



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, May 26, 2020 4:00 pm**

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

Members: **John Robinson, Chair, Alyson Leahy, Vice-Chair, Jonathan Fischer, EJ Stark, Kurt Gibbs, Yee Leng Xiong,**

Craig McEwen

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

Human Resources, Finance & Property Committee Mission/Purpose: Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to the human resources initiatives, finance and property of the County.

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

Persons wishing to attend the meeting by phone may call into the telephone conference beginning five (5) minutes prior to the start time indicated above using the following number: **1-408-418-9388 Access Code: **126 550 8923****

If you are prompted to provide an "Attendee Identification Number," enter the "#" sign. No other number is required to participate in the telephone conference. When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

1. Call to Order-Please silence your cellphones
2. Public Comment Portion of the Agenda has been temporarily suspended, pursuant to Marathon County Resolution #R29-20, dates April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, its subgroups, during public comment is difficult to guarantee, if a large number of individuals have elected to call in.
3. Approval of the Minutes of the May 12th, 2020 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports
 - A. Committee roles and responsibilities
 - B. Strategic Plan
 - C. Budget 101 for County Budgets
 - D. Mid-year 2020 budget adjustment
 - E. 2021 Budget Assumptions
 - F. Capital Improvement Planning
5. Policy Issues Discussion and Possible Action by Committee to Forward to the County Board -None
6. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Committee to Forward to the County Board for its consideration-None
 - B. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. Authorize First Amendment to Revolving Loan Fund Administrative Services Agreement for McDEVCO to Allocate \$250,000 in funding for Emergency COVID19 Related Loans from Foundation Funding
7. Motion to Go into Closed Session (Roll Call Vote Suggested), pursuant to s. 19.85(1)(g), Wis. Stats., for the Purpose of Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
8. Motion to Return to Open Session (No Roll Call Vote Required)
 1. Announcements and possible action on matters discussed in closed session
9. Announcements (Next Meeting Date and Topics)Next Meeting Date – June 9, 2020, 3:30pm
10. 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 one business day before the meeting.

SIGNED J ROBINSON/s/K Palmer
Presiding Officer or Designee

Faxed to: Wausau Daily Herald
Faxed to: City Pages
Faxed to: Record Review
Faxed by/time: D DeLaporte 5/22/2020 12:00pm
Posted to the County Website:

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: D DeLaporte 5/22/2020 12:50 pm
www.co.marathon.wi.us



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: Tuesday, May 12, 2020 3:30 p.m. **DRAFT MINUTES**

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

Members: Jon Robinson-on site, Chair, Alyson Leahy-on site, Vice-Chair, Jonathan Fischer-WebEx, EJ Stark-WebEx, Kurt Gibbs-on site, Yee Leng Xiong-WebEx, Craig McEwen-WebEx

Others: On call-Ka Lo, Becky Frisch, Tom O'Neil, Diane Hanson, in person-Scott Corbett, Eric Lineman, Allen Wesolowski, Brain Kowalski, Frank Matel, Kristi Palmer, Lance Leonhard, Jean Kopplin, Gerry Klein, Ann Herda-Rapp

1. Call to Order by Chairperson Robinson at 3:30 pm
2. Public Comment Portion of the Agenda has been temporarily suspended, pursuant to Marathon County Resolution #R29-20, dates April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, its subgroups, during public comment is difficult to guarantee, if a large number of individuals have elected to call in.
3. Approval of the Minutes of the April 27th, 2020 Human Resources, Finance and Property Committee Meeting Motion approve the minutes by Gibbs and Seconded by Leahy, vote unanimous

Chairman Robinson requested that item 6 move up to this time on the agenda.

Easement to the City of Wausau – 400 Thomas Street

The requests from the City of Wausau for the City to have the County approve the easement at 400 Thomas Street. There are some details on alternative parking at 400 Thomas Street that we need to work out with the City as we will be 75-80 parking stalls short during construction.

Motion by Gibbs and seconded by Leahy to approve the easement contingent upon working out suitable for appropriate parking plan for all concerned including the public and staff; vote unanimous

4. Educational Presentations/Outcome Monitoring Reports-Overview of Financial Metrics-Budgeting During a Crisis: Responding to the COVID19 Recession

Palmer provided information in regards to the current budget projections based on the latest economic information available-No formal action taken

5. Policy Issues Discussion and Possible Action by Committee to Forward to the County Board

A. Consideration of Mid-year 2020 budget Adjustments in light of COVID-19 impacts

Robinson discussed the need to look at a 2020 budget adjustment with a proposed 50/50 split-50% of the deficit coming from budget reductions and 50% of the deficit addressed through the use of Working Capital. Robinson-We asking Administration to go back and look at alternatives, develop a plan and bring it back to the Committee.

Motion by Stark and seconded by McEwen directing Administration to develop of mid-year 2020 budget plan with 50% of the reduction coming from 2020 budget adjustments and 50% coming from General Fund Working Capital and bringing the plan back to the committee at the June action meeting; vote unanimous

B. Resolution Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Payments Installments due on or After April 1, 2020 – (Act 185)

Robinson discussed some of the implications of passing this resolution. This will also create delinquent property taxes with the interest and penalty eliminated from February through September time period. The taxes are delinquent but the property owner will not be accruing interest or penalties on the property during this time. The property taxes are delinquent and there will be a tax certificate will be issued on the property. Gibbs-The County has in place a provision in place to work with property owners when they get into financial difficulties and we would continue to work out payment arrangements with individual property owners.

