



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, June 23, 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: 126 210 2199 Password: 100100

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 June 9th, 2020 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports
 - A. Economic Outlook Update
 - B. Mid-year 2020 budget adjustments
 - C. 2021 Budget Timeline
 - D. 2021 Budget Assumptions
 - E. Introduction to Priority Based Budget (PBB)
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
 1. Resolution to Amend the 2018 CIP Library Roof Repair Project and Transfer Funding from the Contingency Fund/CIP Fund-Postponed from June 9
 - B. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. Approval of the 2021 Facilities and Capital Management CIP Requests to be Forwarded to the CIP Committee
7. Announcements (Next Meeting Date and Topics) Next Meeting Date – July 7, 2020, 3:30pm
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 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: K Palmer 6/19/2020 9:15 am
Posted to the County Website:

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time K Palmer 6/19/2020 9:15 am
www.co.marathon.wi.us



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: Tuesday, June 9, 2020 3:30 p.m

Meeting Location: Marathon County Courthouse, County Board Employee Resource Conference Room 500 Forest Street, Wausau WI 54403

Members: John Robinson-in person, Chair, Alyson Leahy, Vice-Chair, Jonathan Fischer-WebEx, EJ Stark-WebEx, Kurt Gibbs-in person, Yee Leng Xiong-WebEx, Craig McEwen-in person

Others: in person-Scott Corbett, Lance Leonhard, Mary Jo Maly, Call in-Peter Weinschenk, Becky Frisch, Kristi Palmer

1. Call to Order-Please silence your cellphones-Chairperson Robinson called the meeting at 3:00 pm
2. Public Comment Portion of the Agenda has been temporarily suspended, pursuant to Marathon County Resolution #R29-20, dated 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 12 and May 26, 2020 Human Resources, Finance and Property Committee Meeting
Motion by *McEwen* and seconded by *Gibbs* to approve the May 12 and 26 minutes, vote unanimous
4. Educational Presentations/Outcome Monitoring Reports-Overview of Financial Metrics-Budgeting During a Crisis: Responding to the COVID19 Recession
Reports provided include the 2020 County Sales Tax through May 2020 and US Bank information on the current economic situation-Discussion only
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
Lance Leonhard went through the 2020 Mid-year budget plan as presented to the committee. *Leonhard requested the committee to give him specific direction on two issue: (1) whether to pursue 25% reduction from the five non-profits that had their funding fully restored during the budget process and (2) whether he should pursue discussions with providers of the Start Right Program for a \$79,000 reduction in county funding during the remainder of 2020.* Robinson-I am not comfortable with making the cuts to the Women's Community and United Way 211 as they are instrumental in providing services during the COVID19 situation. Gibbs- I would ask they we look at the Quartile 4 programs from the Priority Based Budgeting ranking. Robinson-Can we get a savings realized in regards to personnel savings as according to the plan presented? Perhaps another way to look at the personnel strategies for the 2020 budget would be to look at vacancies, recruitments and positions filled. Robison-County Administrator to provide the plan as described to the County Board and have discussions with the non-profits and Start Right to determine where they are at in regards to their programming. There is consensus from the committee for the County Administrator to continue to managing this process and reporting out as appropriate to the committee and County Board. No formal action taken
 - B. Resolution- Resolution-Amend the 2018 CIP Library Roof Project and Transfer Funding from the Contingency/CIP Fund
Palmer discussed the project funding for the Library roof repair. Kaiser provided information on the project cost and answer questions from the committee. There is a concern about the funding from contingency fund. Gibbs requests that the committee (at the June 23 meeting) have a discussion in regards to the funding of the roofing work with the funding coming from the 2021 CIP.
Motion by Gibbs and seconded by McEwen to postpone until the June 23 meeting for action; vote unanimous
 - C. Resolution –Transfer from Contingency Fund or CIP Fund for Sheriff Radio Tower Equipment
This item has been pulled from the agenda-No action taken
 - D. Resolution –Approving Purchase of Real Estate Located at 530 Jackson Street, Wausau, WI 54403
This purchase is part of a Courthouse plan developed in 2012. This parcel was identified in that plan back in 2012. Any rental income that is derived from the property will be returned to the Working Capital Fund in the General Fund.
Motion by Stark and seconded by Xiong to approve the purchase of 530 Jackson Street Wausau, WI, vote unanimous



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Tuesday, June 9, 2020 3:30 p.m.**

