case processing. The discovery process is often delayed significantly by the inability to locate or copy digital media, which results in delays in the criminal justice system. If a Defendant remains in custody, this delay results in longer jail stays and, for both the victim and Defendant, it results in a delay in justice. A recent examination of the jail population showed that the inmates being held in pretrial custody are charged with serious and multiple crimes which involve extensive discoverable materials and complex litigation. The delay in processing these materials will result in longer jail stays for these inmates. In order to effectively and efficiently process and move cases through the court system, the District Attorney's Office must have the resources to deal with the volume and complexity of our caseloads.

The District Attorney's Office cannot achieve our Office's mission and thereby the County's mission without proper legal assistant staffing levels.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

The District Attorney's Office has triaged the increasing volume of discoverable materials with the current resources. We have evaluated every aspect of our internal case processing system for the last 3 years to make every efficiency possible within our resources. We have a culture of asking the question, "Why?" Why do we do the process the way we do? If the answer is not obvious, we have a standing committee who evaluates the process from every stage and develops improvements. We have worked tirelessly to become as efficient and effective as possible. In criminal justice system mapping sessions, the number one concern raised by the system partners is accountability for timely case processing. In May 2020, the Wisconsin voters passed a Constitutional Amendment that entitles crime victims to have disposition of their cases without any unreasonable delay. It is unreasonable to delay disposition of a

case for the crime victim, the defendant, and the public, because of inadequate resources to perform our mandated legal and ethical responsibilities as prosecutors.

F. What will be the effect if the proposed position is not created?

If the Legal Assistant staffing in the District Attorney's Office is not increased, unnecessary case processing delays will occur resulting in significant financial impact to the County and unreasonable delays to victims and defendants. Further, without adequate Legal Assistant staffing, irreversible errors may occur that may result in injustice and a negative impact on public safety. With the current resources, it is unlikely that the District Attorney's Office will be able to comply with victim's rights and discovery obligations. We will either succumb to mistakes based on the speed needed to deal with the volume or our process will be unreasonably delayed in violation of victims' rights, defendants' rights and at the expense of the public.

G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

The effectiveness and performance of this position will be measured in the following ways: the prosecutors' ability to meet the timeline of discovery provided by the laws of the State of Wisconsin and the court; no concerns raised by crime victims as to violation of their rights; and no case processing delays due to failure to provide discoverable materials.

### III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties the position will perform plus the approximate percentage of time to be spent on each duty.

1. Discovery – 50% (5% during intake weeks)
  - Sort virtual paper discovery in Laserfiche
  - Bates number virtual paper discovery in Laserfiche
  - Prepare discovery letters and add discovery cost to discovery fees spreadsheet
2. Mail – 25%
  - Paper mail
  - E-filing queue
3. Prepare Subpoenas/Notices – 10%
4. Prepare Writs – 5%
5. Intake duties – 45% during intake weeks
  - Check intake list for pending cases, if any warrant cases are paper files.
  - Change assignment on all intake events for the day to the Intake Attorney.
  - Check if initial appearance has been made for any warrant and bond-out cases and, if not, print Complaint for Intake Attorney
  - Generate Notice for Prelim Testifier on cases listed in email from Intake Attorney.
  - Assist law enforcement with filing executed search warrants.
  - Generate Protect report every Tuesday and Thursday listing review hearings and email report to distribution list
  - Summons List – write case numbers on sheet for each case and on Complaints
6. Case Closure – 5%
  - Verify evidence dispo is marked
  - Verify relationship between defendant and victim noted in domestic cases
7. Prepare school letters for cases that defendant is 17 yrs old – 5%
  - If no school entered in Protect, check police reports.
  - If no school noted in police reports, send request to agency to find out school attended

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The time demands of this position, the expertise, and the specialized knowledge would not allow another department to meet our needs. However, the Legal Assistants are incredibly important liaisons to other county departments, including the Clerk of Courts Office, the Marathon County Sheriff's Office, and the Marathon County Department of Social Services. They troubleshoot issues with these departments and provide information on a daily basis and their availability and timely responses are critical to the proper collaboration between the departments.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Our current legal assistants, office manager, paralegal and prosecutors are absorbing the work of our needed legal assistant to the detriment of case quality and efficiency.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)
- B. Explain specifically how position will be funded.

Amount of County tax levy: \$39,837 to \$55,394 salary    % of total costs: 100%  
 (Employee Resources to calculate benefits)

Amount of any outside funding: NA    % of total costs: \_\_\_\_\_

Source of outside funding:    NA  
 Length of outside funding:                                        NA  
 Likelihood of funding renewal:                                    NA

Would this outside funding be used to offset the levy if not used for this position? \_\_\_\_\_

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, the improved efficiency in case processing will decrease the amount of time spent in pretrial jail custody and, thereby, lower the amount of county money spent to house those inmates. Improved effectiveness of prosecution will improve public safety for the citizens of Marathon County.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

The legal assistant position will provide preventative services by providing the resources we need to continue to effectively and efficiently prosecute cases. The effective and timely prosecution of cases is essential to public safety and the reduction of recidivism. Without this position, the District Attorney's Office will be forced to either cut corners and/or slow down case processing.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

The position costs cannot be offset by reducing or eliminating other functions with the District Attorney's Office. We have already eliminated our receptionist to try to assist in covering a deficit in victim witness staffing. We also already reallocated a legal assistant position to a paralegal position to provide a resource for higher level case management. If our prosecutors are not adequately supported, their caseloads become even more overwhelming and the addition of another State prosecutor to our office in 2019 will not result in the desired increased efficiency because there is not adequate staff to support the prosecutor. The prosecutor can only prosecute cases as quickly as their Legal Assistant can process the

cases. We are one of the most understaffed District Attorney's Offices in the State in every aspect. The work of the District Attorney's Office is mandated by the Wisconsin Statutes and the Wisconsin Constitution.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

Nancy Solberg  
Signature of Supervisor/Manager Completing Request

May 27, 2021  
Date

  
Department Head Signature

May 27, 2021  
Date

**Title - Administrative Coordinator (Legal Secretary)**  
**DISTRICT ATTORNEY OFFICE**  
**FTE = 1.0**

**2022 BUDGET PLANNING - NEW POSITION COST**

<b>Item</b>	<b>2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>DBM B23</b>		\$39,837	\$46,809	\$55,394
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family	\$62.00	\$744	\$744	\$744
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Clerical	0.05%	\$20	\$23	\$28
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost *</b>		<b>\$70,480</b>	<b>\$78,466</b>	<b>\$88,299</b>

<b>Item</b>	<b>2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>DBM B23</b>		\$39,837	\$46,809	\$55,394
Health - Employee without Health				
Dental - Employee with out Dental				
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Clerical	0.05%	\$20	\$23	\$28
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost *</b>		<b>\$46,180</b>	<b>\$54,166</b>	<b>\$63,999</b>

**APPENDIX B**  
**NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Highway Date: 5/12/2021

Position Requested: Deputy Highway Director FT  PT  FTE \_\_\_\_\_%  
(If unsure of classification, indicate "To be determined") Number of Positions: 1

Division Position Will Be Assigned To: N/A  
(Indicate NA if not applicable)

Projected Start Date of Position: 1/1/2022 Priority Number of This Position: 2  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? Yes
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? **"The Marathon County Highway Department will strive to maintain all State and County highways in a safe and reasonable condition at all time." This position will oversee maintenance duties and insure best field practices are being used and insure consistency across the entire county.**
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested. **The deputy director position is part of a long term succession plan within the department (see attachment). With multiple field shops one person is need to insure consistency with an engineering background to ensure best management practices are being done. The department has an overall low bench strength with a 42% of individuals in management, over the age of 55 and nearing retirement.**
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? **Provide safer infrastructure and insure consistency is done in both the field and management duties.**
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? **A do nothing approach does not provide any training opportunities for possible future department head or backup in case of extended absence. The commissioner position is a complex position, dealing with many different entities, both internal and external departments, labor issues, budgeting and funding sources. Without proper training or backup personnel many opportunities maybe lost or incorrectly handled.**
- F. What will be the effect if the proposed position is not created? **No backup if a key member of leadership is gone for any amount of time or leaves.**
- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) **Monitor understanding of the position in regards to budget, and funding, cohesiveness of field crews, improvement of field practices to insure consistency across the entire county.**





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Signature of Supervisor/Manager Completing Request

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Date

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Department Head Signature

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Date

**C44 - Maintenance Manager****Highway****FTE = 1.0**

<b>Item</b>	<b>2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
		<b>\$29.39</b>	<b>\$35.26</b>	<b>\$42.38</b>
<b>C44</b>		\$61,131.20	\$73,340.80	\$88,150.40
Health	\$1,963	\$23,556.00	\$23,556.00	\$23,556.00
Dental	\$62	\$744.00	\$744.00	\$744.00
FICA Retirement	6.20%	\$3,790.13	\$4,547.13	\$5,465.32
FICA Medicare Rate	1.45%	\$886.40	\$1,063.44	\$1,278.18
Unemployment Insurance	0.10%	\$61.13	\$73.34	\$88.15
Retirement - Employer	6.75%	\$4,126.36	\$4,950.50	\$5,950.15
Worker's Comp - Highway	1.90%	\$1,161.49	\$1,393.48	\$1,674.86
PEHP	\$21	\$546.00	\$546.00	\$546.00
<b>Estimated Savings</b>		<b>\$96,002.72</b>	<b>\$110,214.69</b>	<b>\$127,453.07</b>

**D61 - Deputy Highway Director****Highway****FTE = 1.0**

**APPENDIX B**  
**NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Highway Date: 5/12/2021

Position Requested: Accounting Specialist FT  PT  FTE 60%  
(If unsure of classification, indicate "To be determined") Number of Positions: 1

Division Position Will Be Assigned To: N/A  
(Indicate NA if not applicable)

Projected Start Date of Position: 11/1/2021 Priority Number of This Position: 2  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? Yes
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? "The Marathon County Highway Department will strive to maintain all State and County highways in a safe and reasonable condition at all time." This position will provide financial support services to the department, providing assistance to ensure billing and accounting procedures are followed.
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested. The Accounting Specialist position is part of a long term succession plan within the department (see attachment). The Accounting Manager can no longer maintain the current workload. The department has an overall low bench strength with ~~a~~42% of individuals in management, over the age of 55 and nearing retirement. The Accounting Manager's bench strength scored only a 1 out of a possible 10.
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs Ensure the continued ability to invoice customers (including the department's largest customer, the Wisconsin Department of Transportation), pay vendors, generate routine financial documents for internal use and assist with the preparation of annual departmental financial statements as required by the WDOT.
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? A "do nothing" approach does not provide any training opportunities for a possible future Accounting Manager (or backup in the case of an extended absence). The accounting position is a complex position, dealing with many different entities including internal and external departments, the Wisconsin Department of Transportation, and budget/funding sources. Accounting procedures within the Highway department are handled differently than any other department within the county. Without proper training or backup personnel, many revenue and reporting opportunities maybe lost or handled incorrectly.
- F. What will be the effect if the proposed position is not created? There will be no backup for the Accounting Manager in the event of an absence.
- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) Once the Accounting Specialist acquires a basic understanding of WDOT cost accounting principles, they will be able to take over routine bookkeeping tasks currently performed by the Accounting Manager. This will allow the

Accounting Manager to focus on financial reviews/analysis which can maximize revenues to the department's numerous cost centers.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Table with 2 columns: Duty description, Percentage. Includes Account Payable vendor invoice review/data entry (38%), Account Receivable invoice prep/data entry (non-WDOT) (22%), Account Receivable invoice prep/data entry (WDOT w/MPM) (12%), Basic monthly account reconciliations (4%), Basic Journal Voucher Prep/data entry (8%), Account Payable vendor statement reconciliation/follow-up (8%), Assist w/quarterly WDOT reports/annual WDOT Financials (8%).

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not? Parks, Forestry and Recreation may be able to use the expertise of this person for purposes of job costing, but the need to understand WDOT requirements is unique to the Highway department.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable? The work is currently being done by the salaried Accounting Manager; time-off is seldom taken, and most weeks require that at least some additional hours are worked. In the event of an extended absence of the Accounting Manager, there is no one else familiar with running the reports needed to generate the monthly WDOT invoice—or submit that information on the State's website—which is the department's largest customer. There is no one else familiar with the monthly closing procedure for the department's stockroom or making fringe benefit allocations to the various cost pools each payroll period. Additionally, there is no one familiar with running the reports needed to prepare and balance the annual WDOT financial statements prior to entry into the WDOT website.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

Desk, Chair, File Cabinets/Bookshelves \$2,000  
Computer (monitor x2) \$1,100  
Phone \$225

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$32,719 % of total costs: 100%  
Amount of any outside funding: \$0.0 % of total costs: 0%  
Source of outside funding: \_\_\_\_\_  
Length of outside funding: \_\_\_\_\_  
Likelihood of funding renewal: \_\_\_\_\_  
Would this outside funding be used to offset the levy if not used for this position? \_\_\_\_\_

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? Yes, this is a part of a larger department realignment, see attachment. No.
- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? Will allow to have someone trained to step in as department head, not missing any possible funding or statutory requirements.

Failure to provide for the position will leave the County exposed in the event of any extended absence by the Accounting Manager. The current Accounting Manager is the only one in the department with a practical/working knowledge for invoicing Highway department customers, reviewing the operation of multiple cost pools, and preparing the annual financial statements in compliance with WDOT requirements.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. See attached Succession plan.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Accounting Specialist - B23**

**Highway**

**FTE = 0.50**

**2021 BUDGET PLANNING - NEW POSITION COST**

<b>Item</b>	<b>2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
DBM B23 @ 0.50 FTE		\$19,916	\$23,400	\$27,695
FICA Retirement Rate	6.20%	\$1,235	\$1,451	\$1,717
FICA Medicare Rate	1.45%	\$289	\$339	\$402
Unemployment Insurance	0.10%	\$20	\$23	\$28
Retirement - Employer	6.75%	\$1,344	\$1,580	\$1,869
Worker's Comp - Clerical	0.08%	\$16	\$19	\$22
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 0.50 FTE:</b>		<b>\$23,366</b>	<b>\$27,358</b>	<b>\$32,279</b>

**APPENDIX B**  
**NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Sheriff's Office Communications Division Date: March 11, 2021

Position Requested: Public Safety 911 Dispatcher – B23 FT  PT  FTE \_\_\_\_\_ %  
(If unsure of classification, indicate "To be determined") Number of Positions: 2

Division Position Will Be Assigned To: Communications Division  
(Indicate NA if not applicable)

Projected Start Date of Position: 01/2022 Priority Number of This Position: #1  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? *Yes, these 2 positions will better allow the 911 Center to make Marathon County the safest in Wisconsin*
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? *The Marathon County Sheriff's Office exists to provide a safe, secure and crime-free community through trust-building, enforcement and public safety management.*
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested. *Please reference the attached "Marathon County Sheriff's Office 911 Communications Division Analysis" prepared by Northwestern University Center for Public Safety.*
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? *These positions will allow us to add a radio channel which will relieve some of the congestion on the emergency radio system which will in turn provide better officer safety. This will also allow us to staff more dispatchers enabling us to sign into the 911 system so we are able to answer more 911 calls as they come into our center*
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? *We have consolidated or eliminated many tasks and have now resorted to having Communications Supervisors working an active console instead of supervising. Due to the growth of emergency services in Marathon County, the Communications Center needs to also grow to meet the demand.*
- F. What will be the effect if the proposed position is not created? *We will continue to provide the best service we can to the citizens and emergency responders. However, due to the extremely saturated radio channels officer/deputy safety concerns will remain present and continue to worsen as the officers/deputies cannot get on the radio when needed. During extreme weather events or large scale emergencies not as many 911 calls will be able to be answered and they will then divert to another county resulting in the timely service our citizens expect to be diminished.*
- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) *The decrease in overtime being paid and the amount of time the Communications Supervisors will not need to work a console and rather supervise the center.*

III. SPECIFIC DUTIES OF NEW POSITION



- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty. *Please refer to the attached "Job Description"*
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not? *No, these positions are unique to the Communications Division and Sheriff's Office. These as specially trained Emergency 911 Dispatchers that spend approximately 18 weeks in training to become proficient*
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable? *The work is being done to the best of our ability, but at a cost of short staffing and using Communications Supervisors as Dispatchers. Most shifts we cannot answer more than five (5) 911 calls at a time. We need to add a radio channel and we cannot do that without adding 6 Dispatchers. It takes 6 Dispatchers to staff one radio channel 24/7.*

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) *Depending on if the employee takes the Single, Employee plus 1 or Family benefit plans this is the range for both positions. \$108,742.40-\$134,825.60. These figures are based on the starting wage over the past year as provided by finance.*

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$108,742.40 - \$134,825.60      % of total costs: 100\_\_\_\_\_

Amount of any outside funding: To be discussed with County Administrator % of total costs: ?\_\_\_\_\_

Source of outside funding: TBD \_\_\_\_\_

Length of outside funding: TBD \_\_\_\_\_

Likelihood of funding renewal: TBD \_\_\_\_\_

Would this outside funding be used to offset the levy if not used for this position? Unknown\_\_\_\_\_

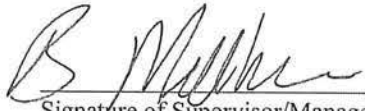
- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? *Yes, it will allow us to decrease the overtime spent once we would be at full staff.*
- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? *Yes, Marathon County is a growing community and therefore emergency services such as Fire and EMS are growing and becoming full-time departments. By adding these positions it will allow the Sheriff's Office Communications Center to better and more efficiently serve the citizens when they call or need emergency services. We will also be able to better serve the emergency responders in the field. All of this is speaks directly towards the county's goal of being the safest county in Wisconsin*
- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. *Not that I am aware of.*

V. COMMITTEE OF JURISDICTION


What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be**

**necessary to complete the job evaluation process.**

  
\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request

March 11, 2021 \_\_\_\_\_  
Date

  
\_\_\_\_\_  
Department Head Signature

March 11, 2021 \_\_\_\_\_  
Date

**Communication Specialists - B23**

**Sheriff Communications**

**FTE = 2.0**

**2022 BUDGET PLANNING - NEW POSITION COST**

<b>Item</b>	<b>2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
DBM B23		\$39,837	\$46,809	\$55,394
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family	\$62.00	\$744	\$744	\$744
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Clerical	0.05%	\$20	\$23	\$28
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost for 1 FTE:</b>		<b>\$70,480</b>	<b>\$78,466</b>	<b>\$88,299</b>

## APPENDIX B NEW OR EXPANDED POSITION REQUEST

### I. GENERAL INFORMATION

Department: Department of Social Services

Date: 05/26/2021

Position Requested: Social Work  
(If unsure of classification, indicate "To be determined")

FT  PT  FTE \_\_\_\_\_ %  
Number of Positions: 2

Division Position Will Be Assigned To: Children's Support Services  
(Indicate NA if not applicable)

Projected Start Date of Position: 01/01/2022

Priority Number of This Position: \_\_\_\_\_  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

### II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services and supports above and beyond what private health insurance or Medicaid covers. CLTS services and supports are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include: home modifications such as a fence for safety or wheel chair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without the assistance would be unable to provide for the care of their children safely.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

In January 2021, the Wisconsin Department of Health Services (DHS) implemented state-level budget and enrollment administration for the CLTS program, which promotes statewide consistency in access, enrollment, and service planning by funding services at the state level for all enrollments. State-level budgeting ensures waiver program service funding for all enrollments. Through the state budget, DHS has been awarded funds to eliminate the waiting list for children eligible for the CLTS program. DHS will monitor Marathon County's compliance with achieving continuous enrollment for the CLTS program.