Motion by Gibbs and seconded by McEwen not to pursue the Act 185 Resolution and not forward to County Board and continue to utilize the payment plan process in place at the County Treasurer's office.

C. Development of a Uniform County License/User fee response due to COVID-19 (e.g., Retail Food Licenses)

Leonhard discussed several departments that collect license and fees which make up a substantial amount of their budget. The Health department takes in restaurant inspection fees of approximately \$450,000 a year. The Sheriff's department takes in fees and does not believe that there will be any hardships in collecting these fees. The most significant annual fees that would be impacted would be fees collected by the Parks Department. This issue came from DATCAP due to the postponement of the restaurant inspection fees which



we set at the County level. There is no recommendation and the status quo will be maintained.

MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Tuesday, May 12, 2020 3:30 p.m.**

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D. Consideration of the UWSP Wausau Campus-Security Camera Project Proposal

Ann Herda-Rapp discussed the request from UWSP-Wausau for the camera project request. This request has been forwarded to the HRFC from the EEEDC committee. The UWSP-Wausau has to encumber these funds during the current state fiscal year (by June 30) and would like the County to pay a portion of the project. Gibbs-How do we ensure that if the County pays their share of phase 1 how do we know that the UWSP will allocate funds to cover the costs in future years? Herda-Rapp-We will have to find the funds for the cameras. Phase 2 will not be covered by the UW system, it will be built into the UWSP-Wausau annual budget. Where would the County portion of the \$27,720 come from? There is no funding source identified at this time for the project. Stark- There is an issue with public safety and I would rather have Finance find the funds rather than have a potential liability.

Motion by Leahy and seconded by Stark to fund the project under Phase 1 at \$27,720.

An amendment from Stark and seconded by Leahy to fund the UWSP-Wausau camera project from the contingency fund, Leahy-aye, Fischer-aye, Stark-aye, Gibbs-no, Xiong-aye, McEwen-no, Robinson-aye vote 5 ayes, 2 nays

Vote on the original motion as amended Roll Call Vote-Leahy-aye, Fischer-aye, Stark-aye, Gibbs-no, Xiong-aye, Robinson-no, McEwen-no, vote passes 4 ayes, 3 no

6. Operational Functions required by Statute, Ordinance, or Resolution:

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

1. Easement to the City of Wausau – 400 Thomas Street-This item was discussed earlier in the meeting
2. Expand current .50 PT Custodian to .725 FTE PT Custodian in Sheriff's Office effective 4/5/2020. This position was been working in the jail and the Employee Resources and County Administration support the position

Motion by Gibbs and seconded by Xiong to approve this position expansion; vote unanimous

3. Interdepartmental Budget Transfers

Motion by Gibbs and seconded by Stark to approve the interdepartmental budget transfers; vote unanimous

B. Discussion and Possible Action by Human Resources and Finance and Property Committee

1. Approve Claims and Questioned Costs – April 2020

Motion to approve Stark and seconded by Fischer to approve the April claims; vote unanimous

2. Determination of 2021 Budget Assumptions-These items will be discussed in detail at the May 26 Educational Meeting-No formal action taken

- a. Reclassifications and New Positions
- b. Revenue/Expenditure Assumptions

7. Motion to Go into Closed Session (Roll Call Vote Suggested), pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating the possible purchase of a certain piece of real estate adjacent to the Marathon County Courthouse, located in the City of Wausau, Marathon County, State of Wisconsin.

Motion by Gibbs and seconded by Xiong to go into closed session pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating the possible purchase of a certain piece of real estate adjacent to the Marathon County Courthouse, located in the City of Wausau, Marathon County, State of Wisconsin.

Roll call Leahy-aye, Fischer-aye, Stark-aye, Gibbs-aye, Xiong-aye, McEwen-aye, Robinson-aye

8. Motion to Return to Open Session (No Roll Call Vote Required)

Motion by McEwen and seconded by Xiong to go into open session; vote unanimous

1. Announcements and possible action on matters discussed in closed session-The committee did not



take any action in the closed session

MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

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9. Announcements (Next Meeting Date and Topics)

A. Next Meeting Date – May 26, 2020, 4:00pm

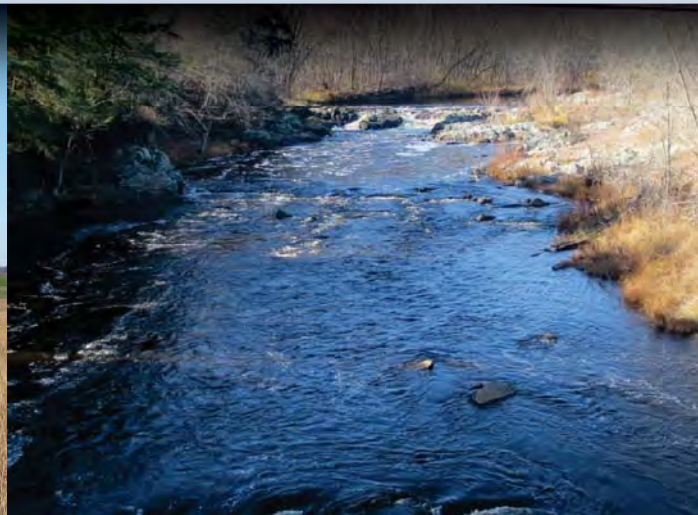
1. Committee roles and responsibilities
2. Strategic Plan
3. Capital Improvement Planning
4. 2021 Budget Assumptions

Gibbs-Request to add an educational opportunity –What if any action will the county take in association with the cost of emergency repairs to the jail?