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

page 2 of 2

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. Interdepartmental Budget Transfers
Motion by Gibbs and seconded by McEwen 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 – May 2020
Motion by Stark and seconded by Leahy to approve the May 2020 claims; vote unanimous
 2. Denial of Claim
 - 1 Liberty Mutual/Wilber claim-Person claims vehicle damage at CWA due to snow removal. There is no evidence to support the claim.
Motion by Gibbs and seconded by Xiong to disallow the claim; vote unanimous
 - 2 Rural Mutual Insurance Co-Person claims that a Highway Department driver crossed the centerline and the person went into the ditch. They are not able to prove that the snowplow crossed the centerline
Motion by Leahy and seconded by Fischer to disallow the claim; vote unanimous
 - 3 Determination of 2021 Budget Assumptions-Revenue/Expenditure Assumptions
Review 2021 Budget Assumptions for developing the 2021 budget
Palmer provided the 2021 expenditures budget assumptions. Gibbs wondered about revenue assumptions. The revenue assumptions were provided at the May 26 meeting. Gibbs cautions in regards revenue estimates for Shared Revenue, Transportation Aid and Utility Tax payments. They may be lower due to State of Wisconsin budget shortfalls.
Motion by Gibbs and seconded by McEwen to approve the 2021 budget assumptions an pay close attention to the revenue side of the budget with the goal to create a balanced budget and it is implied in the motion that the administrator has the flexibility to realize budgetary goals included in the County Administrator's budget; vote unanimous
7. Announcements (Next Meeting Date and Topics)- Next Meeting Date – June 23, 2020, 4:00pm
 - A. 2021 Budget timeline B. 2020/2021 Economic Outlook Updates C. Library Roof Repair-Action item and D. Introduction to PBB
8. Adjourn by consensus at 5:40 pm

Monthly Market Review



“Injustice anywhere is a threat to justice everywhere.” — Martin Luther King, Jr.

Economic Highlights

- U.S. states and countries around the world sought to boost economic activity and a return to normalcy as many businesses were permitted to re-open under relaxed social distancing measures. Simultaneously, however, long-simmering racial tensions erupted into worldwide protests and the subject of police brutality took center stage after the death of Minneapolis resident, George Floyd. While the world attempts to look itself in the mirror, the uncertainty of the global health crisis remains.
- In an effort to ensure the smooth functioning of financial markets amid the coronavirus pandemic, the U.S. Federal Reserve (Fed) and central banks around the globe continued to ramp up a historic amount of monetary support. The Fed's balance sheet expanded from \$4 trillion to more than \$7 trillion, and included the first purchases of corporate bond exchange-traded funds. The target federal funds rate remains in the 0%-0.25% range.
- U.S. gross domestic product (GDP) fell 5.0% in the first quarter of 2020. Second-quarter GDP is poised to fall much further even as many states begin to rollback “stay at home” measures. Consumer spending and confidence experienced record drops, but early signs of a bottoming have emerged.
- The May U.S. Bureau of Labor Statistics (BLS) labor market report showed that the economy defied expectations for massive job losses and instead added 2.5 million jobs. The unemployment rate fell to 13.3% from 14.7%, which was a post-WWII high. However, many economists doubt that this is a full measure of the status of the jobs market, and the BLS noted that classification errors understated the true rate by about 3%. The number of Americans that have applied for unemployment benefits during the pandemic now exceeds 40 million, and about six million have left the job market since the downturn began.
- ISM Manufacturing and Services PMI surveys rebounded marginally to 43.1 and 45.4, respectively, but remain in contraction territory. Meanwhile, the housing market has held up reasonably well amid low supply.

Bond Markets

- The U.S. Treasury yield curve steepened in the month as yields on maturities from two to five years fell modestly, while 20- and 30-year bond yields rose about 13 basis points (bps).
- For the month, the 2-year and 5-year Constant Maturity U.S. Treasury Indices returned 0.07% and 0.20%, while the 10-year index returned -0.02%.
- A strong surge in corporate issuance was easily digested by robust demand. Yield spreads on investment-grade (IG) corporate bonds continued to decline. By month-end, spreads had retraced about 80% of their widening spike in March. This tightening led to strong performance for the month, with year-to-date returns nearly closing the huge first-quarter performance gap versus Treasuries.

Equity Markets

- U.S. equities cast aside grim economic data amid optimism about a quicker-than-expected recovery. Country-wide protests, staggering unemployment, contraction in manufacturing activity and even renewed tensions between the U.S. and China failed to deter the strong rally from March's lows. In May, the S&P 500 advanced 4.5%; the NASDAQ surged 6.8% and the Dow gained 4.3%.
- Developed market equities also rose sharply, nearly matching the U.S. recovery. Emerging markets lagged as investors assessed their capacity to deal with the economic and health crises. The U.S. Dollar Index pulled back 0.6% over the month.