Additionally, in October 2021, our agency/the State of Wisconsin is required to comply with the Family First Prevention Services Act (FFPSA). Per the National Conference of State Legislatures, the purpose of

the FFPSA is to “provide enhanced support to children and families and prevent foster care placements through the provision of mental health and substance abuse prevention and treatment services, in-home parent skill-based programs and kinship navigator services.” Funding will be shifted to prevention and services to help keep children safe and supported at home, or in the least restrictive, most family-like, placement possible. The requested social work position/s will support children remaining in their parental home by providing case management services to assist families in accessing a variety of services including but not limited to respite, supportive home care, adaptive aids, daily living skills training and therapeutic services. Additionally, the position/s will support children who are in out of home care transition to lesser restrictive settings and return home more quickly which is a major goal of FFPSA.

Currently, at Marathon County Department of Social Services, there are 14 FTE social workers providing case management to 306 children enrolled in the CLTS program. For calendar years 2018-2020, DSS data indicates that there was an average of 112 new CLTS applications received per year. Of those applications, an average of 80 children (71%) per year were found eligible for CLTS and were added to the waitlist. Based on this data, in order to maintain a no-waitlist/continuous enrollment status, up to 2 FTE social workers will be needed for calendar year 2022. The request is to fill the FTE positions in 2022, based on the evaluated service need.

The caseload blend is a factor in the evaluation of the number of positions needed. Approximately, 33% of the children are projected to be eligible for both CLTS and Comprehensive Community Services (CCS) based on diagnostic and behavioral information, necessitating additional case management time and a corresponding smaller case ratio.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The increased position hours will benefit children with disabilities, and their families, by providing case management services, which will assist the families in accessing supports and services to support their children remaining in their home and community. Services include, but are not limited to respite care, supportive home care, adaptive aids, daily living skills training and therapeutic services.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

Elimination of the waiting list and maintaining a continuous enrollment status is required by DHS. Case management is a required and essential service, which needs to be provided by a specialized case manager/social worker. Contracting out the case management function is not in the county’s best interest due to cost and the decreased opportunity for service collaboration for children and families who have higher needs that the county must provide for such as Child Protective Services (CPS) and Youth Justice (YJ).

- F. What will be the effect if the proposed position is not created?

Marathon County will not be in compliance with the directive of the Department of Health Services.

Children with disabilities and their families may not have access to supports and services to assist the child with remaining safely in their home and community, or children may not be able to transition to a community setting from a high-cost/restrictive placement.

- F. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

In CLTS, we monitor the safety of children compared to abuse/neglect reports and strive to eliminate out of home care for this population. DHS implemented a state-level budget for all CLTS enrollments.

### III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

The specific duties will be providing ongoing case management services to children with disabilities.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The CLTS program partners with agencies such as the ADRC of Central Wisconsin, the Health Department, and Birth to Three, and others for complimentary services. CLTS is a separate and discreet program for children. Therefore, there are no other county departments that can meet this need.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The CLTS case management is provided by DSS and will continue. The current staff capacity is not sufficient to maintain a no-waitlist/continuous enrollment status.

#### IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The total estimated position cost (see attached worksheet) for two social workers at mid-point is **\$206,990 annually- based on 2021 expenditures**. The actual costs of the positions will need to reflect 2022 wages and benefits. Also note that the current estimate is higher than the actual cost is likely to be, as social workers are not generally hired at the control point wage, which was utilized for this estimate, and this also assumes family benefit coverage, when single coverage may apply. Included in the costs are anticipated mileage and training of \$8,000. Startup costs for the position can be funded through the CLTS administrative allocation, Children's CCOP risk reserve and Department of Health Services funded basic county allocation.

- B. Explain specifically how position will be funded.

Amount of County tax levy:                   \$0                                        % of total costs:           0%          

Amount of any outside funding:                   \$206,990                                        % of total costs:           100%          

Source of outside funding:           Billable Case Management and DHS Allocation          

Length of outside funding:           Continuing          

Likelihood of funding renewal:           High          

Would this outside funding be used to offset the levy if not used for this position?           No          

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of- home placements ordered by the court.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review the position at their June meeting.

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

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Signature of Supervisor/Manager Completing Request

---

Date

Vicki Tylka

5/26/2021

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Department Head Signature

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Date

**Children's Long Term Support /Comprehensive Community Services**

**Social Worker**

**CLTS = 50% / CCS = 50%**

**For Calendar Year 2021**

**100% FTE**

<b>Item</b>	<b>2021 Proposed Rates</b>	<b>Mid-Point</b>
Salary		\$65,116
Health - Family	\$1,963	\$23,556
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$4,037
FICA Medicare Rate	1.45%	\$944
Unemployment Insurance	0.10%	\$65
Retirement - Employer	6.75%	\$4,395
Worker's Comp - SW Municipal	0.98%	\$638
PEHP	\$21	\$546
<b>Total Estimated Cost</b>		\$99,495
<b>One SW Position Requested</b>		\$99,495
<b>Staff Travel and Training Costs</b>		\$4,000
<b>Total Costs - One SW Position</b>		<b>\$103,495</b>
<b>Revenues - CLTS Case Management</b>	<b>\$ 51,390</b>	
<b>Revenues - CCS Case Management*</b>	<b>\$ 34,768</b>	<b>\$86,158</b>
<b>Expenses in Excess of Revenues</b>		<b>\$17,337</b>
<b>Excess Expense to be Covered By CLTS Admin Allocation, BCA, or CCOP</b>		<b>\$17,337</b>
<b>Tax Levy</b>		<b>\$0</b>


\*If employee possesses a Master's Degree, the Case Management Revenue can be increased; 10% fee for billing assessed by NCHC for CCS billing

Annual Estimated Revenues after Year One = \$129,236





[marathoncountysolidwaste.org](http://marathoncountysolidwaste.org)

 marathoncountysolidwaste

## Marathon County Solid Waste Department

R172900 E. Hwy 29

Ringle, WI 54471

Director:	715-446-3101 X104
Site Supervisor:	715-446-3101 X102
Administrative Office:	715-446-3101 X100
Scale Master	715-446-3101 X103
Solid Waste & Recycling Info Line	877-270-3989 toll-free

# Marathon County Solid Waste Department

Request for Hiring Full Time Employee Beginning January 2022

Position Title: Waste Management Specialist

Summary of position responsibilities – *Operate heavy machinery and assist with maintenance and repairs of all site equipment. Provide support for maintenance, gas system, leachate collection, hazardous waste, and scale.*

### Upcoming Additional DNR/Plan of Operation Obligations

- PFAs in waste stream
  - Screening special waste
  - Divert storm water to minimize leachate
- Transition WPS Coal Ash to Site Soil
  - Coal ash currently hauled in and used as daily cover at no cost
    - WPS converting to Natural Gas
  - More cost effective to begin using available site soil
    - Requires 500 hours of screening per year to remove rock
    - \$2.50 per CY for contractor to move soil (save \$65,000 per year)
- Growth in demand for value-added services that support both the county's and SWMB's strategic plans and added responsibilities to meet host community contract obligations
  - Composting, clean concrete, shingles, vinyl siding, construction
  - Odor mitigation system operation

## **Challenges at this Moment**

- Overtime, Vacations, Injuries, Employee Turnover
  - Maxing out employee overtime
    - \$100,644 spent on overtime in 2020
  - Gas specialist and mechanic covering for employees 3+ months of the year
    - Approximately 2000 hours per year spent operating equipment
  - Excessive “seat” time in machines
    - Back and joint issues
    - No backup staff to fill in when someone is injured
    - Inability to take PTO
    - Work life balance causing stress and cultural challenges
  
- Equipment Repair Labor
  - Continue to rely on service from contractors for repairs that could be done by staff
    - \$25,000 per year on heavy equipment
    - \$20,000 per year on leachate system (pumps, heaters, sensors, etc.)
  - New equipment with emission systems challenging to maintain and repair
  - More machines on site; running 3 machines 10 hours per day
  
- Inability to rotate staff for professional development, cross training, or safety training
  - Poor bench strength
  - No time for safety training leading to more injuries and accidents
  
- Continual demands of complying with Plan of Operation
  - Increased amount of waste with expanding service area
    - 2018 = 197k tons
    - 2019 = 223k tons
    - 2020 = 265k tons
  - Increased amount of soil cover over exposed waste
    - 2021 = \$60,000 spent on contractor soil haul
  - Increased amount of road construction within active area
  - Troubleshooting of aging infrastructure on older sites
  
- Additional residential customer traffic (nearly 30% of overall customers)
  - Being responsive to the needs of customers
    - Many need assistance with directions and off loading
  - Managing more electronics, universal wastes, appliances, scrap metal, recycling, vinyl siding recycling, yard waste, tire recycling

## **Benefits of Additional FTE**

- Increased Compaction in Landfill – dedicate third operator to push, and two compactors to roll the waste mass
  - 1700 lbs per CY vs 1900 lbs per CY could mean another year of airspace, or another \$10,000,000 in revenue
- Cross training, bench strength, succession planning
  - Establish better system for rotating (four 10 hour days)
- Community Education
  - Renews availability for educational tours to local community
- Continue to provide safe, affordable and convenient disposal options for residential waste, commercial businesses, and environment cleanups
- Local Growth Opportunities with Area Businesses: Ghidorzi, Miron, WPS, PGA, Wausau Riverfront, Howard Johnson, Wausau Center Mall

## **Available Options**

- Contractors to Fill the Gap: Any job can be contracted out
  - Meet Core Values & Goals of Healthiest, Safest, & Most Prosperous?
  - Expertise and ability to perform related work
  - Mobilization cost (Between \$10K and \$15K per project)
  - Current pay rate for heavy equipment operator (\$150 to \$250 an hour)
  - We still hire contractors: leachate hauling, cell const., well drilling.
  - On site contractors pose significant challenges
- Interns or Summer Employees
  - Training takes 2+ months
  - Not available year round (only 3 months)
- Discontinue Waste Acceptance and Stop Growth
  - Lose customers and statewide reputation
  - Lose compaction and airspace
  - Fail to meet contractual obligations with Portage and Shawano Co 2032
  - Possibility of illegal dumping elsewhere in County
  - Failure to allow economic development

## **Conclusion**

- Anything can be contracted out (\$150 to \$250 per hour)
- We have the monetary resources to grow
- Outagamie, Dane, and Brown County staffing similar

**APPENDIX A  
NEW OR EXPANDED POSITION REQUEST**

**I. GENERAL INFORMATION**

**Department:** Solid Waste

**Date:** April 21, 2021

**Position Requested:** Solid Waste

FTE 100 %

**Management Specialist**

**Number of Positions:** 1

(If unsure of classification, indicate “To be Determined”)

(Indicate NA if not applicable)

**Priority Number of This Position:** 1

**If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.**

**II. FULL EXPLANATION OF NEED FOR POSITION**

**A. Is this position request compatible with the County’s mission statement?**

Marathon County Solid Waste helps the county achieve its mission of being the safest, healthiest and most prosperous by providing services critical to the protection of human health & the environment. By ensuring we have adequate staffing, we better serve the general public, respect the time constraints of commercial haulers to ensure the efficient management of their trucks (and their businesses), provide for a safer work environment for customers and staff and more effectively utilize the investment in the landfill air space resource.

**B. What is your department’s mission statement and how does position support this mission and/or department strategic plan?**

The goals of the SWD/SWMB strategic plan are:

1. Maximize landfill revenue
2. Empower Marathon County residents and businesses to manage solid waste to their benefit
3. Make recycling easy and fashionable
4. Shift the paradigm to alternative uses for waste
5. Influence state policy in order to make the highest and best uses of waste resources

When the Solid Waste Department first took over landfill operations in 2013, incoming tonnage was around 125,000 per year. In 2020, the Department took in 265,000 tons of material. Increases in service area have contributed to additional workload. There are two primary operations goals; achieve maximum compaction, and ensure protection of the environment by meeting regulatory compliance with all EPA and DNR laws. Essentially, we struggle to maintain these two important priorities due to staffing issues and continual demand. Failure to maximize compaction means a loss of investment in the landfill structure and a loss of earnings each day and over the life of the landfill. Failure to meet regulatory compliance needs results in environmental contamination and costly remediation efforts and DNR fines.

Additionally, we internalized not only landfill operations, but have also internalized annual reporting, proposal requests, standard construction work, construction quality assurance (QCA), repair work of gas and landfill systems, road building, seeding and irrigation, and other jobs previously done by a host of contractors. By internalizing this type of work, we have save nearly a half million dollars between 2019 and 2020. As seen in the tables below, there are additional opportunities to internalize work that is still being done by contractors.

<b>Contractor Work Now Done with Department Staff</b>	
Per Year	Item
\$30,000	Leachate seep repairs
\$25,000	Road building and maintenance
\$40,000	Intermediate cover
\$30,000	Seeding and vegetation management
\$40,000	CQA for wellfield, gas system, liner installation
\$30,000	Environmental Monitoring
\$125,000	House Hazardous Waste program
\$100,000	Area B grading layer
\$15,000	Parking lot expansions
\$15,000	Well extensions
\$20,000	Hauling roll-off containers from yard
\$20,000	Landfill gas flare maintenance and repair
\$15,000	Airspace and density surveying

<b>Work still being performed by contractors</b>	
Per Year	Item
\$25,000	Equipment Repair
\$20,000	Equipment Services
\$25,000	Leachate pump maintenance
\$75,000	Groundwater sampling
\$250,000	Engineering
\$1,200,000	Leachate Hauling

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

The reason for the position request are:

1. The solid Waste Department currently operates 3 machines each and every day. To achieve max compaction, so breakdowns need to be kept to a minimum. The current maintenance technician is struggling to maintain and repair equipment in a timely manner, leaving the operations crew struggling and understaffed, and without the equipment to complete the work.
2. Current overtime is up to 15 hours per week per employee. 2020 paid out \$100,644 in Overtime due to increased workloads, injuries, and projects that needed to get done.
3. SWD has relied heavily on outside contractor assistance for maintenance and repairs on both landfill equipment and leachate pumping infrastructure, both of which could have been done in house, if the time availability was there.
4. SWD currently has 15 pieces of heavy machinery, 8 pickup trucks, and 5 specialized trucks for various jobs. The workload keeping up with maintenance and repairs is becoming overwhelming, providing little to no time off for the mechanic on staff. When they do take off, contractors are on standby in the event of a machine break down.
5. If the mechanic is gone, the only qualified mechanic in WI is out of Madison for landfill compactors. This inability to provide specialized service leads to machine downtime and lost compaction, thus lost revenue on the landfill's airspace.
6. SWD currently has 25 liquid transfer pumps that require routine cleaning and repair to keep the landfill's wastewater from spilling into the groundwater. Reliance on outside vendors has always been the standard, but this is work that would be better done in house. Many of these repairs need timely attention and outside contractors are not able to meet that demand. Much of the repairs would be minimized if time was available for proper maintenance and cleaning of the pumping infrastructure.
7. As stated previously, maximizing compaction densities is how we achieve the best return on investment. A loss of even a couple hundred pounds per cubic yard equates to nearly a million dollars loss annually.
8. We are not able to maximize compaction now that tonnage continues to rise. To meet compaction needs we have gone from 1 operator (2014), to 2 operators full time in landfill (2017), and are now sitting at 3 operators (2021) running machines all day long. We utilize 2 compactors and 1 bulldozer. The Department currently has 3 FTE operators, so if 1 is out, then other staff need to fill in.
9. Currently, we have difficulty scheduling PTO because the loss of one individual puts additional stress not only on the remaining employees, but also on the person taking the time off. Staff has reported feeling guilty for taking time off and burdening the other members of the team. Staff is not taking all the PTO they are entitled to, and management is having to operate equipment to keep up.
10. Currently, in order to meet operational demands, the operations manager is frequently filling the role of additional operator. This leaves much of their work undone or with the director to do in addition to their growing responsibilities.
11. We've tried to fill the staffing void for routine jobs with qualified interns; work such as mowing, fence repair, seeding, bio- filter maintenance, vegetative buffer maintenance, general hazardous waste services. However, their tenure is restricted to June-August.
12. One of the greatest challenges facing our industry is per and poly fluoro-alkyl substances (PFAs ). This contaminate is becoming an issue across the nation as regulatory agencies and organizations try to implement strategies for removing these chemicals. Landfill leachate may contain PFAs, and therefore, leachate generation must be minimized as a major priority. Cost to transport and treat leachate right now is around \$1,200,000 per year, this may increase with PFAs regulations. If we do extra work to divert storm water even 10%, it could save over \$100,000 annually. The extra work involved will take additional staff to shape the waste mass in an effort to shed water, and additional soil cover to eliminate infiltration.

2020	LST-101
January	825,000.00
February	303,600.00
March	1,458,600.00
April	765,600.00
May	343,200.00
June	712,800.00
July	1,273,800.00
August	297,000.00
September	237,600.00
October	237,600.00
November	303,600.00
December	191,400.00
<b>BBR total:</b>	<b>6,949,800.00</b>

Leachate generation in active landfill 2020

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The SWD has received a high level of customer service satisfaction. Waste drivers and casual customers, gave the department a 3.6 out of 4.0 in customer satisfaction, with time turnaround a key indicator of customer satisfaction. Time is money for the waste drivers, especially those on incentive pay. Comments from the respondents indicated that anything slowing turnaround would affect their overall satisfaction. Having 3 FTE operators in the landfill, one pushing waste away from the back of the truck with a dozer (a piece of equipment that moves around more quickly and efficiently than does the compactor) gets the truck on its way more quickly and makes the driver happy, makes their boss happy and ensures we have happy, returning customers.