10. Adjourn by the Chairman Robinson at 6:26 pm



Marathon County Strategic Plan 2018–2022



STRATEGIC PLAN FRAMEWORK

The Strategic Plan Framework in Figure 1 captures how Marathon County's Vision and Mission drive our planning efforts, which then serve to assist our elected officials as they provide policy guidance to County Administration and each of Marathon County's respective operational departments.



Figure 1

Strategy A

Consider the potential to consolidate emergency service agencies.

Strategy B

Respond to maltreatment allegations and provide protective services for vulnerable populations.

Strategy C

Report every 2 years on the response time with advice for municipalities (ex: consolidation, realignment, or targeted education).



OBJECTIVE 7.1: Provide cost-effective and high quality public safety services.

By December 31, 2022, emergency response times for public safety services (law enforcement, fire, and emergency medical services) will decrease.

Baseline: To Be Determined
Source: Emergency Management & Sheriff's Office

Outcome Measure 1

Departments Contributing

- Central WI Airport
- Corporation Counsel
- County Administration
- Emergency Management
- Finance
- Library
- North Central Health Care
- Sheriff's Office
- Social Services

Strategy A

Maintain a safe highway network to provide access to all communities in the County.

Strategy B

Support technology in the workplace, particularly through access to broadband.

Strategy C

Work with municipalities to maintain a competitive inventory of serviced industrial land and office sites.

Strategy D

Provide appropriate access for trucks and employees for all business and industrial park sites.

Strategy E

Pursue federal & state funding to develop a county-wide revolving loan fund to assist communities with cleanup of contaminated sites.

Strategy F

Secure state and federal funding to maintain infrastructure and support economic growth.



OBJECTIVE 10.12: Maintain infrastructure to support economic growth.

Through December 31, 2022, the county highway overall Pavement Surface Evaluation and Rating Score will maintain an average annual rating of 7.0.

Baseline: 7.03 in 2018
Source: Marathon County Highway Department

Outcome Measure 1

By December 31, 2022, the total automobile crash rate will be reduced by 5% in Marathon County to improve traffic flow, efficiency, and safety.

Baseline: New Measure
Source: Wausau Area Metropolitan Planning Organization

Outcome Measure 2

Departments Contributing

- Central WI Airport
- City-County IT Commission
- Conservation, Planning & Zoning
- County Administration
- Facilities & Capital Management
- Highway

Strategy A

Support efforts by local municipalities to establish cooperative service and joint facility arrangements.

Strategy B

Continue to enhance E-911 dispatch services for all police, fire, and EMS* agencies in Marathon County.

Strategy C

Work with local municipalities and other government agencies to explore opportunities to share costs and/or consolidate public services.

Strategy D

Address solid waste management issues on a regional basis, cooperating with other counties.

Strategy E

Implement a plan to increase the number and nature of services accessible to the public online and identify achievable measures to track our progress at engaging the public.



OBJECTIVE 12.3: Promote cost-effective public services.

By December 31, 2020, all county departments will have employees with knowledge of continuous improvement and skills for facilitating improvement.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 1

By December 31, 2022, the number of county employees who have completed the Marathon County Leadership Development Program will increase by 25%.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 2

By December 31, 2020, a framework will be developed to share services with a local municipality, nearby county, or non-governmental entity to reduce cost and increase effectiveness, and thereafter meet at least once a year to discuss joint ventures.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 3