PFM Outlook

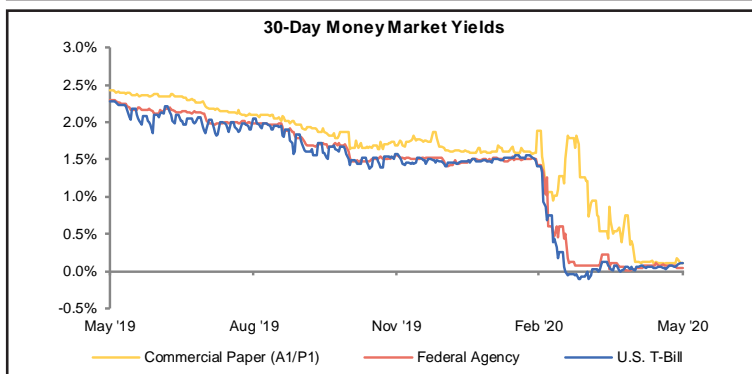
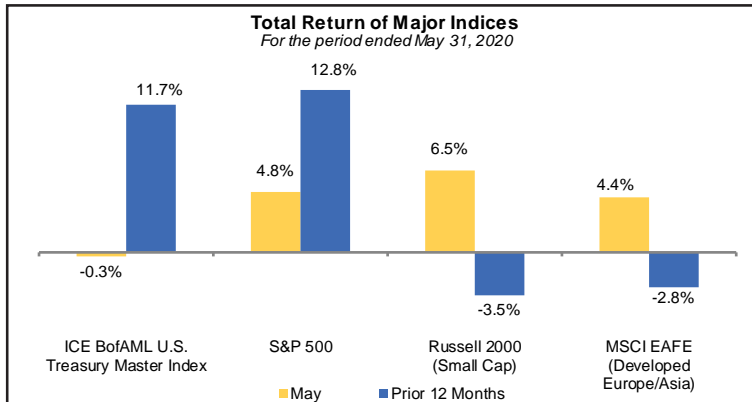
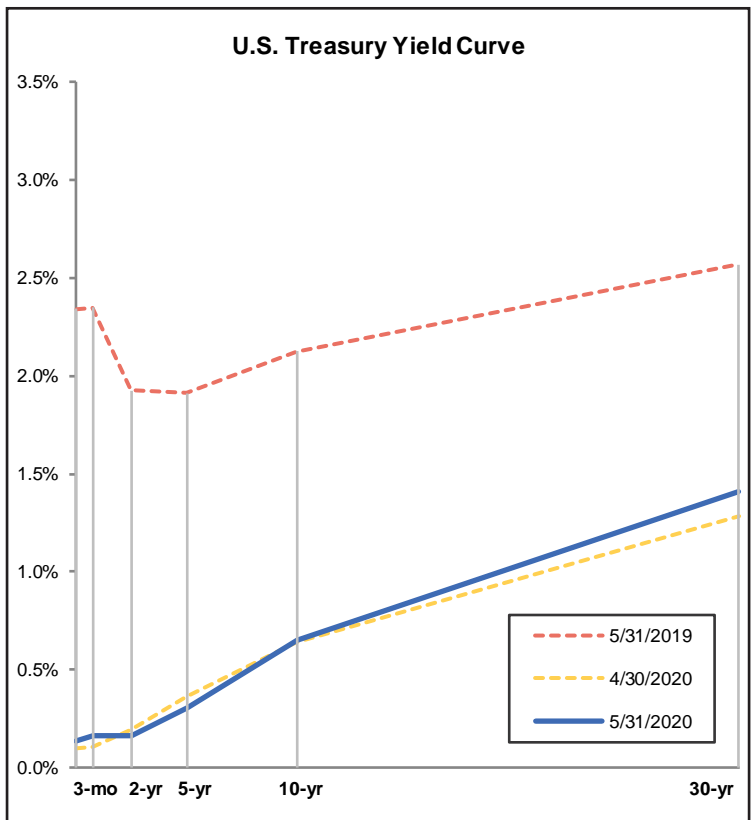
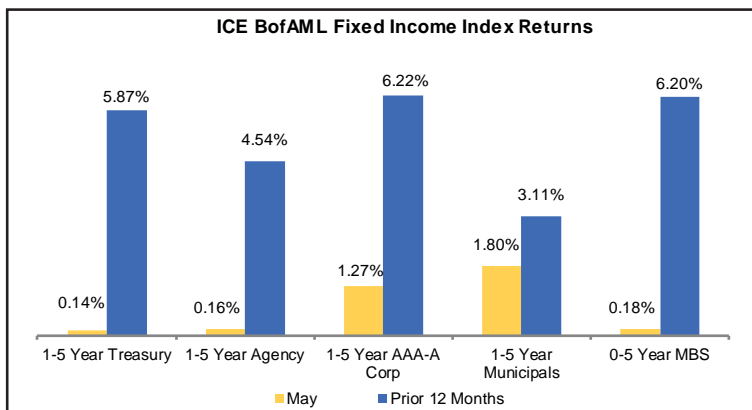
- Balancing the realities of a severe and uncertain economic downturn against the massive and historic support by the Fed and other fiscal authorities supported a benchmark-neutral duration strategy. Since the Fed committed to low rates for the foreseeable future, we believe this continues to be the appropriate strategy and plan to rebalance portfolios as necessary to match index duration extensions.
- In the federal agency sector, the continued value in the form of elevated spreads afforded the opportunity to add to agency allocations at attractive levels, most notably in maturities beyond three years. Conversely, the supranational sector experienced fewer new issues and dwindling opportunities.
- IG corporate yield spreads are much tighter, but still offer value relative to historical norms. Liquidity also improved dramatically over the past two months and investor appetite is strong. As a result of improved trading conditions, backstopped by the Fed's new purchase program, PFM felt more comfortable increasing corporate allocations through selective purchases. We did this with a heightened level of scrutiny into each issuer's industry position and balance sheet strength. New allocations focused on high-quality issuers where valuations remained attractive compared to pre-crisis levels.
- Similar to the corporate sector, the Fed's commitment to supporting the mortgage-backed securities (MBS) sector reduced volatility and helped turn the tide of widening spreads. As the sector stabilized, PFM identified the emerging trend as an opportunity to add to MBS allocations. Our preferred structures include those with lesser prepayment risks and favorable stress test results.
- After pausing all asset-backed securities (ABS) purchases since March, we saw stability return to this sector, and we began to re-enter the ABS market cautiously.
- In short-term markets, huge Treasury bill issuance pushed bill yields higher. At the same time, commercial paper yields collapsed to within 10-15 bps of Treasury bills, completely reversing the brief, crisis-induced sell-off in March and suppressing the value of money market instruments.