<b>Total Average Scores</b>	
Score (1 Poor, 2 Fair, 3 Good, 4 Outstanding)	
<b>Ease of Unloading</b>	3.63
<b>Helpfulness of Staff</b>	3.68
<b>Turnaround Time</b>	3.62
<b>Site Safety</b>	3.70
<b>Signage</b>	3.68
<b>Overall Satisfaction</b>	3.66

Continued focus on achieving maximum compaction in the landfill is at the top of the list of priorities. When staff are not available to do the work, or the mechanic can't keep up with maintaining the machines, we see a significant drop in efficiencies. Constructing a landfill isn't cheap, and filling them to maximize airspace is not only advantageous to our Department, but to the community as a whole. The SWD sits on 575 acres of land. This acreage will at some point be completely consumed and there will no longer be availability for waste disposal at this location. This date is 75+ years in the future, however, if compaction is not taken seriously, we will reach that date much quicker than we would like. Once the useable landfill space is taken, the community will need to find an alternative location for their disposal needs. This could mean trucking the material to other areas in Wisconsin, thus increasing the cost of disposal for all municipalities and townships in the region. This

could mean a significant increase in taxes to the people to pay for the increase in transportation and disposal. Maximizing the landfill footprint is in the best interest for Marathon County and the surrounding communities.

Total Airspace CY	Tonnage	Density lbs/cy	Consumption per year CY	Life in Years	Revenue in Dollars
3,000,000	225,000	1500	300,000	10.00	101,250,000.00
3,000,000	225,000	1600	281,250	10.67	108,000,000.00
3,000,000	225,000	1700	264,706	11.33	114,750,000.00
3,000,000	225,000	1800	250,000	12.00	121,500,000.00
3,000,000	225,000	1900	236,842	12.67	128,250,000.00

*In this example, by increasing compaction from 1500 pounds per cubic yard to 1900 pounds per cubic yard, airspace is maximized, the life of the site is extended by over 2 years, and the total additional revenue gained is \$27,000,000.*



- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

We have, for the past several years, been lucky enough to have well-qualified interns that required little training or massive oversight. They really helped us during the busiest time of year, the summer. However, the demand for the Waste Management Program interns has intensified and getting a qualified intern is a bit tenuous. We thought of continuing to use interns, but know it is just a temporary fix for a growing business that now has a service area covering 18 counties.

We have tried the past several years to fill much of the operator role with the operations manager. However, given the county's growing interest in having managers and supervisors be focused on providing leadership and managing people, this cross-purpose role for him is creating serious challenges for his leadership and management, as he is far too busy to spend time as an operator. Additionally, this doesn't allow any time for training and succession planning, leaving the bench strength of the department relatively low.

- F. What will be the effect if the proposed position is not created?

To maintain acceptable compaction levels and keep all the machines running, we will likely begin turning away waste. We cannot continue to lose money by not having adequate staff conducting operations and not maximizing our customers return on investment. If our ROI is not maximized, tipping rates may have to increase in order to cover that loss. As well, we have not met our first strategic goal of maximizing landfill revenues.

If we continue to take the same amount of waste, employee morale will suffer, safety becomes a bigger concern and we will have to contract out for maintenance and other work. We will have to just concentrate on the landfill and close other programs that the county has grown to rely on.

- G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

Compaction densities are monitored on a real-time basis with a highly sophisticated GPS system. As a result, we expect to see an increase of at least 150 pounds per cubic yard compaction. Additionally, since this staff person would be taking on the new leachate maintenance responsibilities, we would expect to see a significant decrease in the rate of pump failure and replacement. Additionally, the assistance to the mechanic position would allow greater time for services and repairs; we expect to see minimal machine downtime, and minimal outside contractor assistance for service and repairs on equipment. We will continue to meet or exceed our customer service ratings, and allow management the ability to strengthen relationships both inside the site and outside. Management needs to be more available for developing staff opportunities related to professional development and safety.

### III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

Equipment repair/maintenance = 40%  
Operations support = 25%  
Construction Management = 10%  
Leachate system maintenance = 25%

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

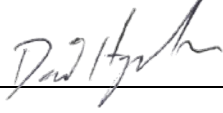
Perhaps Highway Department, but we need someone full-time, not occasionally.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Currently, getting the jobs done requires all hands on deck at almost all times. The standard workweek is 50 to 55 hours. Most days are 10-11 hours. We are currently shifting the workload around as much as possible, but no one can really take time away or be sick. We do try to utilize some interns and LTE staff, but their levels of expertise is frequently not adequate to perform the more complex work.



**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**



April 21, 2021

Date

Signature of Supervisor/Manager Completing Request



April 21, 2021

Date

Department Head Signature

Enclosures include: Draft job description & Planning for 2017 PowerPoint presented to SWMB on 2/8/16

**Waste Management Specialist**  
**SOLID WASTE**  
**FTE = 1.0**

**BUDGET PLANNING - NEW POSITION COST**

<b>Item</b>	<b>Projected 2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>DBM B22</b>		\$36,725	\$43,152	\$51,066
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family	\$62.14	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$2,277	\$2,675	\$3,166
FICA Medicare Rate	1.45%	\$533	\$626	\$740
Unemployment Insurance	0.10%	\$37	\$43	\$51
Retirement - Employer	6.75%	\$2,479	\$2,913	\$3,447
Worker's Comp - Municipal	0.89%	\$327	\$384	\$454
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost *</b>		<b>\$67,226</b>	<b>\$74,641</b>	<b>\$83,772</b>

**MARATHON COUNTY REQUEST FOR RECLASSIFICATION - 2022**

Updated 8/4/2021

Current Position Information							Requested Classification or DBM	2022 Reclass Recommendation (Effective January 9, 2022) (Recommendations after analysis by ERD)					APPROVED BY HR/FP COMM YES or NO		
Dept.	PCN	Incumbent Name ID	Current Hourly Rate (6/26/2021)	Occ Code	Current Classification (Working Title)	Current DBM		Occ Code	New Classification	NEW DBM	New Hourly Rate or no change	2022 Budget Impact			
Clerk of Courts	4110	Gina Raboin 60974	\$20.33	5022	Administrative Specialist	B21	Request B23 - Executive Administrative Specialist	5015	Criminal Justice Specialist (Court Service Representative)	B22	\$20.75	\$14,766			
	4127	Pamela Dvorak 63414	\$20.13								\$20.50				
	4106	Misty Werbelow 64901	\$18.80								\$20.75				
	4108	Carol Gloyd 64576	\$18.67								\$20.00				
	4120	Laurie Burns 60878	\$18.26								\$19.50				
	4111	Amanda Malpert 63283	\$18.54								\$19.44				
DA	11011	Ruth Heinzl 64088	\$29.88	5404	Social Service Professional (Diversion Coordinator)	C42	Request C52 - Social Services Manager	NEW	Diversion Program Supervisor	C51	Waiting on Theresa				
Treasurer	29001	Steven Cherek 63953	\$25.20	5002	Accounting Specialist (Assistant Treasurer)	B23	Request ??? Admin Officer/ Chief Deputy Treasurer	NEW	Assistant Treasurer	B32	\$26.00	\$1,902			
Treasurer	29203	Jane Erdman 60327	\$16.39	5021	Administrative Assistant	A12	Request B23 - Administrative Coordinator	5022	Administrative Specialist	B21	\$16.75	\$857			
<b>Total 2022 Budget Impact:</b>															
Includes mandated expenses tied to wages - (FICA, UI, WRS & WC)															\$17,525

## 2022 POSITION RECLASSIFICATION REPORT

<b>Department:</b>	<b>Clerk of Courts</b>
<b>Current Classification and DBM:</b>	<b>Administrative Specialist (B21) Court Services Window</b>
Requested Classification (DBM):	Administrative Coordinator (B23) Executive Administrative Specialist
Incumbents (6):	Gina Raboin, Pamela Dvorak, Misty Werbelow Carol Gloyd, Laurie Burns, Amanda Malpert
<b>Employee Resources Recommendation:</b>	<b>Criminal Justice Specialist (B22) Court Services Representative</b>

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**Summary:** The primary role of these Administrative Specialists in the Clerk of Courts Office is to provide assistance to individuals with inquiries related to the court system, as well as accurately and efficiently processing documents needed to keep the processing flowing smoothly. There are demands not only from the public but also working to meet the needs and requests from other departments such as Sheriff's Office, Jail, Probation and Parole, District Attorney's Office, private attorneys, the Public Defender's Office, each of the six court branches and their staff, Corporation Counsel and Child Support. The information received and processed is essential to the efficient operation of the court system. All day they field phone calls, respond to emails, process e-filings, and assist walk in traffic with inquiries related to Criminal, Traffic, Small Claims, Family or Civil Court proceedings. Working in an environment with regular interruptions requires the ability to multitask and pay close attention to details. The Administrative Specialists are now involved with the TIME system and warrants, they schedule judgement hearings with the appropriate branch, and they handle all of the mailings and filings that use to be processed by the individual branches. There has been significant increase in the volume of e-filings that come to the office that must be handled within 24 hours. Each filing, paper or e-file, must be processed, linked, and sent to the Judicial Assistants as well as placing orders in each of the judge's ques for signing.

The specialist in this department must be able to make sound decisions, remain calm and professional under stressful situations especially when dealing with aggressive or distraught customers. They must maintain a high level of confidentiality when dealing with sensitive matters. The complexity of tasks and the diversity of cases handled daily supports consideration of a reclassification for this position compared to similar Administrative Specialist positions in this department and in the county system.

**Final Recommendation:** After reviewing the classification structure, and applying the Decision Band Method of Job Evaluation, it has been determined that this Administrative Specialist position performs responsibilities that are more in line with the Classification of Criminal Justice Specialist where incumbents need to make independent decisions, perform diverse tasks, Due to a higher level of variety in the tasks, more complexity, and decision making, it is our recommendation to reclassify the Administrative Specialist in the Clerk of Courts Office to the classification of Criminal Justice Specialist with a DBM rating of B22. This recommendation better aligns responsibilities within the Clerk of Courts Office, as well as within the county's classification system.

Employee Resources supports the hourly rate adjustments requested for six employees to be effective 1/09/2022.

**2022 Fiscal Impact:**                   **\$14,766**

Submitted by: Sue Fox & Boly Vang

**APPENDIX A**  
**Classification Review Request - Updated 3/25/15**

**Employee Resources Department accepts request for classification review during the month of April – April 1<sup>st</sup> through April 30<sup>th</sup>.**

Your Name: **Misty Werbelow**  
**Gina Raboin**  
**Pam Dvorak**  
**Carol Gloyd**  
**Laurie Burns**

Your Supervisor's Name: **Judith Becker-Smith/Linda Maher**

Your Division: **Clerk of Courts**

Your Department: **Criminal, Traffic, Small Claims, Family, Civil**

Your Current Classification: **B21**

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)  
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: **B3- Executive Administrative Specialist**

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

We believe the requested job classification is more appropriate and justified than our current one due to the changes that have taken place in our department, workload, and continuous additional responsibilities.

Our position is essential to the operation of the court system in its entirety. It is our position that enables the workflow to keep things running smoothly and efficiently. From the start of the day until the end of our shift, even past closing hours, we are continuously working to meet the needs of not only the general public but many other Departments and individuals such as the Sheriff's Department, Jail, Probation and Parole, the District Attorney's Office, private attorney's, the Public Defenders Office, each court branch and their staff, Corporation Counsel, and Child Support.

Our position requires each person to have skills that are above and beyond in multitasking, oral and written communication, customer service, time conscious, great attention to detail, the ability to make sound judgment and decisions, remaining calm and professional under stressful situations especially when dealing with aggressive or distraught customers; as well as the ability to maintain confidentiality in working with sensitive matters.



Each day we are continuously met with a high demand in our workload. We aggressively attack this workload throughout the day while multitasking to meet other demands. At any given moment we have people at our window while assisting someone on the phone, emails to answer quickly and messages flowing in from the courts, as well as other departments, who need immediate assistance. It is essential for us to keep our normal duties and responsibilities moving because the functionality of other departments and courts depend on it and are time sensitive in nature.

Some of the changes that have taken place in our department is the Criminal Division used to be staffed with two criminal clerks in which the job duties and responsibilities would get split and rotated amongst us. As of spring 2020, the second criminal clerk had been reassigned to a different position and the open criminal clerk position has since remained unfilled. This vacancy has caused a greater workload per individual and minimal staffing for assistance. The Traffic Division and Criminal Division has essentially melded together. The workload has not slowed down and has only seemed to enhance tremendously over the past few years to meet the demands of all everyday duties while exceedingly accommodating our internal and external customers.

With our workload having increased tremendously over the years, some of the most recent and upcoming implementations will be adding more duties and responsibilities unto our position. With Marsy's law recently coming into effect, this has enacted many new policies and procedures that take additional time and resources to ensure we are complying with victims' rights. Furthermore, our Judges have pushed the State for a 6<sup>th</sup> judge for our county due to the influx in cases. Act 184 was put into place and Marathon County has been allotted one of these judges. The 6<sup>th</sup> Judge position will be commencing this June which will increase our processing duties drastically.

We believe our current position should be classified as B31. Our job responsibilities have superseded the current classification for several reasons. In the past, all mailings and filings used to go to the individual branches for processing. Since e-filing was implemented in 2016 there has been a significant decrease in mailings. Approximately 95% of this now comes through e-filing, which we are responsible for processing and disseminating appropriately. We are responsible for ensuring that we get these filings processed within 24 hours of being filed. We are also responsible for ensuring all filings are being processed, linked, and sent to the Judicial Assistants as well as the Orders being placed in the Judge's queues for signing. All this needs to be done prior to the commencement of a scheduled hearing. All paper documents received via mail, whether directly sent the branches or not, end up getting brought to our office for us to process to the cases. Ultimately, we hold the responsibility of ensuring all filings for each individual branch and doing so in a timely manner.

In summary, our position is currently classified at the lowest level within our department. It is baffling that there are positions classified at a higher level than ours that do not assume near the responsibilities and duties that we endure daily. Our position continuously requires constant communication and interaction with the general public and other departments. More importantly, we are the ones who are expected to quickly fix something or come to a resolution when something goes wrong. We assume the responsibility of the functionality of all court branches and the court system as a whole. While the duties of other positions within our department have declined over the years, we have assumed those additional responsibilities making a heavier workload onto each individual employee.

We feel that our request for a reclassification is justified for the reasons stated above; therefore, we respectfully ask for you to take into consideration reclassifying us to Executive Administrative Specialists.

Use additional sheets if necessary

<u>Misty S. Werbelow - Misty S. Werbelow</u>	<u>4-27-2021</u>
Employee Signature / Typed Name	Date
<u>Gina M. Rakoin - Gina M. Rakoin</u>	<u>4-27-21</u>
Employee Signature / Typed Name	Date
<u>Carol Gloyd - Carol Gloyd</u>	<u>4/27/21</u>
Employee Signature / Typed Name	Date
<u>Laurie J. Burns - Laurie J. Burns</u>	<u>4-27-21</u>
Employee Signature / Typed Name	Date
<u>Pam Dvorak - Pam Dvorak</u>	<u>4-27-21</u>
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30<sup>th</sup>**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

We fully agree these individuals are not Classified appropriately because their positions have changed dramatically over the past few years. They assume more responsibilities that were previously handled by judicial assistants and other departments. They continually meet the demands of document management, making crucial decisions, resolving any immediate issues at hand and keeping the functionality of the Court system working seamlessly.

*Linde Mahew / Susan Beckwith Smith*

*4/28/21*

Immediate Supervisor Signature / Typed Name

Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30<sup>th</sup>**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

When I think of front line workers I truly think of these window clerks. They are the first people that anyone coming to the clerk of courts office encounters. They get "beat up" by customers here or on the phone all day long. These window clerks are so knowledgeable yet so underappreciated. As you can see from their job duties they are extremely busy every single day and literally tied to their chairs. For all of those reasons I wholeheartedly agree with this request.

*Shirley Long Clerk of Court*

*4-29-2021*

Department Head Signature / Typed Name

Date

**Department Head:** Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30<sup>th</sup>**.

**Reclassification/Pay Grade Adjustment  
Clerk of Courts Office - WINDOW Positions (Admin Specialist B21)  
Reclassify to Criminal Justice Specialist - B22**

**FTE % (6):** 100.00%

**Annual Hours** 2080

**(6 EMPLOYEES TOTAL HOULRY RATE)** \$114.73

**Employees:** Six total detailed below.

**Current DBM**

Item	2022 Proposed Rates	Actual Total Rates (6) \$114.73	Minimum \$16.16	Mid-Point \$18.99	Maximum \$22.47
DBM B21 - Wages		\$238,638	\$33,613	\$39,499	\$46,738
FICA Retirement	6.20%	\$14,796	\$2,084	\$2,449	\$2,898
FICA Medicare Rate	1.45%	\$3,460	\$487	\$573	\$678
Unemployment Insurance	0.10%	\$239	\$34	\$39	\$47
Retirement - Employer	6.50%	\$15,511	\$2,185	\$2,567	\$3,038
Worker's Comp - Clerical	0.06%	\$143	\$20	\$24	\$28
<b>Estimated Cost</b>		<b>\$272,787</b>	<b>\$38,423</b>	<b>\$45,151</b>	<b>\$53,427</b>

**Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020**

Item	2022 Proposed Rates	Recommended Total Rates(6) \$120.94	Minimum \$17.66	Mid-Point \$20.75	Maximum \$24.55
DBM B22 - Wages		\$251,555	\$36,733	\$43,160	\$51,064
FICA Retirement	6.20%	\$15,596	\$2,277	\$2,676	\$3,166
FICA Medicare Rate	1.45%	\$3,648	\$533	\$626	\$740
Unemployment Insurance	0.10%	\$252	\$37	\$43	\$51
Retirement - Employer	6.50%	\$16,351	\$2,388	\$2,805	\$3,319
Worker's Comp - Clerical	0.06%	\$151	\$22	\$26	\$31
<b>Estimated Cost</b>		<b>\$287,553</b>	<b>\$41,990</b>	<b>\$49,336</b>	<b>\$58,371</b>
<b>TOTAL ANNUAL INCREASE FOR 6 EMPLOYEES</b>		<b>\$14,766</b>	<b>\$3,567</b>	<b>\$4,185</b>	<b>\$4,944</b>

Six Employees in ths position:	Current Rate	Requested Rate	2022
	From DBM B21	To DBM B22	Budget Impact
Gina Raboin (60974) PCN4110	\$20.33	\$20.75	\$999
Misty Werbelow (64901) PCN4106	\$18.80	\$20.75	\$4,637
Carol Gloyd (64576) PCN4108	\$18.67	\$20.00	\$3,162
Laurie Burns (60878) PCN4120	\$18.26	\$19.50	\$2,947
Pamela Dvorak (63414) PCN4127	\$20.13	\$20.50	\$881
Amanda Malpert (63283) PCN4111	\$18.54	\$19.44	\$2,138
<b>Total hourly rate for six:</b>	<b>\$114.73</b>	<b>\$120.94</b>	

## 2022 POSITION RECLASSIFICATION REPORT

**Department:** District Attorney's Office  
**Current Classification and DBM:** Social Service Professional (C42)

**Requested Classification (DBM):** C52  
**Incumbent:** Ruth Heinzl

**ER Recommendation:** Reclassify to Diversion Program Supervisor (C51)

---

**Summary:** Since the creation of the Diversion Program Specialist, the Court Diversion Coordinator has taken on additional job responsibilities including management duties. The position now supervises three staff members and conducts performance appraisals, rounding, and has decision making authority over hiring and disciplining staff. In addition, the position oversees eight case managers at ATTIC Correctional Services, the contacted vendor responsible for diversion case management.