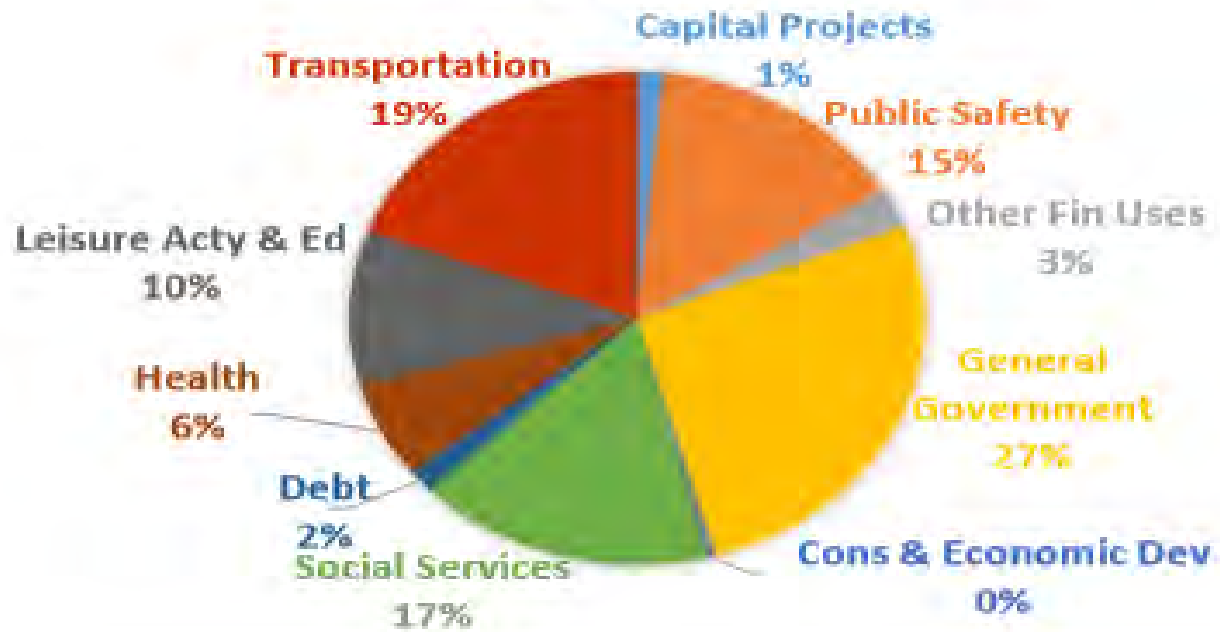
* Emergency Medical Services

Marathon County Budget 101

Human Resources, Finance and Property Committee

May 26, 2021

2020 RECOMMENDED BUDGET EXPENSES

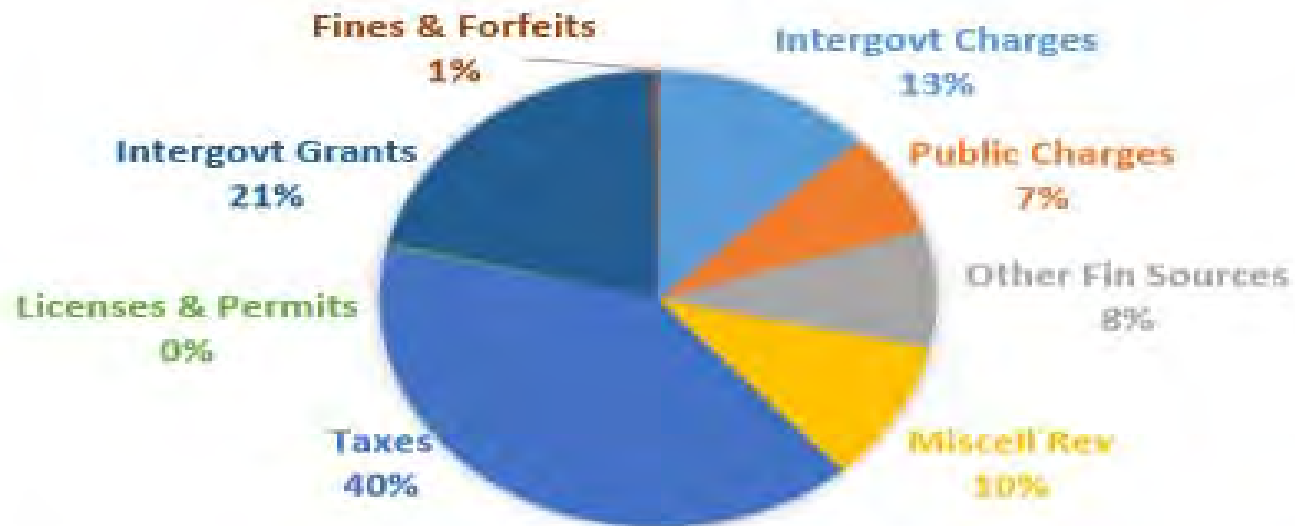


\$171,013,605

Top 10 Programs By Levy

Department	Expenses	Revenues	Tax Levy	% Levy	% Expenses
Sheriff	\$14,149,371	\$991,234	\$13,158,137	25.95	8.274
Support Other Agencies	\$8,921,971	\$20,000	\$8,901,971	17.55	5.217
Highway	\$28,950,543	\$20,705,944	\$8,244,599	16.26	16.929
Social Services/Child Support	\$21,831,347	\$13,926,753	\$7,904,594	15.59	12.766
Sheriff Adult Correction/Juvenile Detention	\$8,912,932	\$1,097,850	\$7,815,082	15.41	5.212
Facilities and Capital Management	\$4,935,612	\$905,025	\$4,030,587	7.95	2.886
Library	\$3,784,771	\$209,153	\$3,575,618	7.05	2.213
Health	\$4,657,832	\$1,667,412	\$2,990,420	5.90	2.724
Parks, Recreation & Forestry	\$5,774,843	\$3,630,940	\$2,143,903	4.23	3.377
Administration Justice System Alternatives	\$2,476,422	\$467,024	\$2,009,398	3.96	1.448

2020 RECOMMENDED BUDGET REVENUES



\$171,013,605

Shared Revenue

▶ 2020	▶ \$5,668,172
▶ 2019	▶ \$5,668,172
▶ 2018	▶ \$5,671,225
▶ 2017	▶ \$5,654,150
▶ 2016	▶ \$5,564,150
▶ 2015	▶ \$5,522,242
▶ 2014	▶ \$5,515,479
▶ 2013	▶ \$5,520,939
▶ 2012	▶ \$5,517,706
▶ 2011	▶ \$6,703,428
▶ 2010	▶ \$6,710,770

Transportation Aids

▶ 2020	▶ \$3,338,202
▶ 2019	▶ \$3,155,341
▶ 2018	▶ \$ 3,345,441
▶ 2017	▶ \$2,921,132
▶ 2016	▶ \$2,748,168
▶ 2015	▶ \$2,820,570
▶ 2014	▶ \$2,914,009
▶ 2013	▶ \$2,908,230
▶ 2012	▶ \$2,985,247
▶ 2011	▶ \$3,316,942
▶ 2010	▶ \$3,252,849