U.S. Treasury Yields				
Duration	May 31, 2019	Apr 30, 2020	May 31, 2020	Monthly Change
3-Month	2.34%	0.10%	0.14%	0.04%
6-Month	2.35%	0.11%	0.16%	0.05%
2-Year	1.92%	0.20%	0.16%	-0.04%
5-Year	1.91%	0.36%	0.30%	-0.06%
10-Year	2.13%	0.64%	0.65%	0.01%
30-Year	2.57%	1.29%	1.41%	0.12%

Yields by Sector and Maturity as of May 31, 2020				
Maturity	U.S. Treasury	Federal Agency	Corporates-A Industrials	AAA Municipals
3-Month	0.14%	0.12%	0.45%	--
6-Month	0.16%	0.13%	0.47%	--
2-Year	0.16%	0.21%	0.55%	0.37%
5-Year	0.30%	0.50%	1.00%	0.68%
10-Year	0.65%	1.02%	1.86%	1.29%
30-Year	1.41%	1.75%	2.97%	1.91%

Spot Prices and Benchmark Rates				
Index	May 31, 2019	Apr 30, 2020	May 31, 2020	Monthly Change
1-Month LIBOR	2.43%	0.33%	0.18%	-0.15%
3-Month LIBOR	2.50%	0.56%	0.34%	-0.22%
Effective Fed Funds Rate	2.40%	0.05%	0.05%	0.00%
Fed Funds Target Rate	2.50%	0.25%	0.25%	0.00%
Gold (\$/oz)	\$1,306	\$1,694	\$1,737	\$43
Crude Oil (\$/Barrel)	\$53.50	\$18.84	\$35.49	\$16.65
U.S. Dollars per Euro	\$1.12	\$1.10	\$1.11	\$0.01

Economic Indicators				
Indicator	Release Date	Period	Actual	Survey (Median)
Consumer Confidence	26-May	May	86.6	87.0
GDP Annualized QoQ	28-May	1Q S	-5.0%	-4.8%
PCE Core Deflator YoY	29-May	Apr	1.0%	1.1%
FOMC Rate Decision (Upper)	1-Jun	May	43.1	43.8
Non-farm Payrolls	5-Jun	May	13.3%	19.0%
Unemployment Rate	11-Jun	May 30	20,929k	20,000k
ISM Manufacturing	16-Jun	May	17.7%	8.4%



Source: Bloomberg. Data as of May 31, 2020, unless otherwise noted. The views expressed constitute the perspective of PFM Asset Management LLC at the time of distribution and are subject to change. The content is based on sources generally believed to be reliable and available to the public; however, PFM cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. Investment advisory services are provided by PFM Asset Management LLC, which is registered with the SEC under the Investment Advisers Act of 1940. For more information regarding PFM's services or entities, please visit www.pfm.com.