This incumbent in this position regularly participates in management meetings, policy development, and often represents the District Attorney's Office in County and community partner meetings.

**Final Recommendation:** After reviewing the classification structure, and applying the Decision Band Method of Job Evaluation, it has been determined that this Court Diversion Coordinator performs management level responsibilities where independent decision making, diverse tasks and problem solving is required daily. Due to a higher level of variety in the tasks, more complexity, and decision making, it is our recommendation to reclassify the Court Diversion Coordinator position within the District's Attorney's Office to the classification of Diversion Program Supervisor with a DBM rating of C51. This recommendation better aligns responsibilities within the District Attorney's Office, as well as within the County's classification system.

Employee Resources supports increase in hourly rate from \$xx to \$xx effective 1/9/2022.

**2022 Fiscal Impact:** \$TBD

Submitted by: Sue Fox & Boly Vang

**APPENDIX A**  
**Classification Review Request - Updated 3/25/15**

**Employee Resources Department accepts request for classification review during the month of April – April 1<sup>st</sup> through April 30<sup>th</sup>.**

Your Name:	Ruth Heinzl
Your Supervisor's Name:	Theresa Wetzsteon
Your Division:	Diversion
Your Department:	District Attorney's Office
Your Current Classification:	Social Services Professional C42

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)  
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification:  Social Services Manager C52

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Since the creation of the Diversion Specialist position, I have taken on a lot more management duties. Not only do I supervise 3 staff members, I also oversee 8 case managers at ATTIC and update procedures when needed. Comparing my current job duties to the Social Work Supervisor Job Description, I am responsible for all of the relevant supervisory duties as well as additional management duties within my department. This is in addition to my Post-Charge Diversion Program/Pre-Charge Conferencing duties. I have represented the District Attorney's Office in many county and community partner meetings and make decisions and agreements for the office. I also contribute my time to drafting policies and procedures and representing the District Attorney's Office as well as the County in many county initiatives.

Use additional sheets if necessary

<u>Ruth Heinzl</u>	<u>4/22/2021</u>
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30<sup>th</sup>**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:



Theresa Wetzsteon

4/27/21

Department Head Signature / Typed Name

Date

**Department Head:** Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30<sup>th</sup>**.

## 2022 POSITION RECLASSIFICATION REPORT

**Department:** Treasurer's Office  
**Current Classification and DBM:** Accounting Specialist (B23)

**Requested Classification (DBM):** Unsure  
**Incumbent:** Steven Cherek

**ER Recommendation:** New Classification –Assistant Treasurer (B32)

---

**Summary:** Over the last 3-5 years the role of the Accounting Specialist (Assistant Treasurer) has taken on additional job responsibilities. The position does not have direct supervisory responsibilities in the department, however, the position does provide direction and guidance to staff. Currently this position is classified at the same level as the GIS Technician and Property Lister in the department. The position is responsible for the financial management of cash and credit card selections, coordination and direct communication with the 61 Marathon County Municipal Assessors and Treasurers with the yearly tax assessment roll creation, tax bill generation, tax collection process and tax settlement responsibilities, and assists with the tax deed process. The updated job description presented with this request lists significant expansion of duties that support this reclassification. Additionally this position act in the absence of the Treasurer.

**Final Recommendation:** After reviewing the classification structure, and applying the Decision Band Method of Job Evaluation, it has been determined that this position has a higher level of duties and responsibilities where knowledge of statutes, independent decision making, diverse tasks and problem solving is required. Due to a higher level of variety in the tasks, more complexity, and decision making, it is our recommendation to reclassify the Accounting Specialist position in the Treasurer's Office to the classification of Diversion Program Supervisor with a DBM rating of C51. This recommendation better aligns responsibilities within the Treasurer's Office, as well as within the County's classification system.

Employee Resources supports an increase in hourly rate from \$25.20 to \$26.00 effective 1/9/2022.

**2022 Fiscal Impact:** \$1,902

Submitted by: Sue Fox & Boly Vang



**APPENDIX A**  
**Classification Review Request - Updated 3/25/15**

**Employee Resources Department accepts request for classification review during the month of April – April 1<sup>st</sup> through April 30<sup>th</sup>.**

Your Name: <u>Steven A. Cherek</u>	<b>RECEIVED</b> <b>APR 26 2021</b> MARATHON COUNTY EMPLOYEE RESOURCES DEPT
Your Supervisor's Name: <u>Connie Beyersdorff / County Treasurer</u>	
Your Division: <u>County Treasurer</u>	
Your Department: <u>County Treasurer</u>	
Your Current Classification: <u>Accounting Specialist</u>	

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)  
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

Requested Classification: Administrative Officer / Chief Deputy Treasurer


Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

This position has changed from an Accounting Specialist position to an Administrative Officer/Chief Deputy Treasurer position since it was last reviewed on 8/14/2012. The position is responsible for the administrative and coordination duties such as, financial management responsibilities with all County Departments' managers for cash and credit card collections, Coordination and direct communication with all 61 of Marathon County Municipal Assessors and Treasurers with the yearly tax assessments roll creation, tax bill generation, tax collection process and tax settlement responsibilities, Along with direct communication with the human resources, finance & property committee with the Tax Deed process.

This position Performs managerial, administrative and supervisory task to insure the effective and efficient day-to-day operation of the office of County Treasurer; assumes responsibility of the department in the absence of the County Treasurer. Administrative duties include processing apportionment of real property taxes; Assists the County Treasurer with the Tax Deed process and present tax deed properties to County Board's property committee; maintaining the County general ledger; monitoring the daily bank statement and bank balances; manage daily bank deposits and checks; coordinate the safekeeping of portfolio investments of the County; monitoring tax payments and balances; maintains communications with key staff within and outside of the departments; maintain financial investments schedules under the direction of the County Treasurer and performing related work. The employee will serve on the Management Team and provide input into strategic planning, organizational development, and organization-wide system planning for the County Treasurer Office. The work is performed under the supervision and direction of the County Treasurer.

I have attached a new job description showing all the essential duties of the positions. Many were not part of the original job description and classification back in 2012.

Use additional sheets if necessary

	/Steven Cherek	3/21/2021
Employee Signature / Typed Name		Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30<sup>th</sup>**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

\_\_\_\_\_  
Immediate Supervisor Signature / Typed Name

\_\_\_\_\_  
Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30<sup>th</sup>**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

The Deputy Treasurer does more than an accounting specialist and I have requested that this position be re-classified.

Connie Beyersdorff Connie Beyersdorff 4-23-21  
Department Head Signature / Typed Name Date

**Department Head:** Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30<sup>th</sup>**.

**Reclassification/Pay Grade Adjustment  
Treasurer - Assistant Treasurer (Accounting Specialist B23)  
Reclassify to NEW Assistant Treasurer - B32**

**FTE %:** 100.00%  
**Annual Hours:** 2080

**Employees:** Six total detailed below.

**Current DBM**

Item	2022 Proposed Rates	Current Rate \$25.20	Minimum \$19.15	Control Pt \$22.50	Maximum \$26.63
DBM B23 - Wages		\$52,416	\$39,832	\$46,800	\$55,390
FICA Retirement	6.20%	\$3,250	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$760	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$52	\$40	\$47	\$55
Retirement - Employer	6.50%	\$3,407	\$2,589	\$3,042	\$3,600
Worker's Comp - Clerical	0.06%	\$31	\$24	\$28	\$33
<b>Estimated Cost</b>		<b>\$59,916</b>	<b>\$45,533</b>	<b>\$53,498</b>	<b>\$63,315</b>

**Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020**

Item	2022 Proposed Rates	Recommended Rates \$26.00	Minimum \$23.27	Control Pt \$27.50	Maximum \$32.36
DBM B32 - Wages		\$54,080	\$48,402	\$57,200	\$67,309
FICA Retirement	6.20%	\$3,353	\$3,001	\$3,546	\$4,173
FICA Medicare Rate	1.45%	\$784	\$702	\$829	\$976
Unemployment Insurance	0.10%	\$54	\$48	\$57	\$67
Retirement - Employer	6.50%	\$3,515	\$3,146	\$3,718	\$4,375
Worker's Comp - Clerical	0.06%	\$32	\$29	\$34	\$40
<b>Estimated Cost</b>		<b>\$61,818</b>	<b>\$55,328</b>	<b>\$65,384</b>	<b>\$76,940</b>
<b>TOTAL ANNUAL INCREASE</b>		<b>\$1,902</b>	<b>\$9,795</b>	<b>\$11,886</b>	<b>\$13,624</b>

## 2022 POSITION RECLASSIFICATION REPORT

**Department:** Treasurer's Office  
**Current Classification and DBM:** Administrative Assistant (A12)

**Requested Classification (DBM):** B23  
**Incumbent:** Jane Erdman

**ER Recommendation:** Reclassify to Administrative Specialist (B21)

---

**Summary:** Over the last several years, the job duties of the Administrative Assistant within the Treasurer's Office have evolved due to business operation needs and technology advancements. The position now supports the office in the areas of property description and financials. The Administrative Assistant answers inquiries related to property descriptions and provides exceptional service to both internal and external customers. In addition, the Administrative Assistant now assists with entry-level accounting functions.

**Final Recommendation:** After reviewing the classification structure, and applying the Decision Band Method of Job Evaluation, it has been determined that this Administrative Assistant performs duties and responsibilities aligned with that of an Administrative Specialist. It is our recommendation to reclassify the Administrative Assistant position within the Treasurer's Office to the classification of Administrative Specialist with a DBM rating of B21. This recommendation better aligns responsibilities within the Treasurer's Office, as well as within the County's classification system.

Employee Resources supports increase in hourly rate from \$16.39 to \$16.75 effective 1/9/2022.

**2022 Fiscal Impact:** \$857

Submitted by: Sue Fox & Boly Vang

**APPENDIX A**  
**Classification Review Request - Updated 3/25/15**

**Employee Resources Department accepts request for classification review during the month of April – April 1<sup>st</sup> through April 30<sup>th</sup>.**

Your Name: _____ JANE M ERDMAN _____
Your Supervisor's Name: _____ CONNIE BEYERSDORFF _____
Your Division: _____ MARATHON COUNTY COURTHOUSE _____
Your Department: _____ PROPERTY DESCRIPTION/TREASURER OFFICE _____
Your Current Classification: _____ ADMINISTRATION ASSISTANT I _____

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ)  
When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.

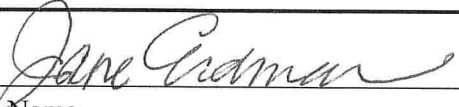
Requested Classification: \_\_\_\_\_ ADMINISTRATION  
COORDINATOR \_\_\_\_\_

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

I help support the Treasurer's Office in all aspects from treasurer's side of business, property description, and the financial side, on a daily basis. I have developed some basic financial skills, exceptional customer service skills, and established a pretty good working relationship with other county department employees and management, to name a few. I have worked on over the past few years, to be more self-motivated and practical in situations. I believe the workflow has become more effective recently. I hope that this request of my job duties reclassification, fits within this organization and its budget.

Thank you all very much!

Use additional sheets if necessary

Jane M Erdman		April 27 <sup>th</sup> 2021
Employee Signature / Typed Name		Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30<sup>th</sup>**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.

### Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

\_\_\_\_\_  
Immediate Supervisor Signature / Typed Name

\_\_\_\_\_  
Date

**Immediate Supervisor:** Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than **April 30<sup>th</sup>**.

### Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Jane has improved her knowledge and taken on more advanced job requirements of a Coordinator vs. an Assistant.

*Connie Beyersdorf*  
Department Head Signature / Typed Name

*Connie Beyersdorf* *4-28-21*  
Date

**Department Head:** Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than **April 30<sup>th</sup>**.



**Reclassification/Pay Grade Adjustment  
Treasurer - Administrative Assistant A12  
Reclassify to Administrative Specialist B21**

FTE %: 100.00%

Annual Hours 2080

Employees: Six total detailed below.

**Current DBM**

Item	2022 Proposed Rates	Current Rate \$16.39	Minimum \$13.45	Control Pt \$15.47	Maximum \$18.01
DBM A12 - Wages		\$34,091	\$27,976	\$32,178	\$37,461
FICA Retirement	6.20%	\$2,114	\$1,735	\$1,995	\$2,323
FICA Medicare Rate	1.45%	\$494	\$406	\$467	\$543
Unemployment Insurance	0.10%	\$34	\$28	\$32	\$37
Retirement - Employer	6.50%	\$2,216	\$1,818	\$2,092	\$2,435
Worker's Comp - Clerical	0.06%	\$20	\$17	\$19	\$22
<b>Estimated Cost</b>		<b>\$38,969</b>	<b>\$31,980</b>	<b>\$36,783</b>	<b>\$42,821</b>

**Proposed DBM and Wage Increase to Hourly Rate Effective pay period 1/12/2020**

Item	2022 Proposed Rates	Recommended Rates \$16.75	Minimum \$16.16	Control Pt \$18.99	Maximum \$22.47
DBM B21 - Wages		\$34,840	\$33,613	\$39,499	\$46,738
FICA Retirement	6.20%	\$2,160	\$2,084	\$2,449	\$2,898
FICA Medicare Rate	1.45%	\$505	\$487	\$573	\$678
Unemployment Insurance	0.10%	\$35	\$34	\$39	\$47
Retirement - Employer	6.50%	\$2,265	\$2,185	\$2,567	\$3,038
Worker's Comp - Clerical	0.06%	\$21	\$20	\$24	\$28
<b>Estimated Cost</b>		<b>\$39,826</b>	<b>\$38,423</b>	<b>\$45,151</b>	<b>\$53,427</b>
<b>TOTAL ANNUAL INCREASE</b>		<b>\$857</b>	<b>\$6,443</b>	<b>\$8,369</b>	<b>\$10,606</b>

**Expenditure Assumptions**

2021	2022	2023	2024	Appropriation Unit
2.3%	3.0%	3.0%	2.5%	Salaries /Wages
<b>9.0%</b>	<b>6.0%</b>	<b>3.0%</b>	3.0%	Health Insurance
0.3%	-0.250%	0.0%	0.0%	WRS
2.0%	6.0%	3.0%	3.0%	Dental
<b>-20.0%</b>	<b>23.8%</b>	2.0%	2.0%	Workers Compensation
0.0%	10.0%	5.0%	0.0%	Unemployment
2.0%	2.0%	2.0%	2.0%	Other insurance
2.8%	3.4%	3.5%	2.8%	Total Personnel

<b>7%</b>	<b>5%</b>	<b>5%</b>	<b>6%</b>	Debt Service
2%	2%	2%	2%	Operating
2%	2%	5%	5%	Capital
0%	0%	0%	0%	Intergovernmental
0	0	0	0	Working Capital Return

WRS Contribution History Employer contributions		
	General	Protected
2022	6.50%	12%
2021	6.75%	11.75%
2020	6.75%	11.99%
2019	6.55%	11.22%
2018	6.7%	10.7%
2017	6.8%	10.6%
2016	6.6%	9.4%
2015	6.8%	9.5%
2014	7.0%	10.1%

# MARATHON COUNTY

## Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **Alicia Richmond** and to your Department Head. This email will confirm that your Department Head acknowledges approval of 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

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	101-15889900	Transfers from Fund Balance 590Z	2,035

**TRANSFER TO:** Ref# 00093

Action	Account Number	Account Description	Amount
Expenditure Increase	101-15893480	Supplies 590X	2,035

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:** 7/27/2021

**COMPLETED BY FINANCE DEPARTMENT:**

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

Date Transferred: 7/28/21 srw

# MARATHON COUNTY

## Budget Transfer Authorization Request – Supplemental Information

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

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

SHOP WITH A COP

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

To provide a positive interaction between law enforcement and the community helping economically disadvantaged children shop for gifts for their families during the holiday season.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

---

### COMPLETED BY FINANCE DEPARTMENT:

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

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

File Edit Action Tools Admin Help



Confirm Processing

Do Not Process

Batch	7130	Budget Budget Ivl #1	21150	Fund / Sub Fund		
		Budget Budget Ivl #2	21150			
Sheet	1	Voucher Reference	00093A	Voucher Date	07-01-2021	

GL Code	>>	Description	Period	Amount
101	15889900	SHOP W A COP-SHF	07	-\$2,035.00
101	15893480	SHOP W A COP-SHF	07	\$2,035.00

File Edit Action Tools Admin Help



Confirm Processing

Do Not Process

Batch	7131	Budget Budget lvl #1	21151	Fund / Sub Fund		
		Budget Budget lvl#2	21151			
Sheet	1	Voucher Reference	00093B	Voucher Date	07-01-2021	

Fund	Department	Department	Asset	Account	Project+	Appr Unit	Period	Amount
						590Z	7	-2035.00
						Description		
						590X	7	2035.00

**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:** 2021

---

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	101-21788410	Donation from Private Organizations	20,000

**TRANSFER TO:**

Action	Account Number	Account Description	Amount
Expenditure Increase	101-2179XXXX	Evidence Lab Expense	20,000

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

**Date Completed:** 7/20/2021

---

**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)

Wisconsin River Valley Regional Lab

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

Marathon County Sheriff Office's strong Forensic team will be building partnerships with other law enforcement agencies working with the Wisconsin River Valley Regional Lab. This is a valuable opportunity to share experiences and expertise that will not only benefit Marathon County but all of Central Wisconsin.