Property Levy

▶ 2020	▶ \$50,610,851
▶ 2019	▶ \$49,489,841
▶ 2018	▶ \$49,135,092
▶ 2017	▶ \$48,180,111
▶ 2016	▶ \$47,608,889
▶ 2015	▶ \$47,152,340
▶ 2014	▶ \$46,340,765
▶ 2013	▶ \$46,090,851
▶ 2012	▶ \$47,573,011
▶ 2011	▶ \$48,191,420
▶ 2010	▶ \$48,653,812

Tax Rate

▶ 2020	▶ \$4.71	2.26%	\$50,610,851
▶ 2019	▶ \$4.80	0.62%	\$49,489,841
▶ 2018	▶ \$4.95	1.06%	\$49,135,092
▶ 2017	▶ \$5.04	1.57%	\$48,180,111
▶ 2016	▶ \$5.125	0.97%	\$47,608,889
▶ 2015	▶ \$5.16	1.8%	\$47,152,340
▶ 2014	▶ \$5.17	0.054%	\$46,340,765
▶ 2013	▶ \$5.17	-3.2%	\$46,090,851
▶ 2012	▶ \$5.17	-1.3%	\$47,573,011
▶ 2011	▶ \$5.17	-1.9%	\$48,653,812
▶ 2004	▶ \$5.89		

Levy Limits

- ▶ sec. 66.0602, Wis. Stats.
- ▶ all counties, cities, villages or towns with a population over 3,000 may exceed its levy limit after adopting a resolution to exceed its levy limit, which is approved in a referendum.
- ▶ Referendums can only be held in the fall at a partisan primary of general election; they cannot be held in the spring
- ▶ Referendum language must include the purpose for the increase and the term of the increase. You must use the language outlined in the statute for the referendum question. See sec. 66.0602 (4) (c), Wis. Stats., for the required language.

Levy Limits

- ▶ Under the current law limit, **initial levy increases** for each municipality and county are based on **the greater of the percentage change** in each jurisdiction's tax base due to **net new construction** that occurred in the jurisdiction during the prior year, **or 0%**. (sec. 66.0602, Wis. Stats.)
- ▶ In 2019, at least 60 of the 72 counties will experience a higher cost of employee health insurance than the State imposed levy caps will allow them to take in new tax levy. (October 5, 2018 WCUTA Meeting)

Recent Budget Pressures

- ▶ Increased medical costs Inmates \$ 225,000
- ▶ Out of County boarding prisoners \$ 1,200,000
- ▶ Health Insurance Premiums \$ 1,000,000
- ▶ Sixth Circuit Court Judge and related cost \$?

Things to Consider

- New Dispatch Channel
- Capital Improvement Program
 - Funding
 - Operating vs Capital
- Facilities
- Systems Studies
 - Criminal Justice System
 - Start Right
 - Employee Compensation
- Broadband

Next Steps



Marathon County HRFC DRAFT 2020 Calendar for 2021 budget

- HRFC Action Meeting
- HRFC Education Meeting
- County Board Budget Meetings
- County Administration
- Holiday

May						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
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28	29	30				

October						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29	30	31

July						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Questions?



MARATHON COUNTY 4 YEAR FINANCIAL PROJECTION
Revenue Assumptions

Revised						Revenue	Assumption
2019	2020	2021	2022	2023	2024		
0.72%	-0.80%	0.5935%	1.50%	1.21%	1.46%	Property Taxes	Maintain levy at or below levy limit
9.24%	-14.3%	0.50%	1.00%	5.00%	8.50%	Sales Tax	Revised estimates
1.5%	-0.5%	5.2%	6.0%	10.0%	12.0%	Other Taxes/Penaltyon taxes	Revised estimates
0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	Shared Revenue	Stable Shared Revenues
1.0%	0.0%	1.0%	1.0%	2.0%	2.5%	Transportation Aids	slight increase
2.0%	1.5%	2.3%	2.0%	1.0%	1.0%	Intergovernmental grants	slight increase -due to COVID Grants
1.5%	0.0%	1.0%	1.5%	1.5%	1.5%	Intergovernmental Charges	Cost of users charges
1.0%	-8.0%	-2.0%	1.0%	4.0%	8.0%	Fines/Licenses	Revised estimates
1.3%	-5.0%	1.0%	5.0%	3.0%	2.0%	public charges	Revised estimates
2.0%	0.0%	4.0%	10.0%	13.0%	18.0%	Interdepartmental	Based on internal charges or carryover
2.0%	-6.0%	-2.0%	3.0%	3.0%	5.0%	Misc Revenues	Revised estimates
3.87%	4.40%	2.00%	2.25%	2.50%	2.50%	Equalized Value	Used to calculate Tax Rate
1.59%	2.16%	0.80%	1.00%	1.25%	1.50%	Net New Construction	Used to calculate Operating levy limit

MARATHON COUNTY 4 YEAR FINANCIAL PROJECTIONS
Expenditure Assumptions

2019	2020	2021	2022	2023	2024	Appropriation Unit
2.0%	2.0%	1.0%	2.0%	2.0%	2.0%	Salaries /Wages
3.0%	5.0%	9.0%	7.0%	7.0%	3.5%	Health Insurance
0.2%	0.25%	0.30%	0.3%	0.2%	0.0%	WRS
1.0%	2.0%	3.0%	3.0%	3.0%	3.0%	Dental
2.0%	-44.0%	0.0%	1.0%	2.0%	2.0%	Workers Compensation
-10.0%	0.0%	10.0%	5.0%	2.0%	1.0%	Unemployment
0.0%	1.5%	1.0%	2.0%	2.0%	2.0%	Other insurance
1.1%	3.7%	2.7%	3.1%	3.2%	2.5%	Total Personnel
0.0%	4.8%	4.8%	15.3%	0.4%	0.7%	Debt Service
0.0%	2.5%	1.0%	1.5%	1.5%	2.0%	Operating
1.0%	0.0%	2%	2%	2%	2%	Capital
0.0%	0.0%	0%	0%	0%	0%	Intergovernmental
0	0	0	0	0	0	Working Capital Return