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
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			

June						
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				

October						
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

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					

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

Resolution # R-____-20

**A RESOLUTION AMENDING THE
2018 CIP LIBRARY ROOF REPAIR PROJECT AND TRANSFER FUNDING FROM THE CIP
FUND AND LIBRARY CAPITAL FUND**

- WHEREAS,** the Board of Supervisors of Marathon County approved the 2018 Library Roof Repair Project; and
- WHEREAS,** since the original project was approved it has been determined that the repairs are more comprehensive and expensive than originally planned, and,
- WHEREAS,** there is currently an unencumbered balance in the 2018 CIP Fund of \$728,953; and
- WHEREAS,** there is currently an unencumbered balance in the 2019 CIP Fund of \$127,690; and
- WHEREAS,** there is currently an unencumbered balance in the Library Capital Fund of \$400,000; and
- WHEREAS,** the Human Resources, Finance and Property Committee has reviewed the request and has recommended approval of the transfer from the following funds:
- 2018 CIP Fund in the amount of \$728,953, 2019 CIP Fund in the amount of \$127,690 and the Library Capital Fund of \$400,000
- WHEREAS,** the Human Resources, Finance and Property Committee has reviewed the request and has recommended amending the 2018 Library Roof Repair Project in the amount of \$1,256,643; and
- WHEREAS,** the Human Resources, Finance and Property Committee has recommended approval of the transfer from the above listed funds to Amend the 2018 Library Roof Repair Project in the 2018 CIP Fund in the amount of \$1,256,643.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve and ordain to amend the 2018 CIP in the Capital Improvement Budget and transfer funds from the 2018, 2019 and Library Capital Fund as indicated above to pay for the cost of the Project.

Dated this 23rd day of June, 2020.

FINANCE, PROPERTY & FACILITIES COMMITTEE

Fiscal Impact: This reflects an amendment to the 2018 CIP Budget. The amendment will not add additional tax levy.

MARATHON COUNTY LIBRARY REPAIR COST₆₋₂₋₂₀

JOB/CONTRACTOR CATEGORY	ACTUAL COST
Dimension IV Architect Services	\$149,510.00
Permits/Testing/Misc - Completed	\$6,000.00
Kolbe and Kolbe Windows for (3) Floors	\$115,297.00
SD Ellenbecker Base Bid/Contractor	\$1,230,000.00
Contingency	\$100,000.00
TOTAL FOR BASE BID WORK	\$1,600,807.00
Alternate 1 - Masonry Crack Repair	\$39,600.00
Alternate 2 - Masonry Caulking	\$63,000.00
Alternate 3 - Masonry Water Repellant	\$80,000.00
TOTAL FOR ALL ALTERNATES	\$182,600.00
GRAND TOTAL FOR ALL WORK WITH ALTERNATES AND CONTINGENCY	\$1,783,407.00
2018 Library Roof Repair Project	\$1,256,643.00
Left Over 2018 CIP Project Money	-\$728,952.73
Left Over 2019 CIP Project Money	-\$127,690.27
Library Will Fund	-\$400,000.00
2018 Funding Remaining	\$0.00
2021 CIP Project Roof Project	\$526,764.00
2021 CIP Funding	-\$526,764.00
	\$0.00