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:** Sheriff

**BUDGET YEAR:** 2021

**TRANSFER FROM:**

Action	Account Number	Account Description	Amount
Revenue Increase	166-85182320	Public Safety – Federal Grant 594E	15,762

**TRANSFER TO:**

Ref# 00089

Action	Account Number	Account Description	Amount
Expenditure Increase	166-85193140	Small Items Equipment 594F	15,762

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:** 7/16/2021

**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)

MCSO LiveScan Technology Implementation

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

Funds will be used by Marathon County Juvenile Facility to purchase an IDEMIA fully integrated LiveScan system. The LiveScan system will improve accuracy, efficiency and sharing of juvenile finger and palmprints to ensure compliance with the jail policy and state law.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

---

### COMPLETED BY FINANCE DEPARTMENT:

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

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



File Edit Action Tools Admin Help



Confirm Processing

Do Not Process

Batch	7124	Budget Budget lvl #1	21151	Fund / Sub Fund		
		Budget Budget lvl#2	21151			
Sheet	1	Voucher Reference	00089B	Voucher Date	07-01-2021	

Fund	Department	Department	Asset	Account	Project+	Appr Unit	Period	Amount
						594E	7	-15762.00
						Description		
						594F	7	15762.00



**WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY**  
4781 Hayes Road, Suite 201 | Madison, WI 53704 • [www.wmmic.com](http://www.wmmic.com)  
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

---

Mary Jo Maly  
500 Forest Street  
Wausau, Wisconsin 54403

May 14, 2021

RE:      Claimant:                      Larry Rader  
         Claim number:                GLMA00001498  
         Our Insured:                    Marathon County  
         Date of Loss:                    4/21/2021

Dear Mary Jo Maly,

The above referenced claim was filed on 5/11/2021. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Brandon Johnson  
Claims Representative  
Wisconsin Municipal Mutual Insurance Company  
(608) 245-6892  
[bjohnson@wmmic.com](mailto:bjohnson@wmmic.com)

**Mary Jo Maly**

---

**From:** Mary Jo Maly  
**Sent:** Thursday, May 13, 2021 3:45 PM  
**To:** 'jkaul@wmmic.com'  
**Subject:** FW: Claim Document EVL002502-1  
**Attachments:** Rader Supplement Documentation.pdf

Hey Jackie

Larry Rader dropped the attached documents off at the County Clerk's office today as additional documentation of his claim.

Thank you

*Mary Jo Maly*

Risk Manager  
Marathon County  
Phone: 715-261-1181  
Fax: 715-261-4172  
[Maryjo.maly@co.marathon.wi.us](mailto:Maryjo.maly@co.marathon.wi.us)



**From:** Kim Trueblood  
**Sent:** Thursday, May 13, 2021 11:27 AM  
**To:** Mary Jo Maly <MaryJo.Maly@co.marathon.wi.us>  
**Subject:** Claim Document

Hey Mary Jo – I put a document on top of the purple folder on your desk. The gentleman who filed the claim the other day brought that in this morning as additional documentation that he wants added to that.

*Kim*

COPY

State of Wisconsin

Marathon County

Small Claims Court

Ally Capital Corp.  
d/b/a ALLY BANK  
PO Box 130424  
Roseville, MN 55113

Plaintiff-Appellee,

#21 CV 231, #21 SC 487

v.

Offer of Proof on counterclaim

Larry W. Rader,  
2411 Ridgeview Drive  
Wausau, WI 54401

Defendant-Appellant

MARATHON COUNTY  
MAY 13 2021

CLERK OF CIRCUIT COURTS

THIS IS AN AUTHENTICATED  
COPY OF PLEADINGS FILED  
ON THIS DATE

Factual summary:

The Defendant submits that the Appeal questions not only the authority of Judge Huber to issue a decision and order for judgment on 5/10/21, but challenges the right and standing of the plaintiff Ally Capital Corp. d/b/a ALLY BANK to file this lawsuit under a bland assertion in its unverified complaint that "Plaintiff is the holder in due course of the underlying valid contract identified herein." Exhibit A is the underlying fraudulent contract which falsely includes a charge '(f)(5) To CNA for service contract of \$1994" in the amount financed of \$13,225.58. The charge of \$1994 was for a service warranty on the car which was unnecessary as found upon driving the vehicle due to warning lights. The car was placed in service the following day 3/5/19 under Toyota warranty, see service order Doc. # .

No fee of \$1994 had been paid to CNA by Ballweg Toyota for an extended warranty. Rader demanded a new contract of the amount to be financed, or \$12, 231.58. Ballweg refused to do so and referred the matter to ALLY Financial. ALLY Capital then wrote Toyota of Wausau on March 7, 2019, after being aware of the false warranty charge of \$1994 in the contract, exhibit A, stating: (ALLY Capital letter is inserted herein full.)

ALLY Capital letter inserted here in full:



PO Box 380902  
Bloomington, MN 55438

Mar 07, 2019

TOYOTA OF WAUSAU  
Attention: F & I Manager  
2900 N 20TH AVE  
WAUSAU, Wisconsin 54401-1805

Buyer: Larry W Rader  
Vehicle: Used Toyota Corolla  
Account Number:  
Application Number: [REDACTED]  
PDN: [REDACTED]

Thank you for submitting the above referenced retail installment sale contract for consideration. The assignment section of this contract was not properly completed. This letter serves as confirmation of your intention to assign the contract to Ally Capital as indicated. We are using this confirmation process to avoid returning the contract to you in an effort to expedite its processing. If information in this letter is incorrect, please notify us immediately.

Ally Capital  
VIN# [REDACTED]

As a reminder, Ally accepts this contract under the terms of our dealer agreements we executed with you and not under the assignment options noted on the back of the contract or on form 431SL ASNMT/431S(B)(L) ASNMT (laser version).

It is incumbent upon us all to take necessary actions which will ensure accurate disclosure on all retail transactions. Please review this matter with all involved personnel and advise if we can be of assistance in initiating permanent corrective measures to preclude a recurrence of similar circumstances.

It is our hope the prescribed method of addressing this matter will benefit the best interests of all parties. If you should have any questions, please contact your processor.

Sincerely,  
Ally Capital



The contract was not assigned to ALLY but submitted for Ally consideration on 3/7/19. Ballweg Toyota had however titled and licensed the car on 3/4/19 with the Wisconsin DMV in the name of Larry W. Rader, see Doc. # . The car was delivered to Rader after the completion of repairs on 3/7/19. Rader did not acknowledge the Ally financing of a the fraudulent contract through its dealer agreements to avoid liability under the contract security of 3/4/19 which reads:

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Shared Interest

ALLY CAPITAL has not produced the dealer agreement with Ballweg under which it paid Ballweg \$13,225.58 and later credited the Ballweg check of 3/19/19 for the \$1994 plus interest so that both parties could profit from the *shared high contract high interest rate of 11.19% charged Rader.*

With that factual background, let's talk due process on the part of ALLY Capital, its counsel. Zackary L. Enstrom of Galanis, Pollack, Jacobs & Johnson, S.C. and, Judge Gregory Huber. Exhibit 1 is the original Wis. Title application; Exhibit 2 is the ALLY altered application — strange how they do it and not disclose it.

5/12/21



Larry W. Rader, Plaintiff

c/ Clerk of Court  
Corporation Counsel Marathon County

STK # 14435  
**WISCONSIN TITLE & LICENSE  
 PLATE APPLICATION**

Processor ID No. **JV436** Received Date - Opened

Title No. - New License Plate No. **AOP 1910**  
 Amount Received - Document No.  
 Check Cash CC.

DO NOT WRITE ABOVE THIS LINE. Complete forms using BLUE or BLACK INK. Required Title Brand (see instructions back of page 3) Application Type (check one)  
 Flood Damage  Hail Damaged  MFR Buyback  Police  Taxi  Original Title  Salvage Title  Title Only  Title Transfer  Check if also if

**Section A - New Vehicle Owner Information**

Owner Legal Name (Last, First, Middle Initial OR Business Name)  Opt Out - if checked, must complete form MV3592 (see instructions) Birth Date  
**RADER, LARRY W.**

Owner Social Security Number - Required OR Wisconsin Driver License Number - Required FEIN Number (if company owned) - Required

Street Address (include P.O. Box if applicable) **MADISON, WI 53701** City State ZIP Code Owner Day time (Area Code) Telephone Number

Co-Owner Name (if any) (Last, First, Middle Initial) (check one)  OR  AND Co-Owner Birth Date Co-Owner Social Security # or Driver License # or FEIN Number - Required

If this is a leased vehicle, list Lessee Name Lessee Signature Lessee Social Security # or Driver License # or FEIN Number - Required

Lessee Street Address City State ZIP Code Lessee Day time (Area Code) Telephone Number

**Section B - Vehicle Information**

Vehicle Identification Number WI License Plate to Transfer Temporary License Plate Number Plate Type

Year Make Type (Car, Truck, Van, etc.) Color Fleet No. (Optional) Date First Operated Vehicle in Wis. as Resident Registration Period Gross Wt/lbs  
**2018 TOYOTA 03/04/19 N/A**

Check box if plates transferred between spouses/domestic partners. License plates **cannot** be transferred between other family members. Vehicle is kept in County City Village Town (check one) OF:    OF:

**Section C - Loan Information**

Secured Party Number(s) If NO secured party, check  None ALL Secured Party Name(s) (Lienholders)  
**3 @ 2 3 ALLY FINANCIAL**

Street Address City State ZIP Code (Area Code) Telephone Number  
**P.O. BOX 8123 COCKEYSVILLE MD 21030**

**Section D - Odometer Mileage** Selling Dealer Completes

Federal and State law requires that seller state the mileage in connection with the transfer of ownership. Failure to complete a mileage statement or providing a false mileage statement may result in fines and/or imprisonment and may make you liable for damages to your transferee (Purchaser).

ODOMETER NOW READS: (No Tenths) and to the best of my knowledge is the actual mileage of this vehicle unless one of the statements (to the right) is checked:  
**@ 1642 @ (No Tenths)**  
 The odometer reading reflects the amount of mileage in excess of its mechanical limit  
 The odometer reading is NOT actual mileage  
**WARNING ODOMETER DISCREPANCY**  
 Exempt from odometer disclosure because vehicle is 10 or more models years old  
 Gross vehicle weight rating or registration exceeds has exceeded 16,000 lbs

**Section E - Vehicle Transaction**

a. Cash price (vehicle described in Section B) \$ **16,165.00**  
**WARNING: It is a crime to understate the purchase price**  
 b. Less trade-in allowance \$ **500.00**  
 Note: WI Dealers need not complete item c below  
 c. Amount subject to tax (a. minus b.) \$ **15,665.00**  
 State Sales Tax: (5% of line c.)  
 Local Sales Tax: if applicable (see Local Sales Tax chart)  
**Fee Computation**  
 Title Fee \$69.50 (Replacement \$20) \$ **69.50**  
 Loan Filing Fee \$10 \$ **10.00**  
 License Plate Fee (see Section H) \$ **73.00**  
**Miscellaneous Fees (see instructions to determine if any apply)**  
 Annual Electric Vehicle Surcharge \$ **N/A**  
 Wheel Tax (see instructions) \$ **25.00**  
 Motor Carrier Class Fee (see Section H) \$ **0.78**  
**Other Fees**  
 Counter Service Fee \$5 (if you apply in person at WisDOT) \$ **N/A**  
 Processing Fee (see instructions) \$ **19.50**  
**ENTER FEE TOTAL** \$ **199.00**

**Licensed Dealer's Statement of Sale and Warranty**

For value received I hereby sell, assign or trade the vehicle described on this document to the purchase named in Section A and I certify that all liens shown on the Certificate of Title are paid.  
 Dealer Name **BALLWEG AUTOMOTIVE INC DBA TOYOTA** Dealer Number **OF N/A**  
 Print Name of Selling Dealer's Authorized Agent **WILL YUTUC** (Area Code) Telephone Number **(715) 676-7775**  
 Signature - Wisconsin Dealer signature also serves as evidence of application for the registration and payment of fees. **Will Yutuc** 03/04/19 (Date)  
 Certification - All parties certify with their signature that to the best of their knowledge the information and statements on this application are true and correct. The prior owner's odometer statement has been shown to the applicant and a copy of this completed application including odometer statement has been furnished the applicant.  
 Commercial Carriers - I further certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and declare that all operations will be conducted in compliance with such requirements.  
 (Owner Signature shown in Section A) **Rader** 03/04/19 (Date)  
 (Co-Owner Signature) **X** (Date)

**Tax Statement**  
 New  Used Date Vehicle Purchased **03/04/19** Date Delivered (mm/dd/yyyy) **03/04/19**  
 Describe Vehicle Year Make Vehicle Identification Number  
**Trade-In 2003 LEXUS**

If tax exempt, enter exemption code and reason (see instructions back of page 3)  
 WI Dealers: Remit state, county & local tax with form ST-12 to WI Dept. of Revenue  
 Make Check Payable To: **REGISTRATION FEE TRUST** and mail entire application & check to:  
 Wisconsin Dept. of Transportation  
 P.O. Box 7840, Madison, WI 53707-7840

**WISCONSIN TITLE & LICENSE**  
**PLATE APPLICATION**

Process No. **11-1** / 2018

Received Date - Opened

*JVM36*

Title No. - New License Plate No.

Amount Received - Document No.

Check Cash CC

DO NOT WRITE ABOVE THIS LINE. Complete form using BLUE or BLACK INK. Required Title Brand (see instructions back of page 3) Application Type (check one)  
 Flood Damage  Hull Damaged  MFR Buyback  Police  Taxi  Original Title  Salvage Title  Title Only  Title Transfer  Check if also IRP

**Section A - New Vehicle Owner Information**

Owner Legal Name (Last, First, Middle Initial OR Business Name)  Opt Out - if checked, must complete form MV3592 (see instructions) Birth Date

**R A D E R L A R R Y W**

Owner Social Security Number - Required Wisconsin Driver License Number - Required FEIN Number (if company owned) - Required

Street Address (include P.O. Box if applicable) City State ZIP Code Owner Day time (Area Code) Telephone Number

Co-Owner Name (if any) (Last, First, Middle Initial) (check one)  OR  AND Co-Owner Birth Date Co-Owner Social Security # or Driver License # or FEIN Number - Required

If this is a leased vehicle, list Lessee Name Lessee Signature Lessee Social Security # or Driver License # or FEIN Number - Required

Lessee Street Address City State ZIP Code Lessee Day time (Area Code) Telephone Number

**Section B - Vehicle Information**

Vehicle Identification Number WI License Plate to Transfer Temporary License Plate Number Plate Type

Year Make Type (Car, Truck, Van, etc.) Color Fleet No. (Optional) Date First Operated Vehicle in Wis. as Resident Registration Period Gross Weight

2018 TOYOTA Corolla Car 03/04/19 N/A

Check box if plates transferred between spouses/domestic partners. License plates cannot be transferred between other family members. Vehicle is kept in County City Village Town (check one) OF: **Manitowish**  **Wausau**

**Section C - Loan Information**

Secured Party Number(s) If NO secured party, check  None ALL Secured Party Name(s) (Lienholders)

Street Address City State ZIP Code (Area Code) Telephone Number

P.O. BOX 8123 COCKEYSVILLE MD 21030

**Section D - Odometer Mileage** Selling Dealer Completes

Federal and State law requires that seller state the mileage in connection with the transfer of ownership. Failure to complete a mileage statement or providing a false mileage statement may result in fines and/or imprisonment and may make you liable for damages to your transferee (Purchaser).

ODOMETER NOW READS: (No Tenths) and to the best of my knowledge is the actual mileage of this vehicle unless one of the statements (to the right) is checked.

0 1 6 4 2 0 (No Tenths)  The odometer reading reflects the amount of mileage in excess of its mechanical limit  Exempt from odometer disclosure because vehicle is:  10 or more models years old  The odometer reading is NOT actual mileage  Gross vehicle weight rating or registration exceeds or has exceeded 16,000 lbs

**Section E - Vehicle Transaction**

a. Cash price (vehicle described in Section B) \$16,165.00

WARNING: It is a crime to understate the purchase price

b. Less trade-in allowance \$500.00

Note: WI Dealers need not complete item c below

c. Amount subject to tax (a. minus b.) \$15,665.00

State Sales Tax (5% of line c.)

Local Sales Tax if applicable (see Local Sales Tax chart)

Fee Computation

Title Fee \$69.50 (Replacement \$20) \$69.50

Loan Filing Fee \$10 \$10.00

License Plate Fee (see Section H) \$75.00

Miscellaneous Fees (see instructions to determine if any apply)

Annual Electric Vehicle Surcharge \$ N/A

Wheel Tax (see instructions) \$ 25.00

Motor Carrier Class Fee (see Section H) \$ N/A

Other Fees

Counter Service Fee \$5 (If you apply in person at WisDOT) \$ N/A

Processing Fee (see instructions) \$ 19.50

ENTER FEE TOTAL \$ 199.00

**Tax Statement**

New  Used Date Vehicle Purchased Date Delivered (mm/dd/yyyy)

Describe Vehicle Year Make Vehicle Identification Number

Trade-In 2003 LEXUS

If tax exempt, enter exemption

**Licensed Dealer's Statement of Sale and Warranty**

For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named in Section A and I certify that all liens shown on the Certificate of Title are paid.

Dealer Name Dealer Number

Print Name of Selling Dealer's Authorized Agent (Area Code) Telephone Number

WILL YUTUC (715) 675-7775

Selling Dealer's Authorized Agent Signature (Date)

Signature - Wisconsin Dealer signature also serves as evidence of application for the registration and payment of fees.

Certification - All parties certify with their signature that to the best of their knowledge the information and statements on this application are true and correct. The prior owner's odometer statement has been shown to the applicant and a copy of this completed application including odometer statement has been furnished the applicant.

Commercial Carriers - I further certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and declare that all operations will be conducted in compliance with such requirements.

(Owner Signature shown in Section A) (Date)

(Co-Owner Signature) (Date)

WI Dealers: Remit state, county & local tax with form ST-12 to WI Dept. of Revenue

Make Check Payable To: REGISTRATION FEE TRUST and mail entire application & check to:

Wisconsin Dept. of Transportation

P.O. Box 7949, Madison, WI 53707-7949

**PAGE 2 MUST ALSO BE COMPLETED**

*Exp 42*



**Kim Trueblood, Marathon County Clerk**

Marathon County Courthouse  
500 Forest Street  
Wausau, WI 54403  
715.261.1500 (Telephone)  
715.261.1515 (Fax)  
[Kim.Trueblood@co.marathon.wi.us](mailto:Kim.Trueblood@co.marathon.wi.us)



**COPY**

MEMORANDUM

**TO:** Scott M. Corbett, Corporation Counsel  
**FROM:** Kim Trueblood, County Clerk  
**DATE:** May 11, 2021  
**RE:** Claim – Larry W. Rader  
=====

*Kim*

The attached claim was personally delivered in my office on May 11, 2021

kjt  
c: Risk Management

*5-12-2021  
Per discussion w/ Jackie  
She will withdraw but  
will disallow and send  
the Disallowance  
request*

RECEIVED

MAY 11 2021

MARATHON COUNTY  
CLERKS OFFICE

**From:** Larry Rader [REDACTED]  
**Date:** May 11, 2021 at 6:48:35 AM CDT  
**To:** Larry Rader [REDACTED]  
**Subject:** C

Marathon County Clerk  
Wausau Court House

Re: Tort Claim against Hon. Gregory Huber and Circuit Court Clerk


Arising out of conduct arising out of acting without authority as stemming from illegal judgment which is basis of the appeal in case 21 sc 487 attached. Case 21 CV 231 replaced case 487 by the Clerk of Court on 4/21/21 on claimant's filing a counterclaim in excess of \$10,000 and the required fee of \$125.50.