Estimated annual % increase for benefits

MARATHON COUNTY 4 YEAR FINANCIAL PROJECTIONS

Expenditure Assumptions

2024	2%	7.65%	0.00%	0%	2%	4%	3%	2.0%	2.0%	1%
2023	2%	7.65%	0.20%	0%	2%	7%	3%	2.0%	2.0%	2%
2022	2%	7.65%	0.30%	0%	1%	7%	3%	2.0%	2.0%	5%
2021	1%	7.65%	0.30%	0%	0%	9%	3%	1.0%	1.0%	10%
2020	2%	7.65%	0.3%	0%	-44%	5%	2%	1.5%	1.5%	0%

	Year	Gross pay	FICA	WRS-ER	WRS-EE	WC	Health Ins	Dental Ins	Life Ins	Disb Ins	Unemplmt	WRS/Insurances	PEHP	Total	Increase	Fringe benefit	Total incr/(decr)
Estimate	2024	49,251,675	4,721,442	3,303,335	-	662,381	14,585,909	346,652	22,237	181,386	54,688	23,878,030	474,617	73,604,322	2.5%	33.1%	1,822,104
Estimate	2023	48,285,956	4,385,919	3,303,335	-	649,393	14,092,666	336,556	21,801	177,830	54,147	23,021,645	474,617	71,782,218	3.2%	32.7%	2,214,518
Estimate	2022	47,339,172	4,074,239	3,296,742	-	636,660	13,170,716	326,753	21,374	174,343	53,085	21,753,911	474,617	69,567,700	3.1%	32.0%	2,111,432
Estimate	2021	46,410,953	3,784,709	3,286,881	-	630,356	12,309,080	317,236	20,954	170,924	50,557	20,570,698	474,617	67,456,269	2.7%	31.2%	1,770,383
Budget	2020	45,951,439	3,515,754	3,277,050	-	630,356	11,292,734	307,996	20,747	169,232	45,961	19,259,830	474,617	65,685,886	3.7%	30.0%	2,329,630
Budget	2019	44,487,842	3,434,366	3,062,729	-	1,168,698	10,147,905	293,066	19,934	164,883	44,906	18,336,487	531,927	63,356,256	1.1%	29.8%	705,336

WRS Contribution History Employer contributions		
	General	Protected
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%

Expenditure by Category	2020	2021	2022	2023	2024
Gross pay	45,951,439	46,410,953	47,339,172	48,285,956	49,251,675
insurance/benefits	19,259,830	20,570,698	21,753,911	23,021,645	23,878,030
PEHP	474,617	474,617	474,617	474,617	474,617
Total Personnel	65,685,886	67,456,269	69,567,700	71,782,218	73,604,322
Operating	98,283,521	99,266,356	100,755,352	102,266,682	104,312,015
Debt	1,709,431	1,791,484	2,065,581	2,073,843	2,088,360
Capital	5,243,015	5,347,875	5,454,833	5,563,929	5,675,208
Total Expenditures	170,921,853	173,861,984	177,843,465	181,686,673	185,679,906

**FIRST AMENDMENT
TO
REVOLVING LOAN FUND PARTICIPATION
AND ADMINISTRATIVE SERVICES AGREEMENT
(MARATHON COUNTY REVOLVING LOAN FND)**

This First Amendment to Revolving Loan Fund Participation and Administrative Services Agreement (the “Amendment”) is made and effective as of May 18, 2020, by and among MCDEVCO, Inc., a Wisconsin corporation with a principal place of business located at 1415 Merrill Avenue, Suite 140, Wausau, WI 54401 (“MCDEVCO”); Judd S. Alexander Foundation, Inc., a Wisconsin corporation with a principal place of business located at 500 North First Street, Suite 10, P.O. Box 2137, Wausau, WI 54402 (the “Foundation”); and the County of Marathon a Wisconsin municipal governmental authority (the “County”).

RECITALS

A. MCDEVCO, the Foundation, and the County entered into that certain Revolving Loan Fund Participation and Administrative Services Agreement dated as of February 1, 2019 (the “Original Agreement”), pursuant to which the Foundation and the County each agreed to provide certain grant based funds to MCDEVCO in order to create a revolving loan fund to be administered by MCDEVCO in providing “gap” loan accommodations to business customers located Marathon County, Wisconsin, pursuant to the terms and conditions of the Original Agreement.

B. The parties to the Original Agreement desire to amend the Original Agreement in certain respects so as to allow MCDEVCO to access up to Two Hundred Fifty Thousand and No/100ths Dollars (\$250,000.00) of the Grant Commitment (as defined in the Original Agreement) in order to address certain economic needs arising in Marathon County as a result of the COVID-19 pandemic.