MARATHON COUNTY LIBRARY ROOF REPLACEMENT 6-2-20

	PROJECT	PROJECT NUMBER	ACTUAL COST	BUDGET	LEFT OVER
2018	Social Services Lobby	18SS-01C	\$276,208.06	\$382,500.00	\$106,291.94
	210 River Drive HVAC Replacement	18BM-04C	\$339,138.97	\$512,000.00	\$172,861.03
	212 River Drive HVAC Replacement	18BM-05C	\$775,252.68	\$776,000.00	\$747.32
	212 River Drive Roof Replacement	18BM-07C	\$78,126.63	\$93,000.00	\$14,873.37
	Courthouse Elevator	18BM-02C	\$182,082.11	\$250,000.00	\$67,917.89
	Social Services Elevator	18BM-03C	\$87,380.88	\$250,000.00	\$162,619.12
	MVCC Window Replacement	18NC-01C	\$428,889.14	\$480,000.00	\$51,110.86
	UWMC Chiller Replacement	18UM-04C	\$76,615.19	\$79,000.00	\$2,384.81
	UWMC South Hall Chiller	18UM-01C	\$449,525.50	\$546,000.00	\$96,474.50
	Parking Lot B and Fire Lane Repave	18UM-02C	\$182,794.87	\$194,000.00	\$11,205.13
	Heat Pump Replacement	18UM-05C	\$84,542.90	\$118,000.00	\$33,457.10
	Marathon Park Exhibition Building Wings Roof Replacement	18PO-01C	\$8,400.00	\$10,820.00	\$2,420.00
	Continuation of Park Restroom Replacement	18PO-03C	\$92,985.36	\$99,576.00	\$6,590.64
TOTAL LEFT OVER FOR 2018 PROJECTS CLOSED OUT					\$728,953.71
	Emergency Mgt/Hearing Room	19BM-01C	\$53,309.73	\$181,000.00	\$127,690.27
TOTAL LEFT OVER FOR 2019 PROJECTS CLOSED OUT					\$127,690.27
2018 - 2019 COMBINED LEFT OVER					\$856,643.98



Capital Project Request Form

Project		CIP Funds Requested	\$135,000
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	A & B Unit Roof Replacement at NCHC Campus		
Location	NCHC Campus		
Description	Replace ballasted roof system.		
Date of Request	06/08/21	Project Type	Repair/Replacement
Submitted By	Craig Christians	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Craig.christians@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1 st .	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	Replace existing roof system to prevent water infiltration.																						
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.																						
Departmental Priority (check a different priority for each project)	(High)	<table border="0"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Low)
1	2	3	4	5	6	7	8	9	10														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Related Other Projects																							
Alternatives Considered	1. Keep patching and repairing.																						
Why Alternatives Listed Above Were Rejected	1. 2.																						
Target Start Date	04/01/21	Anticipated Completion Date	09/30/21																				
Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.																							
<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Remove existing membrane and replace in kind. 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Mechanical / Electrical. Asbestos Removal. 																					

3. PROJECT RISK FACTORS

Assumptions	
Dependencies	
Constraints	



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$0.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$135,000.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$135,000.00	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project				Funding Amount
•				\$
•				\$
•				\$
Total CIP Funding Requested		\$135,000		

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?		27
Expected service life (in years) of the existing asset, based on applicable industry standards?		20
Estimated Service Life of Improvement (in years)		20
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

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

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- See attached photos.

-

-



Capital Project Request Form

Project		CIP Funds Requested	\$80,500
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	Courthouse (South) Penthouse Roof		
Location	Courthouse - 500 Forest St		
Description	Replace existing roof membrane and insulation.		
Date of Request	06/03/2020	Project Type	Repair/Replacement
Submitted By	Craig Christians	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Craig.christians@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE			
Project Objective(s)	Replace existing roof membrane with new membrane roof.		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects			
Alternatives Considered	1. 2. 3.		
Why Alternatives Listed Above Were Rejected	1. 2. 3.		
Target Start Date	03/01/21	Anticipated Completion Date	September 1, 2021
Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.			
<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> • Remove and dispose of existing roof system. • Fully adhered roof. • New curbs. • Metal coping. • Building permit. • Insulation. • • • • • 	<p>Not in Scope:</p> <ul style="list-style-type: none"> • HVAC equipment removal. • • • • • • • 	

3. PROJECT RISK FACTORS	
Assumptions	
Dependencies	
Constraints	



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$0.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$80,500.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$80,500.00	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount	
•			\$	
•			\$	
•			\$	
Total CIP Funding Requested		\$80,500		

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	25+	
Expected service life (in years) of the existing asset, based on applicable industry standards?	20	
Estimated Service Life of Improvement (in years)	20	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

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

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- Quote from Nasi Roofing.
-
-



Capital Project Request Form

Project		CIP Funds Requested	\$225,000
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	Envelope Repairs on LVPP Building at NCHC		
Location	NCHC Campus		
Description	Replace/repair brick, plaster, rain gutters, caulking, sealing, painting, some roofing.		
Date of Request	06/08/21	Project Type	Repair/Replacement
Submitted By	Craig Christians	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Craig.christians@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	To make the existing facility water tight and stop future deterioration. Make building serviceable for another 30 years.		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects	LVPP Window Replacement (CIP Request).		
Alternatives Considered	1. Do nothing.		
Why Alternatives Listed Above Were Rejected	1. Possible mold issues. 2. Building Structure compromised.		
Target Start Date	04/01/21	Anticipated Completion Date	09/30/21
Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.			
<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Interior repairs. Soffit / gutter repairs. Roof repairs. Exterior caulking. Brick replacement and tuck pointing. Masonry sealing. Concrete canopy repairs. Plaster repair. 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Asbestos abatement. Windows 	

3. PROJECT RISK FACTORS

Assumptions	If not done – mold, building deterioration.
Dependencies	
Constraints	



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$0.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$225,000.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$225,000.00	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project				Funding Amount
•				\$
•				\$
•				\$
Total CIP Funding Requested		\$225,000		

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	88	
Expected service life (in years) of the existing asset, based on applicable industry standards?		
Estimated Service Life of Improvement (in years)	30	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

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

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- See attached photos.