The counterclaim alleges that the plaintiff in case 21 sc 487 has no assignment of a fraudulent security contract of 3/4/19 and no standing to seek Replevin of a Corolla car owned by defendant Rader. The internet records of the dealer as recent as 5/10/21 show no assignment to Ally Financial or the fictitious Ally Capital Corp d/b/a Ally Bank the plaintiff seeking Replevin.

Judge Huber continued to handle the replevin after the case had been transferred and a new judge appointed in the record of case 21 cv 231 and having no assignment of any security in Ally Capital.

The judge wrongfully conspired with Ally Capital to enter a judgment on 5/10/21 in case 487 to deprive claimant of his to notice and due process rights of a fair and honest legal process while personally attacking the plaintiff in his decision.

Wherefore claimant files this claim for damages of \$100,000 and seeks his removal from office for such illegal conduct—One example is the notice of hearing set for 5/3/21 at 10AM received 5/1/21.

  
Larry W. Rader [REDACTED]  
[REDACTED]  
Wausau, WI 54401.

Exhibits a part hereof: Notice of Appeal & judgment; Counterclaim 4/20/21 plus pd fee on back; 5/10/21 Dealer DMV track with Title app. & Ballweg Toyota Credit agreement of 3/4/19 with page 2 showing "no assignment;" and, WDFI Ally Capital 5/8/21 search.

THIS IS AN AUTHENTICATED  
COPY OF PLEADINGS FILED  
ON THIS DATE

FILED

MAY 10 2021

MARATHON COUNTY  
CLERK OF CIRCUIT COURTS

State of Wisconsin

Marathon County

Small Claims Court

-----  
Ally Capital Corp.  
d/b/a ALLY BANK  
PO Box 130424  
Roseville, MN 55113

Plaintiff-appellee,

# 2021 SC 487

v.

NOTICE OF APPEAL

Larry W. Rader,  
2411 Ridgeview Drive  
Wausau, WI 54401

Defendant-appellant

Clerk of Court:

The Defendant above hereby appeals the attached judgment entered May 10, 2021 by the Marathon County Clerk of Circuit Court as order by the Hon. Gregory Huber to the Court of Appeals or Supreme Court as applicable,

The appellant challenges the authority of the judge and clerk to act for lack of jurisdiction in which the case had been transferred to large claims per 21 cv 231 on payment of transfer fee by defendant on April 21, 2021, and the fact the plaintiff, a factious entity, has no standing as it has no valid assignment of a security interest based upon a fraudulent contract and unverified complaint.

Respectfully,



Larry W. Rader, lwrader@gmail.com

314 330 7373

c/ Counsel of record, Zachary Enstrom, Esq.



2/01/2021

514-271-5371 EN STREAM - Eng.  
WJ

COPY OF PLEADINGS FILED  
ON THIS DATE

State of Wisconsin Marathon County Small Claims Court

Ally Capital Corp.  
d/b/a ALLY BANK  
PO Box 130424  
Roseville, MN 55113

MARATHON COUNTY  
APR 20 2021  
CLERK OF CIRCUIT COURTS

# 2021SC 487

v.

Counterclaim of Defendant

Larry W. Rader,  
Wausau, WI 54401

Plaintiff files this counterclaim

Upon the record of the amended answer and counterclaim herein and the appearance on April 14, 2014 setting the counterclaim hearing for 5/19/21, and, alleging that,

1. The court lacking subject matter jurisdiction over the complaint as the plaintiff has no valid title or security interest in the Corolla vehicle it seeks to replevin alleging false defaults over \$10,000, and, that,
2. The record reveals that ALLY has engaged in a course of ABUSE OF PROCESS by issuing multiple Summons and complaints for replevin over a vehicle it had no valid title or security interest-in to make claim to herein, and, Defendant is therefore due actual and punitive damages against plaintiff for an amount in excess of \$10,000 and costs.

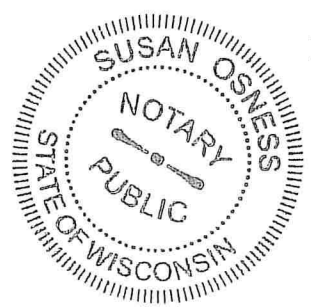
Wherefore defendant asks for judgment dismissing complaint and for jury trial for damages in the proper court.

*Larry W. Rader*

4/20/21

Larry W. Rader, defendant-Plaintiff

Subscribe and sworn before Notary  
This 20th day of April, 2021.



Notary WI

*Susan Osnes* exp 11/1/2024

State of Wisconsin  
County of Marathon

(see Backside)



04-21-2021

Shirley Lang  
Marathon County Clerk of Court  
Marathon County Clerk of Court  
500 Forest Street  
Wausau WI 54403  
Receipt: 21R 006550  
Payor: Rader, Larry W  
Debtor/Party: Ally Capital Corporation

Case no: 2021CV000231 125.50

Sched	Owed(\$)	Paid(\$)	Bal.(\$)
SCCF	125.50	125.50	0.00

Check # 1866 125.50  
Check(\$):

Total(\$): 125.50  
Applied(\$): 125.50

If payment is made by check, this receipt is not valid until the check clears all banks.

**WI Vehicle Inquiry Results**

Company BALLWEG AUTOMOTIVE INC

Tran ID 124176878

Requested MILLTO06

Date/Time 05/10/2021 10:36:45 AM EDT

Envelope

**Vehicle Information**

VIN	██████████	Reg #		Reg Weight	0
Title #	██████████	Reg Effective	03/04/2021	Color	
Title Date	03/04/2019	DMV Reg ID		CVT Code	WAUSAU ( C )
Temp Plate #		Vehicle Type	AUTOMOBILE	Fleet ID	
Temp Plate		Base Year	2018	Prev Title	TX
Temp Plate Exp		Make	TOYOTA		
Plate #	██████████	Model/Body	COROLLA/SEDAN		
Plate Type	Automobile	Odometer Status	DISCLOSED AS ACTUAL		
Exp Date	03/03/2022	Odometer	16420		

**Owner/Lessor Information**

Owner / Lessor Count 1  
 Owner / Lessor Conjunction NONE

**Lessee and Driver Information**

Lessee / Driver Count 0/0  
 Lessee / Driver Conjunction NONE/NON

**Lienholder Information**

3023 - ALLY FINANCIAL  
  
 COCKEYSVILLE, MD 21030  
 E-Title: Y  
 Lienholder has Title Y

**Conditions and Warnings**

STK # 1V435  
**WISCONSIN TITLE & LICENSE  
 PLATE APPLICATION**

MV113 1/2018

Processor ID No. Received Date - Opened

Title No. - New License Plate No.

Amount Received - Document No.  
 Check Cash CC

DO NOT WRITE ABOVE THIS LINE. Complete form using BLUE or BLACK INK. Required Title Brand (see instructions back of page 3) Application Type (check one)  
 Flood Damage  Hail Damaged  MFR Buyback  Police  Taxi  Original Title  Salvage Title  Title Only  Title Transfer  Check if also IRP

**Section A - New Vehicle Owner Information**

Owner Legal Name (Last, First, Middle Initial OR Business Name)  Opt Out - if checked, must complete form MV3592 (see instructions) Birth Date  
 R A D E R , L A R R Y W

Owner Social Security Number - Required Wisconsin Driver License Number - Required FEIN Number (if company owned) - Required  
 OR

Street Address (include P.O. Box if applicable) City State ZIP Code Owner Day time (Area Code) Telephone Number

Co-Owner Name (if any) (Last, First, Middle Initial) (check one)  OR  AND Co-Owner Birth Date Co-Owner Social Security # or Driver License # or FEIN Number - Required

If this is a leased vehicle, list Lessee Name Lessee Signature Lessee Social Security # or Driver License # or FEIN Number - Required

Lessee Street Address City State ZIP Code Lessee Day time (Area Code) Telephone Number

**Section B - Vehicle Information**

Vehicle Identification Number WI License Plate to Transfer Temporary License Plate Number Plate Type

Year Make Type (Car, Truck, Van, etc.) Color Fleet No. (Optional) Date First Operated Vehicle in Wis, as Resident Registration Period Gross Weight

2018 TOYOTA 03/04/19 N/A

Check box if plates transferred between spouses/domestic partners. License plates cannot be transferred between other family members. Vehicle is kept in County City Village Town (check one) OF:

**Section C - Loan Information**

Secured Party Number(s) If NO secured party, check  None ALL Secured Party Name(s) (Lienholders) Street Address City State ZIP Code (Area Code) Telephone Number

3 0 2 3 ALLY FINANCIAL N/A

**Section D - Odometer Mileage Selling Dealer Completes**

Federal and State law requires that seller state the mileage in connection with the transfer of ownership. Failure to complete a mileage statement or providing a false mileage statement may result in fines and/or imprisonment and may make you liable for damages to your transferee (Purchaser).

ODOMETER NOW READS: (No Tenths) and to the best of my knowledge is the actual mileage of this vehicle unless one of the statements (to the right) is checked:  
 The odometer reading reflects the amount of mileage in excess of its mechanical limit  
 The odometer reading is NOT actual mileage  
 WARNING ODOMETER DISCREPANCY  
 Exempt from odometer disclosure because vehicle is:  
 10 or more models years old  
 Gross vehicle weight rating or registration exceeds or has exceeded 16,000 lbs

**Section E - Vehicle Transaction**

a. Cash price (vehicle described in Section B) \$ 16,155.00  
 WARNING: It is a crime to understate the purchase price  
 b. Less trade-in allowance \$ 500.00  
 Note: WI Dealers need not complete item c below  
 c. Amount subject to tax (a. minus b.) \$ 15,655.00  
 State Sales Tax (5% of line c.)  
 Local Sales Tax if applicable (see Local Sales Tax chart)  
 Fee Computation  
 Title Fee \$69.50 (Replacement \$20) \$ 69.50  
 Loan Filing Fee \$10 \$ 10.00  
 License Plate Fee (see Section H) \$ 75.00  
 Miscellaneous Fees (see instructions to determine if any apply)  
 Annual Electric Vehicle Surcharge \$ N/A  
 Wheel Tax (see instructions) \$ 25.00  
 Motor Carrier Class Fee (see Section H) \$ N/A  
 Other Fees  
 Counter Service Fee \$5 (If you apply in person at WisDOT) \$ N/A  
 Processing Fee (see instructions) \$ 19.50  
 ENTER FEE TOTAL \$ 199.00

**Licensed Dealer's Statement of Sale and Warranty**

For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named in Section A and I certify that all liens shown on the Certificate of Title are paid.

Dealer Name Dealer Number  
 BALLWEG AUTOMOTIVE INC DBA TOYOTA OF N/A  
 Print Name of Selling Dealer's Authorized Agent (Area Code) Telephone Number  
 WILL YUTUC (715) 675-7775

*Will Yutuc* 03/04/19  
 (Selling Dealer's Authorized Agent Signature) (Date)

Signature - Wisconsin Dealer signature also serves as evidence of application for the registration and payment of fees.

Certification - All parties certify with their signature that to the best of their knowledge the information and statements on this application are true and correct. The prior owner's odometer statement has been shown to the applicant and a copy of this completed application including odometer statement has been furnished the applicant.

Commercial Carriers - I further certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and declare that all operations will be conducted in compliance with such requirements.

*Rader* 03/04/19  
 (Owner Signature shown in Section A) (Date)

X (Co-Owner Signature) (Date)

WI Dealers: Remit state, county & local tax with form ST-12 to WI Dept. of Revenue  
 Make Check Payable To: REGISTRATION FEE TRUST and mail entire application & check to:  
 Wisconsin Dept. of Transportation  
 P.O. Box 7949, Madison, WI 53707-7949

**Tax Statement**  
 New  Used Date Vehicle Purchased Date Delivered (mm/dd/yyyy)  
 Year Make Vehicle Identification Number  
 2018 LEXUS

2160 478  
21CV231

Internet Records 5/10/21  
of Balling Toyota Wisconsin - per Mays  
AR.

1. CREDIT SALE AGREEMENT  
Goods Sold and Credit Request: I purchased from the undersigned seller ("Seller") at the price and on the terms of a separate purchase agreement the following goods, and I acknowledge receipt of them, in satisfactory condition, I request that the sale be financed on the terms of this Agreement and agree that all terms and conditions of the purchase agreement, other than financial terms and conditions, survive the execution of this Agreement. I agree to pay to Seller the Amount Financed shown in Section 3 below, plus Finance Charge, according to the Payment Schedule shown in Section 3 below. Finance Charge is figured on a daily basis by applying the Annual Percentage Rate disclosed in Section 3 below to the unpaid part of the Amount Financed until the final scheduled maturity date. If I checked here, and I do not pay the unpaid balance in full by the final scheduled maturity date, Seller will apply and I agree to pay interest at a post maturity rate of 11.19% per year on my outstanding balance until paid in full. Payments shall be applied (to the extent not prohibited by the Wisconsin Consumer Act) in such order as Seller elects to charges and amounts due under this Agreement. Amounts disclosed in Sections 2 and 3 are computed on the assumption that all installments will be paid when due and my actual Finance Charge, Total Sale Price and Total of Payments may be more than the disclosed amount if I make payments late or for less than the scheduled amount.

NEW OR USED	YEAR	NO. 1 CYL.	MAKE-TRADE NAME	DOOR STYLE (IF TRUCK, TONS CAPACITY)	MODEL	SERIAL NUMBER OR IDENTIFICATION NUMBER
USED	2018		TOYOTA	1 CVT	COROLLA	

If applicable, filled or to be filled in name of LARRY W. RADER  
Late Charge and Other Charges. I agree to pay the Late Charge shown in Section 3 below. If Seller charges me interest after the final scheduled maturity date, I will not pay any late charge on the final scheduled payment amount. I also agree to pay a charge of \$15.00, as permitted under §422.202(1)(g), Wis. Stats., for each check presented for payment under this Agreement which is returned unsatisfied.

2. ITEMIZATION OF AMOUNT FINANCED

(a) Cash Price (including \$ 299.00 to BALLING AUTOMOTIVE SERVICES PGE) (a) \$ 13,171.00  
to N/A for N/A

(b) Trade-in: Year 2007 Make LEVIN Model E15  
Allowance \$ 5600.00 - Lien/Lease Payoff \$ N/A

Net Trade-In Value of ..... (b) \$ 5600.00

(c) Total Cash Received \$ 3,100.00 (Includes factory or manufacturer rebate of \$ N/A) (c) \$ 3,100.00

(d) Total Downpayment: Cash \$ 3,100.00 + Total Net Trade In Value \$ 5600.00  
(If negative, enter "0" and see line (f)(4) below) = Total Downpayment of ..... (d) \$ 1,020.00

(e) Unpaid balance of the cash price (a - d) ..... (e) \$ 10,171.00

(f) Amounts paid to others on my behalf (Seller may keep a portion of these amounts):

(1) To public officials for:  
Sales Tax ..... \$ 811.50  
Filing Fees (Title and Release of Lien) ..... \$ 24.50  
Title Application, Transfer & Registration ..... \$ 160.00

(2) To property insurance company for coverage shown below (actual cash value) ..... \$ N/A  
 \$ N/A Deductible Comprehensive  
 \$ N/A Deductible Collision  
 Fire, Theft and Combined Additional Coverage

(3) To liability insurance company ..... \$ N/A

(4) To N/A for prior credit or lease balance ..... \$ N/A

(5) To USA for SERVICE CONTRACT ..... \$ 1,000.00

(6) To N/A for N/A ..... \$ N/A

(Subtotal for computing credit insurance premium e + (f) through (6) \$ 13,275.50)

(7) To credit life insurance company ..... \$ N/A

(8) To credit accident and sickness insurance company ..... \$ N/A

Total Amount Paid to Others ..... (f) \$ 9,011.50

(g) Amount Financed (e + f) ..... (g) \$ 11,160.50

(h) Finance Charge ..... (h) \$ 2,010.50

(i) Total of Payments (g + h) ..... (i) \$ 13,171.00

(j) Total Sale Price (d + e) ..... (j) \$ 13,171.00

3. TRUTH IN LENDING DISCLOSURES

ANNUAL PERCENTAGE RATE The cost of my credit as a yearly rate. <u>11.19%</u>	FINANCE CHARGE The dollar amount the credit will cost me. <u>\$ 2,010.50</u>	Amount Financed The amount of credit provided to me. <u>\$ 11,160.50</u>	Total of Payments The amount I will have to pay. <u>\$ 13,171.00</u>	Total Sale Price The total of my purchase price including downpayment. <u>\$ 13,171.00</u>
--	--	--	--	--

My Payment Schedule with Prepayment Penalties

Number of Payments	Amount of Payments	When Payments Are Due
60	\$ 219.51	MONTHLY, BEGINNING 02/10/21

Security. I am giving a security interest in the goods being purchased.  
Late Charge. If a payment is not paid on or before the 10th day after its due date, I will be charged \$10.00 or 5% of the unpaid amount, whichever is less.  
Prepayment. If I pay off early, I will not have to pay a penalty.  
I should see my contract documents for any additional information about nonpayment, default and any required repayment in full before the scheduled date.

4. SECURITY AGREEMENT  
I grant to Seller a security interest in the goods described in Section 1 above, and all accessories to and proceeds of such goods ("Collateral"). The Collateral secures performance of all my obligations in this Agreement and all extensions, modifications and renewals of them ("Obligations").

5. COVENANTS

(a) Ownership, Purpose and Use. Acting alone, I may grant a security interest in the Collateral. The Obligations under this Agreement are incurred and the Collateral is acquired primarily for personal, family or household purposes. I agree that the Collateral will not be used as a residential dwelling  not titled.

(b) Title. Vehicle will be  titled in Wisconsin  titled in \_\_\_\_\_  not titled.

(c) Location. The Collateral will be kept at the address below Section 7, or if not, at: N/A  
N/A AND STREET) (CITY OR TOWN) (STATE)  
Such location shall not be changed without providing at least 30 days prior written notice of the change to Seller, but I intend that the Collateral, wherever located, is covered by this Agreement.

(d) Marital Information. Wisconsin resident only. I am  married  unmarried  legally separated. If I am married and my spouse is not signing below the name of my spouse is: N/A and my spouse resides at: N/A the address shown below Section 7 or at N/A

(e) Marital Purpose. If I am a married Wisconsin resident, the obligation evidenced by this Agreement is being incurred in the interest of my marriage or family.