AGREEMENT

1. Amendments to Original Agreement relating to COVID-19. Notwithstanding anything to the contrary contained in the Original Agreement, MCDEVCO shall be permitted to access up to Two Hundred Fifty Thousand and No/100ths Dollars (\$250,000.00) of the Foundation’s Grant Commitment (the “Emergency Funding Amount”) in order to make COVID-19 related disaster loans (each, a “Disaster Loan” and collectively the “Disaster Loans”) to small businesses located in Marathon County, Wisconsin (the “Purpose”). The Disaster Loans will be (a) made in a principal amount determined by MCDEVCO, but shall not in any event exceed, with respect to any individual borrower, exceed Twenty Thousand and No/100ths Dollars (the “Maximum Loan Amount”); and (b) made solely for the Purpose and in accordance with the Policy and Procedures Manual attached as Exhibit A.

2. Process for Obtaining Disaster Loan Funding. Once the Application and Review Process (as described in the attached Exhibit A) has been completed by MCDEVCO and a particular borrower has been approved by MCDEVCO as a qualified recipient of one of the Disaster Loans, MCDEVCO shall contact the Foundation in writing (which may be by email correspondence), and shall provide (a) background information relating to the approval of the

Disaster Loan (which shall include, at a minimum, a written description of the approved borrower, the amount of the approved Disaster Loan, a copy of the “eligibility check off form” used by MCDEVCO in approving the Disaster Loan, and any other information reasonably requested by the Foundation; and (b) the date on which the Foundation’s funds are to be delivered to MCDEVCO. In no event shall the total amount of Disaster Loans exceed the Emergency Funding Amount.

3. Counterparts; Facsimile Signatures. This Amendment may be executed in several counterparts all of which, when taken together, shall constitute one agreement. A facsimile or “pdf” signature shall constitute an original signature for purposes of this Amendment.

4. Continued Effectiveness of Original Agreement. Except as expressly amended by the terms of this Amendment, the Original Agreement shall remain in full force and effect.

5. Defined Terms. Capitalized terms not otherwise defined in this Amendment shall have the meanings set forth in the Original Agreement.

JUDD S. ALEXANDER FOUNDATION, INC.

Gary W. Freels, President

MCDEVCO, INC.

Print Name: _____
Title: _____

MARATHON COUNTY

Print Name: _____
Title: _____

EXHIBIT A

Judd S. Alexander Foundation, Inc. and MCDEVCO, Inc.

COVID-19 Disaster Loan – Marathon County Policy and Procedures Manual

This COVID-19 Disaster Loan policy and procedures relates to the February 1, 2019 agreement (the “Original Agreement”) among MCDEVCO, Inc., a Wisconsin corporation with a principal place of business located at 1415 Merrill Ave, Ste. 140, Wausau, WI 54401 (“MCDEVCO”); Marathon County, a Wisconsin municipal governmental authority ; and Judd S. Alexander Foundation, Inc., a Wisconsin corporation with a principal place of business located at 500 First Street, Suite 10, P.O. Box 2137, Wausau, WI 54402 (the “Foundation”).

This policy, which is being adopted in connection with an amendment to the Original Agreement dated as of May 18, 2020, allows MCDEVCO to access up to \$250,000.00 of the \$1,000,000.00 *GAP* financing funds to be used as a disaster loan fund for small businesses located throughout Marathon County. Additional funding needs may be reviewed at a future date based on need throughout the community.

The balance of the Grant Commitment (as defined in the Original Agreement) will be maintained as part of the County Revolving Loan Fund (as defined in the Original Agreement), in accordance with the original purpose of the grant – *GAP* Financing.

Repayment of any COVID-19 Disaster Loans made to small businesses in Marathon County (the “Disaster Loans”) plus interest will be coordinated, administered, and received by MCDEVCO. Any such principal and interest payments received, together with any administrative fees received by MCDEVCO, will be added to the County Revolving Loan Fund (as defined in the Original Agreement) for future *GAP* Financing throughout Marathon County.

This disaster loan program addresses the current needs of small business throughout the county because of COVID-19 and the *Safer at Home* requirements by the State of Wisconsin.

Introduction

MCDEVCO’s mission is to invest in business development and community growth through the integration of resources. We carry out our mission through our values of stewardship, community, respect, empowerment, and encouragement, promotion of the community, ethics, and integrity.

Therefore, it is MCDEVCO and the Foundation’s strategy to support a diverse funding mechanism to respond to the COVID-19 disaster effecting small businesses throughout Marathon County. The disaster loan program would include loans up to \$20,000.00, seeded by \$250,000.00 of the grant fund given to MCDEVCO by the Foundation. The loans will not be based on *GAP* finance lending. For every \$10,000.00 borrowed, we are looking for job retention and/or creation for low-to-moderate income persons. The borrower will be expected to verify the actual number of employees along with allocated use of funds from the loan application to MCDEVCO during the time of the loan.

The National Objective of benefiting low and moderate income persons 24 CFR (570.208 (a)) is met by assisting businesses that create jobs in low-to-moderate income neighborhoods, businesses assisted are low-to-moderate individuals and/or the jobs created or retained by the assisted business is filled and available to low-to- moderate income persons.

Management

MCDEVCO's original agreement May 5, 2018, by and among the Foundation, MCDEVCO, and Marathon County was to implement a stable and secure underwriting process to ensure compliance guidelines and public benefit of workforce development, and to establish new small and expanding businesses across Marathon County. This goal was part of the Original Agreement, along with eliminating blight areas, increasing the tax base, community service, providing education and resources for all businesses in the County.

MCDEVCO is a non-profit organized to undertake community activities including the administration of revolving loan funds and has demonstrated the ability to be a successful administrator of numerous community funds.