-
-



Capital Project Request Form

Project		CIP Funds Requested	\$75,000
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	HVAC Design Services Jail Admin and Kitchen		
Location	500 Forest Street, Wausau WI Jail Admin / Kitchen		
Description	HVAC Architecture and Engineering Design for HVAC replacement at jail kitchen and admin.		
Date of Request	06/04/21	Project Type	Repair/Replacement
Submitted By	Troy Torgerson	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Troy.torgerson@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE			
Project Objective(s)	Replace existing NON functioning HVAC air handling unit for the jail admin and kitchen		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects			
Alternatives Considered	1. Do nothing. 2. 3.		
Why Alternatives Listed Above Were Rejected	1. No air exchange in the kitchen currently. 2. Existing air handling unit is not working. 3. Safety. Slip Fall hazard because of humidity on floor.		
Target Start Date	01/01/21	Anticipated Completion Date	06/30/21
Project Scope Statement <i>List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.</i>			
<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Design and Load Calculations. Preliminary HVAC System Description. Design criteria for HVAC narrative. Energy Sources identified. Mechanical rooms sized and located. Cost estimate for the actual replacement. 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Installation construction 	

3. PROJECT RISK FACTORS	
Assumptions	Existing boiler will make it through another 2 more heating seasons.
Dependencies	
Constraints	



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$49,800.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$0.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$49,800.00	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount	
•			\$	
•			\$	
•			\$	
Total CIP Funding Requested		\$ 49,800.00		

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	25+	
Expected service life (in years) of the existing asset, based on applicable industry standards?	20	
Estimated Service Life of Improvement (in years)	30	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

6. OPERATING COST IMPACT

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

7. ECONOMIC AND PUBLIC BENEFIT

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- See attached photos.

-

-



Capital Project Request Form

Project		CIP Funds Requested	\$75,000
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	HVAC Design Services for Steam Removal at NCHC Campus		
Location	NCHC Campus		
Description	Phase 2 of a multi-year project leading to the replacement of a 50 plus year old steam boiler central plant at NCHC. It will allow us to replace inefficient and aging steam heating.		
Date of Request	06/04/21	Project Type	Repair/Replacement
Submitted By	Troy Torgerson	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Troy.torgerson@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	If so, in which year was that project funded?	2020
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	To replace existing steam boilers that are well past their useful life with more efficient equipment.		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects	Campus Remodel, LVPP Boiler Replacement, Other County Depts. moving to campus.		
Alternatives Considered	<ol style="list-style-type: none"> Open space at NCHC and do nothing. Replace with Steam Boilers. 		
Why Alternatives Listed Above Were Rejected	<ol style="list-style-type: none"> Steam is an old technology and isn't used anymore. Trouble getting them serviced and purchasing parts at a reasonable price. Safety. 		
Target Start Date	01/01/21	Anticipated Completion Date	06/30/21

Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.

<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Design and Load Calculations. Preliminary HVAC System Description. Design criteria for HVAC narrative. Energy Sources identified. Mechanical rooms sized and located. 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Installation
--	---	--

3. PROJECT RISK FACTORS

Assumptions	Existing boiler will make it through another 2 more heating seasons.
Dependencies	
Constraints	



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$75,000.00			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$0.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$75,000.00	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount	
•			\$	
•			\$	
•			\$	
Total CIP Funding Requested		\$75,000		

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT		
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	50+	
Expected service life (in years) of the existing asset, based on applicable industry standards?	30	
Estimated Service Life of Improvement (in years)	30	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

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

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- See attached photos.