(f) Name and Address. My legal name is as set forth below Section 7. The address of my principal residence is as set forth below Section 7. I will not change my legal name or address without providing at least 30 days prior written notice of the change to Seller.

(g) Additional Covenants. I shall observe and comply with the Additional Provisions on the reverse side of this Agreement and shall not permit an event of default to occur.

6. INSURANCE AND DEBT CANCELLATION COVERAGE

(a) CREDIT LIFE AND CREDIT ACCIDENT AND SICKNESS INSURANCE ARE NOT REQUIRED TO OBTAIN CREDIT, AND WILL NOT BE PROVIDED UNLESS I SIGN BELOW AND AGREE TO PAY THE ADDITIONAL COST. My decision to buy or not buy such insurance will not be a factor in the credit approval process. I want the insurance at the cost(s) shown below for the term of this Agreement (or 12 months, whichever is less) subject to terms and conditions of separate policy or certificate of insurance.

Credit Life Insurance \$ N/A I want credit life insurance.  N/A INSURED  N/A INSURED

Credit Accident & Sickness Insurance \$ N/A I want credit accident and sickness insurance.  N/A INSURED  N/A INSURED

(c) I MAY OBTAIN PROPERTY AND LIABILITY INSURANCE FROM ANYONE I WANT THAT IS REASONABLY ACCEPTABLE TO SELLER. If I get the insurance from Seller, I will pay \$ 175 for an estimated term of 12 months.

(d) WARNING: Unless an amount appears on line (f)(3) of Section 2, Insurance coverage hereunder is not public liability insurance and does not protect the driver of the vehicle from liability for damages resulting from negligent use of the vehicle.

(b) DEBT CANCELLATION COVERAGE, SPECIFICALLY CALLED GUARANTEED AUTOMOBILE PROTECTION ("GAP"), IS NOT REQUIRED TO OBTAIN CREDIT AND GAP WILL NOT BE PROVIDED UNLESS I ELECT SUCH COVERAGE AND SIGN AND AGREE TO PAY THE ADDITIONAL COST. I elect and agree to pay the cost shown below for the original term of this Agreement (or 12 months, whichever is less), subject to terms and conditions of the separate GAP election or description of coverage. GAP coverage cost is \$ N/A.  
I acknowledge receipt of the description of GAP coverage separately provided to me.  
I want GAP coverage.

7. PERSONS BOUND  
"I," "my," "me" and "mine" includes each customer who signs this Agreement and our obligations are joint and several, except that \_\_\_\_\_ signs below solely to grant a security interest in the Collateral. This Agreement benefits Seller, its successors and assigns, and binds me and my heirs, personal representatives, successors and assigns. This Agreement includes the Additional Provisions on the reverse side of this Agreement. I have received a completed copy of this Agreement.  
The Annual Percentage Rate may be negotiable with Seller. Seller may assign this Agreement and retain its right to receive a part of the Finance Charge.

NOTICE TO CUSTOMER  
(a) DO NOT SIGN THIS BEFORE YOU READ THE WRITING ON THE REVERSE SIDE, EVEN IF OTHERWISE ADVISED.  
(b) DO NOT SIGN THIS IF IT CONTAINS ANY BLANK SPACES.  
(c) YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN.  
(d) YOU HAVE THE RIGHT AT ANY TIME TO PAY IN ADVANCE THE UNPAID BALANCE DUE UNDER THIS AGREEMENT AND YOU MAY BE ENTITLED TO A PARTIAL REFUND OF FINANCE CHARGE.

Dated: 05/10/21

\_\_\_\_\_ SELLER (SEAL) \_\_\_\_\_ CUSTOMER (SEAL)  
By: Wesley J. J... AUTHORIZED SIGNATURE \_\_\_\_\_ LARRY W. RADER (SEAL)  
Seller's Address: 2160 N. 20TH AVE \_\_\_\_\_ CUSTOMER (SEAL)  
MILWAUKEE, WI 53207 \_\_\_\_\_  
This Agreement may be assigned to (Assignee) \_\_\_\_\_ CUSTOMER'S ADDRESS: 2111 BRUCE STREET  
P. O. BOX 1123 \_\_\_\_\_ SEE SECTIONS 5(a), (b) and (f)  
MILWAUKEE, WI 53207 \_\_\_\_\_  
Type or print name signed above.



# Wisconsin Department of Financial Institutions

Strengthening Wisconsin's Financial Future

Search for:  
ALLY CAPITAL CORP

Search Records

[Search](#)  
[Advanced Search](#)  
[Name Availability](#)

Corporate Records

Result of lookup for G034969 (at 5/6/2021 4:21 PM)

## ALLY CAPITAL CORP. (FICT NAME) ALLY BANK (CORP NAME)

You can: [File an Annual Report](#) - [Request a Certificate of Status](#) - [File a Registered Agent/Office Update Form](#)

### Vital Statistics

Entity ID: G034969

Registered Effective Date: 05/06/2004

Period of Existence: PER

Status: Incorporated/Qualified/Registered [Request a Certificate of Status](#)

Status Date: 05/06/2004

Entity Type: Foreign Business Corporation

Annual Report Requirements: Foreign Business Corporations are required to file an Annual Report under s.180.1622 WI Statutes.

Foreign Organization Date: 03/29/2004

Paid Capital Represented: \$155,778,000

Foreign State: UT



### Addresses

Registered Agent Office: C T CORPORATION SYSTEM  
301 S. BEDFORD ST. SUITE 1  
MADISON, WI 53703  
[File a Registered Agent/Office Update Form](#)

Principal Office: 200 WEST CIVIC CENTER DRIVE  
SANDY, UTAH 84070  
UNITED STATES OF AMERICA

### Historical Information

#### Annual Reports

Year	Reel	Image	Filed By	Stored On
2021	000	0000	online	database
2020	000	0000	online	database
2019	000	0000	online	database



**APPENDIX B**  
**NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Sheriff's Office Communications Division \_\_\_\_\_ Date: June 16, 2021 \_\_\_\_\_

Position Requested: Public Safety 911 Dispatcher – B23 \_\_\_\_\_ FT  PT  FTE \_\_\_\_\_ %  
(If unsure of classification, indicate "To be determined") Number of Positions: 1 \_\_\_\_\_

Division Position Will Be Assigned To: Communications Division \_\_\_\_\_  
(Indicate NA if not applicable)

Projected Start Date of Position: 09/01/2021 \_\_\_\_\_ Priority Number of This Position: #1 \_\_\_\_\_  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? *Yes, this position will better allow the 911 Center to make Marathon County the safest in Wisconsin*
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? *The Marathon County Sheriff's Office exists to provide a safe, secure and crime-free community through trust-building, enforcement and public safety management.*
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested. *This position would be to replace/rename the Administrative Coordinator position vacated by Carol Bauer's retirement in April 2021. Please reference the attached "Marathon County Sheriff's Office 911 Communications Division Analysis" prepared by Northwestern University Center for Public Safety.*
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? *This position will allow us to get one position closer to being able to add a radio channel which will relieve some of the congestion on the emergency radio system which will in turn provide better officer safety. This will also allow us to staff more dispatchers enabling us to sign into the 911 system so we are able to answer more 911 calls as they come into our center.*
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? *We have consolidated or eliminated many tasks associated with the "Administrative Coordinator" position that we did not fill (Carol Bauer's) and therefore the creation of this position would be at no additional tax levy dollars to the county. Furthermore, we have now resorted to having Communications Supervisors working an active console instead of supervising. Due to the growth of emergency services in Marathon County, the Communications Center needs to also grow to meet the demand.*
- F. What will be the effect if the proposed position is not created? *We will continue to provide the best service we can to the citizens and emergency responders. However, due to the extremely saturated radio channels officer/deputy safety concerns will remain present and continue to worsen as the officers/deputies cannot get on the radio when needed. During extreme weather events or large scale emergencies not as many 911 calls will be able to be answered and they will then divert to another county resulting in the timely service our citizens expect to be diminished.*
- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) *The decrease in*






V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

  
\_\_\_\_\_  
Signature of Supervisor/Manager Completing Request

June 16, 2021 \_\_\_\_\_  
Date

  
\_\_\_\_\_  
Department Head Signature

May 3, 2021 \_\_\_\_\_  
Date

**APPENDIX A**  
**Classification Review Request - Updated 3/25/15**

**Employee Resources Department accepts request for classification review during the month of April – April 1<sup>st</sup> through April 30<sup>th</sup>.**

Your Name: <u>Sarah Barttelt</u>
Your Supervisor's Name: <u>Captain Sean McCarthy</u>
Your Division: <u>Patrol/Investigations</u>
Your Department: <u>Sheriff's Office</u>
Your Current Classification: <u>Criminal Justice Specialist - Investigations (B22)</u>

- My job has changed since I filled out my PDQ. (Attach a new or updated PDQ) When updating the prior PDQ, make all changes in **red** on the original PDQ before submitting it to the Employee Resources Department.


Requested Classification: Upgrade classification from B22 to B23

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Since April 2021, all of the primary responsibilities of the Administrative Coordinator (Patrol) were transferred to this position. The following duties (not all-inclusive) are in addition to that of the current Criminal Justice Specialist position:

1. Prepare and submit monthly to the Wisconsin Department of Transportation, Highway Safety Project Grant Funded Program Activity and Reimbursement Reports; 2. Prepare and submit monthly to the Wisconsin Department of Natural Resources, Grant Funded Program Monthly and Annual Reports to support ATV/UTV, Boat and Snowmobile Patrol activities. Attend annual DNR audits answering questions related to each program so reimbursement can be made to the Sheriff's Office; 3. Order initial issue and replacement uniforms for personnel in Corrections, Court Security and Patrol. Purchase and maintain inventory of duty gear for law enforcement use; 4. Coordinate with vendor(s) on body armor-related purchases for personnel. Maintains an issuance schedule accordingly to monitor replacement orders as necessary; 5. Create, develop and maintain computerized spreadsheets, word processing forms, brochures, invoices and other reports as requested; 6. Attend quarterly Highway Safety Committee meetings. Responsible for the transcription, composition and distribution of the meeting minutes and agenda; 7. Attend monthly sworn lieutenant's meetings. Responsible for the transcription and composition of the meeting minutes. Necessary to maintain confidentiality to sensitive information.

Use additional sheets if necessary

<u> / Sarah Barttelt</u>	<u>6/24/2021</u>
Employee Signature / Typed Name	Date

**Employee:** Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Employee Resources Department no later than **April 30<sup>th</sup>**. Classification Review Requests must include the immediate supervisor and department head comments and signatures.



Marathon County DSS  
Administrative Support Unit – Restructure Request  
July 2021

**Current State:**

We currently have two (2) vacancies on a two (2) person team. One (1) FTE Social Service Specialist position is vacant as of mid-July due to a retirement. The second .5 FTE Social Service Specialist position is vacant, effective June, due to an internal promotion. The positions are essential for the work of our department covering duties which include General Access to our services, Child Care Assistance, and key duties supporting the work of our Social Work Section.

In addition, we have one (1) vacant FTE Administrative Assistant position that has been held vacant, and have evaluated this position which performs front desk and reception duties.

**Recommendation:**

Evaluating our current and future business needs, and considering efficiencies we have gained in administrative processes, we request the following actions to support a restructure:

Abolish the 1.0 FTE Administrative Assistant position

Expand the .5 FTE Social Service Specialist to 1.0 FTE Social Service Specialist position

**Financial Impact:**

With the changes in wages of 1.5 FTE positions to 1.0 FTE at a different classification – and with the matching sources we have for each of the positions – we will save levy by doing this and increase our efficiencies. The levy savings is \$21,796 annually. The financial worksheet is attached.

\$6,987	Current Levy Usage for PT Social Service Specialist
\$22,848	Projected Levy Usage for FT Social Service Specialist
<u>\$15,861</u>	Net Levy Usage increase for FT SSS
<u>\$37,657</u>	Projected Levy Usage for FT Admin Assistant
<b>(\$21,796)</b>	Net Levy decrease to eliminate FT Admin Assistant and increase Soc Serv Spec from 50% to 100%

<b>Administrative Assistant For Calendar Year 2021</b>		
<b>100% FTE - Administrative Assistant</b>		
<b>Item</b>	<b>2021 Rates</b>	<b>Mid-Point</b>
Salary		\$33,054
Health - Family	\$1,963	\$20,588
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$2,049
FICA Medicare Rate	1.45%	\$479
Unemployment Insurance	0.10%	\$32
Retirement - Employer	6.75%	\$2,231
Worker's Comp	0.15%	\$50
PEHP	\$21	\$546
<b>Total Estimated Cost</b>		\$59,773
<b>Revenues - AMSO</b>	<b>37%</b>	<b>\$22,116</b>
<b>Tax Levy</b>		<b>\$37,657</b>

<b>Social Service Specialist</b>		
<b>For Calendar Year 2021</b>		
<b>100% FTE - Social Service Specialist</b>		
<b>Item</b>	<b>2021 Rates</b>	<b>Mid-Point</b>
Salary		\$39,840
Health - Family	\$1,963	\$20,588
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$2,470
FICA Medicare Rate	1.45%	\$578
Unemployment Insurance	0.10%	\$39
Retirement - Employer	6.75%	\$2,689
Worker's Comp	0.05%	\$20
PEHP	\$21	\$546
<b>Total Estimated Cost</b>		<b>\$67,514</b>
<b>Revenues - CLTS Admin</b>	<b>\$ 14,178</b>	<b>\$44,666</b>
<b>Revenues - Kinship Assessment</b>	<b>\$ 12,828</b>	
<b>Revenues - Child Care</b>	<b>\$ 4,242</b>	
<b>Revenues - AMSO</b>	<b>\$ 13,419</b>	
<b>Tax Levy</b>		<b>\$22,848</b>

<b>Social Service Specialist</b>		
<b>For Calendar Year 2021</b>		
<b>50% FTE - Social Service Specialist</b>		
<b>Item</b>	<b>2021 Rates</b>	<b>PayBud</b>
Salary		\$19,920
Health - Family	\$0	\$0
Dental - Family	\$0	\$0
FICA Retirement Rate	6.20%	\$1,235
FICA Medicare Rate	1.45%	\$289
Unemployment Insurance	0.10%	\$20
Retirement - Employer	0.00%	\$0
Worker's Comp	0.05%	\$10
PEHP	\$21	\$546
<b>Total Estimated Cost</b>		<b>\$22,020</b>
<b>Revenues - CLTS Admin</b>	<b>\$ 4,624</b>	<b>\$15,033</b>
<b>Revenues - Kinship Assessment</b>	<b>\$ 4,184</b>	
<b>Revenues - Child Care</b>	<b>\$ 2,121</b>	
<b>Revenues - AMSO</b>	<b>\$ 4,104</b>	
<b>Tax Levy</b>		<b>\$6,987</b>

**APPENDIX B  
NEW OR EXPANDED POSITION REQUEST**

I. GENERAL INFORMATION

Department: Clerk of Courts Date: 7-16-2021  
Position Requested: Court Clerk FT  PT  FTE 100%  
(If unsure of classification, indicate "To be determined") Number of Positions: 1  
Division Position Will Be Assigned To: Branch 6  
(Indicate NA if not applicable)  
Projected Start Date of Position: 8-2-2021 Priority Number of This Position: 1  
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION See attached

- A. Is this position request compatible with the County's mission statement?
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan?
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested.
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?
- F. What will be the effect if the proposed position is not created?
- G. What criteria will you use to monitor the effectiveness and performance of the position. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

III. SPECIFIC DUTIES OF NEW POSITION See attached

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.
- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)
- B. Explain specifically how position will be funded.



Amount of County tax levy: ~~\_\_\_\_\_~~ % of total costs: \_\_\_\_\_  
Amount of any outside funding: ~~\_\_\_\_\_~~ % of total costs: \_\_\_\_\_  
Source of outside funding: \_\_\_\_\_  
Length of outside funding: \_\_\_\_\_  
Likelihood of funding renewal: \_\_\_\_\_  
Would this outside funding be used to offset the levy if not used for this position? \_\_\_\_\_

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? *N/A*
- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? *N/A*
- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. *N/A*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

*Shirley Lang* \_\_\_\_\_ *7-16-2021* \_\_\_\_\_  
Signature of Supervisor/Manager Completing Request Date

*Shirley Lang* \_\_\_\_\_ *7-16-2021* \_\_\_\_\_  
Department Head Signature Date

**APPENDIX B  
NEW OR EXPANDED POSITION REQUEST**

**II. FULL EXPLANATION OF NEED FOR POSITION**

A-G. The State of WI determined that Marathon Co was in need of and approved the 6<sup>th</sup> judge position for Marathon Co to help relieve some of the caseload. Marathon Co also agreed that the Circuit Courts were in need of the 6<sup>th</sup> judge position and were in support of this additional judgeship. The need for another Judge was obvious because of the growing number of cases and treatment courts the judges are involved with. We need to move cases faster thru the system which will help the jail, the victims and the community.

We have a 6<sup>th</sup> Courtroom, chambers and office area that will accommodate the new 6<sup>th</sup> judge so we did not have to bear the expense of a whole new courtroom and other areas. But, we do need to staff that branch and every judge is entitled, by statute, to have a Court Reporter and a Judicial Assistant. The judge can interview and pick who they want to fill those positions. Also, the courtroom cannot operate without a court clerk, this person is so important to the daily operations of the courtroom and what the judge needs on the bench.

The Court Reporter is State funded. The judicial assistant and the court clerk are county employees.

**III. SPECIFIC DUTIES OF NEW POSITION**

The Court Clerk (Criminal Justice Specialist) is a very important part of any Branch. I have attached the job description and time spent on duties from the position reclassification in 2019. This person works closely with the judge and they also need to build good relationships with both internal and external attorneys and departments.

**IV. POSITION COSTS AND FUNDING SOURCES**

The total cost of this position would be approximately \$55,500, this includes taxes and insurance.

There is an open window position (Administrative Specialist) in the clerk of courts office which would cover the cost of this new position.