The purpose of the Disaster Loans program is to provide low interest loans (3%) to business who have been negatively affected by regulations and management of COVID-19. The Disaster Loans will allow businesses to rehire and/or create positions, order inventory, and handle payables, working capital along with preparing to reopen under phase guidelines from the State of Wisconsin. This document, along with the guidelines, will allow MCDEVCO to follow these outlined policies and procedures for making Disaster Loans. Requests for individual Disaster Loans can be up to a maximum amount of \$20,000.00. Disaster Loans will be for a term of 5 years with the first year requiring no payments and, during years 2 through 5, interest and principal payments will be due. This is not *GAP* financing but a community response to the requirements of the small business community within Marathon County for disaster assistance.

These funds are not to be used for the same expenses that business owners might have already received COVID-19 funding. To eliminate duplication all businesses applying for a Disaster Loan will be required to disclose all duplication of benefits on the application form.

Eligible Activities the Disaster Loan

The following types of activities are eligible for use of the disaster loan funds:

- Re-hiring employees.
- Inventory to reopen business.
- Start-up funds.
- Disinfecting/cleaning of workspaces and building.
- Marketing/advertising of business related to COVID-19.
- Working capital.
- Provide protective equipment to staff and/or clients.
- Cover past due payables.
- Other (to be applicant specified for COVID-19 related costs).

Businesses effected by COVID-19 at any stage are welcome to make applications through MCDEVCO until December 31, 2020, or the funds are depleted.

Application and Review Process

1. A business in Marathon County that has been negatively affected by COVID-19 can apply for loan up to \$20,000.00.
2. Contact MCDEVCO at 715.298.0084 or email them at info@mcdevco.org to receive the application materials. They can also go on line to mcdevco.org to find the form and the process for applying.
3. MCDEVCO staff (and if questions arise will consult with MCDEVCO's loan committee for direction) will review all applications and required documents. MCDEVCO's loan committee will receive applicant lists to review before loans are approved and checks are prepared.
4. MCDEVCO will evaluate all requests by an eligibility check off form that will rate each requirement as having or not having the document and/or meeting the requirement for applying for the disaster loan.
5. MCDEVCO and/or their loan committee, or outside consultants; as necessary will review the submitted application materials and contact applicant for additional materials, if necessary.
6. MCDEVCO staff notifies the applicant of the approval/denial of their loan status.
7. If approved, applicant will receive a commitment letter from MCDEVCO, Inc. outlining the terms of the loan that will need to be signed and returned before or at the time of the funds being disbursed.
8. Loan documents that relate to MCDEVCO will be prepared and signed at the time of disbursing funds. These forms will include a business note and a personal guarantee from the borrower(s).

Criteria for Funding Projects

1. In accordance with the standards for evaluating public benefit, the recipient of a loan must document that at least one full-time equivalent, permanent job per \$10,000 of funds was either rehired or created. The applicant will be required to provide MCDEVCO with a job report at six (6), twelve (12), and annually until the loan is paid.
2. All loans taken out for inventory must provide MCDEVCO with receipts of inventory within the first six (6) months.

No applicant may be denied a grant and/or a forgivable loan on the basis of race, color, national origin, religion, age, handicap, sexual orientation, familial status or sex. The program is also bound by agreements established between MCDEVCO and the Foundation, reviewed and revised to reflect this commitment.

Default of a Disaster Loan

1. MCDEVCO will pursue enforcement of any personal guarantees associated with any particular Disaster Loan.
2. MCDEVCO will review the Disaster Loans and calculate a loan loss reserve.

Administrative Fees - MCDEVCO

Until December 31, 2020, MCDEVCO will receive an administration fee in the total amount of \$7,500 (which constitutes 3% of the overall \$250,000 fund) directly from the Foundation for managing the Disaster Loan program. Such amount shall be invoiced by MCDEVCO to the Foundation at any time following May 18, 2020, and the Foundation will pay such amount with 30 days thereafter (provided,

however, that, once paid, such amount shall reduce the total amount of the Disaster Loan program fund by a commensurate amount). On and after January 1, 2021, MCDEVCO will receive an administration fee on an annual basis directly from borrowers who have received Disaster Loans, and such administrative fee shall total 3% calculated on the total Disaster Loan balance that is then outstanding (i.e., an individual borrower who has received a Disaster Loan in the amount of \$20,000 shall be responsible for an annual administrative fee of \$600). Having MCDEVCO receive administrative fees for the initial year covers their below outlined expenses as the loans will have one year of no payments. The year of no payments is to allow the businesses to get back on their feet and get their cash flow and control of their operations.

Administrative requirements performed by MCDEVCO:

1. Prepare loan guidelines, policies, and procedures.
2. Creation of forms to include but not limited to duplication of benefits affidavit, application and checklist guidelines to qualify for grant and/or loan.
3. Website programing – application and related forms to be located on MCDEVCO’s website for the applicant ease of applying and Safer at Home regulations.
4. Advertising/marketing of the program.

Staffing duties.

1. Review of applications to checklist guidelines.
2. Letters of approval or denial.
3. Loan documentation.
4. Job reporting and follow through for up to 5 Years with the client and the Foundation.
5. Follow up on use of funds per guidelines per applicant.
6. Set up and maintain loan applicant files per audit guidelines.
7. Set up accounting and audit guidelines per funds.
8. Work through audits.
9. MCDEVCO will prepare all files to meet their outside auditor’s expectations.