**Clerk of Courts Office - Administrative Specialist B21 - Window Position  
Proposed Criminal Justice Specialist (Court Clerk Branch 6) B22**

**1 Full time Employee                      100.00%**  
**Annual Hours                                      2080**

**Current DBM**

		<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>Item</b>	<b>Projected 2021 Rates</b>	<b>\$16.16</b>	<b>\$18.99</b>	<b>\$22.47</b>
<b>DBM B21 - Wages</b>		\$33,613	\$39,499	\$46,738
FICA Retirement	6.20%	\$2,084	\$2,449	\$2,898
FICA Medicare Rate	1.45%	\$487	\$573	\$678
Unemployment Insurance	0.10%	\$34	\$39	\$47
Retirement - Employer	6.75%	\$2,269	\$2,666	\$3,155
Worker's Comp - Clerical	0.08%	\$27	\$32	\$37
<b>Estimated Cost</b>		<b>\$38,514</b>	<b>\$45,258</b>	<b>\$53,553</b>

**Proposed DBM and Wage Increase to Hourly Rate Effective full pay period after approval**

		<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>Item</b>	<b>Projected 2021 Rates</b>	<b>\$17.66</b>	<b>\$20.75</b>	<b>\$24.55</b>
<b>DBM B22 - Wages</b>		\$36,733	\$43,160	\$51,064
FICA Retirement	6.20%	\$2,277	\$2,676	\$3,166
FICA Medicare Rate	1.45%	\$533	\$626	\$740
Unemployment Insurance	0.10%	\$37	\$43	\$51
Retirement - Employer	6.75%	\$2,479	\$2,913	\$3,447
Worker's Comp - Clerical	0.08%	\$29	\$35	\$41
<b>Estimated Cost</b>		<b>\$42,088</b>	<b>\$49,453</b>	<b>\$58,509</b>
<b>Cost to Reclass from B21 to B22:</b>		<b>\$3,574</b>	<b>\$4,195</b>	<b>\$4,956</b>

Abolish Vacant PCN4007 and create New Position as Criminal Justice Specialist.

**Criminal Justice Specialist  
(Court Clerk)  
Payroll Occ Code: 5015 (291)  
DBM Rating: B2  
FLSA: Non-Exempt  
Reports to: Assistant Administrative Manager**

Position Summary:

Employees in this class are responsible for assisting the Clerk of Court in fulfilling legal responsibilities in the courtroom. Work extends to filling in for the elected Clerk of Court and performing all of the courtroom duties the elected Clerk of Court would perform if present in the courtroom. Work is performed in accordance with both legally established and traditionally established procedures and involves responsibility for accuracy and accountability. Employees in this class make few independent decisions. Employees in this class do not supervise subordinates. Work originates from the normal operating demands of the various Branch courts. Close supervision and direction is received from both the elected Clerk of Court and the judge in whose courtroom the work is being performed. Work is reviewed mostly by inspection of written and automated records maintained by Clerk of Court. The work involves public contact with citizen jurors, with other citizens appearing in court, and attorneys.

Full-time position is responsible for providing efficient service and coordination of courtroom operations. Involvement begins with preparing docket of cases to be called, securing information for the judges to ensure all critical issues are addressed, entering real time information into CCAP, preparing appropriate legal documents, and ensuring the safety within the courtroom. The Criminal Justice Specialist may also assist in other areas of the Clerk of Court's office.

Examples of Work Performed:

**The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Keeps the minutes of proceedings with the aid of in-court processing via the CCAP software, including but not limited to the time the case was called, names of jurors serving, opening statements by attorneys, motions during trial, etc., using a computer terminal in the courtroom.
- Marks all exhibits during court trials and is responsible for all exhibits being returned to the court file. Takes exact minutes of all pleas and court ordered sentences. When necessary, cross references other cases on-line via the CCAP software. Administers oaths and swears in witnesses.
- Conforms, certifies, and signs court documents; signs such documents as empowered by the court, such as orders of reference, court certificates, jail releases, etc.
- Regularly works with lawyers, District Attorney's Office, Public Defender's Office, other County employees, litigants, and the public requiring good communication skills. Maintains effective working relationships with these people.
- Performs secondary duties as back-up in other courts and divisions which may include maintaining files, data entry of cases on automated system, docketing, filing, record searches, etc.
- Assists the public at the counter and in telephone contacts.
- Assists and prepares files for scanning.
- Develops solutions to work issues that add value for our customers.
- Participates in establishing professional development goals that are supportive of broader County goals.
- Maintains regular and predictable attendance; works extra hours as required.

- Performs related work as required.

Knowledge, Skills, and Abilities:

- Knowledge of courtroom proceedings and the judicial system, CJS must be able to demonstrate an appropriate set of skills to include multi-tasking, problem-solving, attention to detail, the ability to working a fast paced environment, and effective decision making.
- Ability to anticipate the evolving needs within the courtroom, and coordinate with external parties including jail staff, court security, attorneys, and judicial assistants.
- Knowledge of the general workings and functions of criminal, civil, traffic, juvenile, and family court.
- Ability to learn moderately complex procedures through direct in-service training.
- Ability to speak clearly and forcefully in a courtroom setting.
- Punctuality and ability to adhere to tight time scheduling.
- Skill in operating a personal computer in completing data entry and limited word processing.
- Knowledge of basic computer functions and ability to coordinate use of various media usage including TV, video conferencing, phones and other electronic devices.
- Ability to write clearly and legibly.
- Understands the County's and department's mission, core values, plans, and priorities for the future.
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.

Qualifications:

High school graduation or equivalent and 2 years clerical office experience; OR equivalent combination of related post high school education and experience. Experience in the legal field is preferred but not required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview; review of references, written background inventory, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation: Salary Range (B22)

## APPENDIX B NEW OR EXPANDED POSITION REQUEST

### I. GENERAL INFORMATION

**Department:** Conservation, Planning and Zoning **Date:** 6/29/2021  
**Position Requested:** Water Resources Technician FT  PT  FTE 100 %  
(Reclass from Casual position to Full time grant funded position) **Number of Positions:** 1  
**Division Position Will Be Assigned To:** N/A (Indicate NA if not applicable)

Projected Start Date of Position: Immediately upon approval

Priority Number of This Position: N/A

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

### II. FULL EXPLANATION OF NEED FOR POSITION

#### A. Is this position request compatible with the County's mission statement?

*Yes. This position directly aligns with the mission statement as it will provide significant leadership and coordination of the shoreland protection programs within the Conservation, Planning and Zoning Department (CPZ) and the newly approved Land and Water Resources Management Plan. This position will be key in ensuring that programs and regulations are developed and implemented so that Marathon County is promoting policies that conserve natural resources and protect/enhance surface and groundwater; while ensuring a balance with promoting economic growth and development. These key efforts will aid in making Marathon County and the surrounding area a preferred place to live, work and do business.*

#### B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

*CPZ's Mission is to protect our community's land and environment. Because we believe that the economic strength and vitality of our community is dependent on the quality of our resources. Through leadership, accountability, community engagement, and collaborative partnerships we promote thoughtful and deliberate use of resources and innovative solutions. So that Marathon County has healthy people, a healthy economy, and a healthy environment today and tomorrow. This requested position supports this mission by providing direct leadership, focusing on community engagement and creating collaborative partnerships to programs that directly impact the environment. Enhanced communication between the land resource programs and partners of the County, such as lake groups, farmers, community groups and stakeholders will achieve water quality improvement. This program is in alignment with the strategic plan, as well as, directly meeting established outcomes of the Land and Water Resource Management Plan.*

*In addition to the current duties of the casual position, the following Marathon County Strategic Plan and Land and Water Resource Management Plan objectives will be the responsibility of this position:*

***Strategic Plan Objective 5.2: Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth.*** This focus will help CPZ achieve the outcome of reducing phosphorus runoff in the Fenwood Creek Watershed by 14,016 lbs. by December 31<sup>st</sup>, 2022. This will be achieved by striving to implement 35 ft. Tillage Setbacks in the Fenwood Creek Watershed to reduce phosphorus runoff.

***Land and Water Resource Management Plan Objectives:***

***Goal 2.1 Reduce agricultural runoff to surface water (soil sediment, organics, and nutrients).***

***Outcome Measure: 35% of impaired cropland riparian buffers under 35 feet will be re-established by 2030***

**Goal 2.2 Work to implement the Wisconsin River Watershed and Upper Fox Wolf River Total Maximum Daily Load (TMDL)**

*Outcome Measures:*

- a. By 2023, develop and support a coalition(s) of stakeholders to develop and implement action plan(s) to reduce phosphorus loading from agricultural lands; work with community stakeholders to form at least two additional coalitions to enhance the adoption of plan goals. (EPPIC model)
- b. Fenwood Creek Watershed Plan goals are met by December 31st, 2026. If goals are not met, a re-assessment of strategies must be done

**Goal 2.3 Protect and enhance natural habitat areas along riparian corridors and wetlands.**

**Strategies:**

*Outcome Measures:*

- a. An inventory on the current status and condition of all riparian buffers will be completed by 2022.
- b. By 2030, install 25,000 lineal feet of riparian buffers that are at least 35 feet in width.
- c. Complete lake and river management plans for waters without plans by 2030. Keep all plans updated, as required, to keep them eligible for WDNR grant assistance

- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested.

*The purpose of this position is to lead and assist lake groups with implementation of [lake and watershed management plan](#) recommendations, implement citizen engagement activities related to lake, shoreland, water quality and watershed issues including developing information and education materials. In addition, this position will be part of a team achieving the identified outcomes of the [Land and Water Resource Management Plan](#) pages 100-120. Relevant goals, strategies and outcomes are identified in these aforementioned plans.*

*Of critical importance is that this work is classified as quartile 2 work in the Priority Based Budgeting system.*

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

This position will meet the following needs of the County:

*As noted above in question B, this position will help to meet clearly identified goals in the recently approved Land and Water Resource Management Plan. The work of the technician will focus on the highest priorities identified in the plan, which will both protect and enhance surface water quality in the county's lakes and streams. Enhancing surface water quality is also a high priority in the [County's Comprehensive plan](#) (see page 67)*

*Customer service – integration and coordination of shoreland activities between the conservation program area and the regulatory shoreland zoning area.*

*Community needs – focus on community engagement with a dedicated staff person available to assist and lead community led efforts.*

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

*The Department considered contracting, partnering with adjacent counties and not working on these priorities. After full consideration of these options, CPZ believes that a fulltime position is needed to achieve the identified priorities and that choosing to not work on these priorities was not a viable option if we are to hoping to reach the outcomes identified by the county. In addition, the identified workload and outcomes in the newly adopted Land and Water Resource Management Plan along with availability of grant funds to cover costs associated with this position, merit this request to move this position from a casual part-time position to full time.*

F. What will be the effect if the proposed position is not created?

*The primary effect of not creating the position will be the inability to achieve some of the goals of both the Strategic Plan and Land and Water Resource Management Plan. In addition, the loss of increased community engagement to achieve these goals will be significantly reduced.*

G. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

*The outcomes identified in both the Strategic plan and the Land and Water Resource Management plan listed in B above will be the clearly identified outcomes for this position, along with the outcomes identified in grant agreements for the grant funds that currently pay for this position at the casual classification.*

*In addition, customer services will be increased by having a permanent, well trained, engaged staff member in this position. This will allow the staff member the ability to gain trust, establish relationships, and engage the community in the efforts to improve water quality. In addition the department will have an experienced staff member in shoreland restoration to work with citizens wanting to re-establish shoreland buffers both voluntarily and through the mitigation requirements.*

### III. SPECIFIC DUTIES OF NEW POSITION

A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

#### **Existing Duties:**

- *Work with lake, river and other community organizations to identify priorities and to build citizen engagement to implement lake, river, shoreland, watershed and water quality improvement projects including meeting facilitation and event planning. (10%)*
- *Provide technical assistance to property owners and landscaping contractors related to shoreland restoration, native plants and habitat, stormwater practices and erosion control practices. Make recommendations and develop shoreland restoration plans. (10%)*
- *Develop/design, implement, and maintain shoreland restoration demonstration sites throughout Marathon County. (10%)*
- *Initiate, develop, and implement educational and outreach materials related surface water topics and provide general support to lake groups including social media platforms. (10%)*
- *Assist with shoreland mitigation plans as required of the Marathon County Shoreland Zoning Ordinance. (10%)*
- *Seek and apply for grants to implement various lake, river and watershed plan goals and objectives.*
- *Assist the Land Use Specialist in administering the non-metallic mining ordinance of Marathon County. (20%)*

#### **New Duties:**

- *Reduce agricultural runoff to surface water (soil sediment, organics, and nutrients) by restoring 35% of impaired cropland riparian buffers under 35 feet. (15%)*
- *Protect and enhance natural habitat areas along riparian corridors and wetlands. (15%)*

B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

*While this position could possibly assist other Departments (Parks, Highway, Stormwater coalition, etc.) in areas related to shoreland erosion control, shoreland buffers, etc., CPZ does not believe that another Department has the expertise needed for the specific work duties of this position. This position will need strong knowledge of water resource related issues and strong communication skills that is not currently available from another Department.*



- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

*The current casual position is focusing primarily on the lakes and shoreland program. The new work related to building additional community engagement and cropland buffers is currently not being done. These are new priorities based upon the recently approved 2021 Land and Water Resource Management plan. The casual position does not provide enough staff time to complete the additional work and has limitations when it comes to creating a streamlined shoreland mitigation/shoreland zoning program due to limitations outlined in the lake grant requirements.*

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.) All office costs are already covered as this is an existing causal position: Salary and benefits are as follows (as provided by Employee Resources Department).

<b>Title - CPZ Technician (Water Resource Technician)</b>				
<b>CONSERVATION, PLANNING AND ZONING</b>				
<b>FTE = 1.0</b>				
<b>2021 BUDGET PLANNING - NEW POSITION COST</b>				
	<b>Projected 2021 Rates</b>	<b>Minimum</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>DBM B23</b>		\$39,837	\$46,809	\$55,394
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family	\$62.14	\$746	\$746	\$746
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,434
FICA Medicare Rate	1.45%	\$578	\$679	\$803
Unemployment Insurance	0.10%	\$40	\$47	\$55
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,739
Worker's Comp - Municipal	0.89%	\$355	\$417	\$493
PEHP	\$21	\$546	\$546	\$546
<b>Total Estimated Cost *</b>		<b>\$70,817</b>	<b>\$78,862</b>	<b>\$88,766</b>

- B. Explain specifically how position will be funded.

Amount of County tax levy: 0% \_\_\_\_\_ % of total costs: 0%  
 Amount of any outside funding: \$78,862 \_\_\_\_\_ % of total costs: 100%

*Current funding source for casual position: 100% from DNR Lake Protection Grant. Salary costs of \$32,619.*

*Projected funding source for Full Time Position: Based on CPZ yearly budget allocations:  
 Source of outside funding: DNR Lake Protection grant: 50% per year,  
 DNR-Multi Discharger Variance Grant 20% per year. Increase in Wisconsin Department of  
 Agriculture Trade and Consumer Protection-increase in annual staffing grant allocation 30%  
 per year.*

Length of outside funding: 2-4 years \_\_\_\_\_  
 Likelihood of funding renewal: Highly likely additional grants will be secured for position.

Would this outside funding be used to offset the levy if not used for this position?  
*No, the funding sources identified above (specifically the grant funding and nonmetallic mining fees), are directly tied to deliverables identified in this request.*

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

*There is potential for increase in revenues from lake groups, community groups, etc. as the position*

*increases community engagement efforts to improve water quality and shoreland health. In addition, there are always opportunities to apply for additional lake grant funds as well as other grants to continue to work towards achieving the resource goals. Another new potential source of funding are additional fees generated from the development and execution of additional cost share agreements as a result of this position and the related 8% administrative fee charged to landowners. This position is not dependent upon those sources, but if generated they could be used for future CPZ budgets.*

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

*Yes, this is an investment in reducing pollution into the surface and groundwater of Marathon County. The resources concerns identified in the recently approved Land and Water Resource Management Plan clearly articulate the high level of impairments in the waters within the county. If this position is approved it will result in steps toward improving this condition. Degraded water quality has been proven to reduce property values, outdoor recreation opportunities including fishing, waterskiing, and swimming. These all are reflected in lower quality of life for residents of the county along with visitors trying to enjoy the water resources of the county.*

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

*No, CPZ has worked hard to reduce the Priority Based Budgeting Quartile 4 programs to ensure that the Department's work focuses on higher priority programs. Currently the only programs remaining in Quartile 4 is a 100% grant funded program. These program funds cannot be used for anything other than that specific program so would not benefit this position proposal. As stated earlier, this position will be conducting work that has been rated to be in Quartile 2 category work, primarily under the Land and Water Resource Management Plan.*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction? *Environmental Resources Committee*

**NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.**

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Signature of Supervisor/Manager Completing Request

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Date

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Department Head Signature

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Date

# Budget Request

## Metro Wausau Housing Assessment

### Request

This is a request from the North Central Wisconsin Regional Planning Commission on behalf of the Wausau Metro Municipalities including:

- City of Schofield
- City of Wausau
- Village of Kronenwetter
- Village of Marathon City
- Village of Rothschild
- Village of Weston
- Town of Rib Mountain

to ask Marathon County to contribute an amount of **\$30,000** toward a **Metro Wausau Housing Assessment**. Combined, the Wausau Metro area represents approximately 60% of the Marathon County population and roughly 80% of Marathon County jobs. Housing continues to be a critical issue for the state, the region, and the Metro Wausau area.

### Project Proposal

The proposed project is the creation of a Housing Assessment for the greater Wausau Metro area (including the Cities of Mosinee, Schofield, and Wausau, Villages of Kronenwetter, Maine, Marathon City, Rothschild, and Weston, and the Town of Rib Mountain).

### Scope of Work

The Scope of Work for the Metro Wausau Housing Assessment includes the following components:

#### **Task 1: Background Analysis, Inventory, and Evaluation of Existing Conditions**

Including review of:

- existing plans and documents
- demographics
- economic factors
- housing factors
- housing gaps

#### **Task 2: Public Participation and Outreach**

- oversight committee
- stakeholder interviews
- resident survey
- public engagement

- presentations
- issue identification

**Task 3: Organizational Strategy Evaluations and Research**

- What options are available to address housing needs?
- What regulatory barriers exist?
- What administrative, land use, and zoning policies should be changed?
- What are potential solutions for policy makers, non-profit organizations, and the private sector?
- How do opportunity zones, Low Income Housing Tax Credits (LIHTC), land trusts, land banks, and Community Development Financial Institutions (CDFI's) may play a role in these strategies?

**Task 4: Implementation Strategies**

- Suggestions of strategies for the implementation of housing programs and development of housing to meet gaps
- Identification of potential revenue funding sources

**Task 5: Formulation of the Final Housing Assessment**

- The final product will be a synthesis of Tasks 1 through 4 and will include a practical document that addresses the housing needs of the Wausau Metro area and provides guidance to address those needs.

**Timeline**

NCWRPC will have a completed Metro Wausau Housing Assessment in 12 to 18 months.

**Budget**

The total cost to complete the Metro Wausau Housing Assessment as outlined will be about \$55,000. NCWRPC will contribute \$10,000 using CARES Act technical assistance funds. However, we are seeking a collaborative effort among all entities involved. County support of this project reinforces the Metro Area focus that we are seeking to provide. We are requesting a \$30,000 contribution from Marathon County.

NCWRPC	\$10,000
Marathon County	\$30,000
Local Units	\$15,000
<b>Total:</b>	<b>\$55,000</b>