-
-



Capital Project Request Form

Project	Library roof	CIP Funds Requested	\$526,763.52
Project Number	(Do NOT fill in – for use by F&CM Department)		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	Library roof replacement		
Location	Wausau Branch		
Description	Replace asphalt Shingles and replace with standing seam roofing		
Date of Request	06/11/2020	Project Type	Repair/Replacement
Submitted By	Craig Christians	Phone	715-261-6980
Department	Facilities Capital Management	Email	craig.christians@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	1
Is this request a continuation of a previously funded CIP project?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	If so, in which year was that project funded?	2019
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	Replace asphalt shingled roofing with sleeper system new OSB decking and steel roofing		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects	2017 Library Flat Roof Replacement, 2019 Envelope Repairs, 2020 Masonry Repairs		
Alternatives Considered	1. Keep trying to patch leaks. 2. Do nothing. 3.		
Why Alternatives Listed Above Were Rejected	1. 2. 3.		
Target Start Date	4/1/2021	Anticipated Completion Date	July 1, 2021
Project Scope Statement <i>List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.</i>			
<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> • Remove the existing asphalt shingles • Install new sleeper system and roof sheathing • Install new standing seam roof system • • • • • • • • 	<p>Not in Scope:</p> <ul style="list-style-type: none"> • Flat roof work • wall panel removal or reinstallation • • • • • • • 	



Capital Project Request Form

3. PROJECT RISK FACTORS

Assumptions	
Dependencies	
Constraints	

4. PROJECT COST

Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$0.00			
Land Acquisition	\$0.00	Fiscal Year	Amount	\$0.00
Construction	\$526,763.52	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$526763.52	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount	
•			\$	
•			\$	
•			\$	
Total CIP Funding Requested		\$552150.00		

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

If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	26	
Expected service life (in years) of the existing asset, based on applicable industry standards?	30	
Estimated Service Life of Improvement (in years)	30	
Future Estimated Recurring Costs	Annual Operating Costs	\$0.00
	Annual Maintenance Costs	\$0.00
	Other Non-Capital Costs	\$0.00
	Total Recurring Costs	\$0.00
Estimated Return on Investment (in years)		



Capital Project Request Form

6. OPERATING COST IMPACT	
Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
This roof has had many leaking issues and the leaks have damaged drywall, insulation and ceilings which are being continually fixed. If the roof is corrected these repairs will stop.	
Will this project lead to increased efficiency or productivity? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project provide an additional revenue generating opportunity? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

-
-
-



Capital Project Request Form

Project		CIP Funds Requested	\$688,000
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	Lake Veiv Professional Plaza Window replacement		
Location	1200 Lake View Drive		
Description	Replace existing windows		
Date of Request	06/03/20	Project Type	Repair/Replacement
Submitted By	Troy Torgerson	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Troy.torgerson@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	If so, how many times has the request been submitted previously?	3
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	Weather tight building envelope, weather tight efficient windows. This will be part of the new countywide work service plan and occupied by Marathon County.		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects			
Alternatives Considered	<ol style="list-style-type: none"> Do nothing, continue to maintain. 		
Why Alternatives Listed Above Were Rejected	<ol style="list-style-type: none"> Age of windows Windows continue to develop leaks. Safety issue. People lean against and they have fallen out. 		
Target Start Date	05/01/21	Anticipated Completion Date	09/30/21

Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.

<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Removal of existing windows. Installation of new windows. Interior drywall repair. All needed flashing. Clean up. 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Mold clean up if needed.
--	---	--

3. PROJECT RISK FACTORS

Assumptions	No mold in walls, insulation is dry.
Dependencies	
Constraints	Daily operation if occupied.



Capital Project Request Form

4. PROJECT COST			
Estimated Cost Components		Cost Allocation Per Fiscal Year	
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:	
Final Design and Engineering	\$0.00		
Land Acquisition	\$0.00	Fiscal Year 2021	Amount \$688,000
Construction	\$688,000	Fiscal Year	Amount \$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount \$0.00
Other:	\$0.00	Fiscal Year	Amount \$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount \$0.00
Project Budget (total of estimated cost components)	\$688,000	←----- (sum of above should equal) -----!	
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount
•			\$
•			\$
•			\$
Total CIP Funding Requested		\$688,000	

5. ASSET LIFE, RECURRING COSTS, AND RETURN ON INVESTMENT	
If an existing asset (facility or equipment) is being renovated or replaced, what is the age of the existing asset in years?	30
Expected service life (in years) of the existing asset, based on applicable industry standards?	20
Estimated Service Life of Improvement (in years)	20
Future Estimated Recurring Costs	Annual Operating Costs \$0.00
	Annual Maintenance Costs \$0.00
	Other Non-Capital Costs \$0.00
	Total Recurring Costs \$0.00
Estimated Return on Investment (in years)	



Capital Project Request Form

6. OPERATING COST IMPACT	
Will this project lead to a reduction in personnel or maintenance costs? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Current maintenance calls due to leaks or other problems.	
Will this project lead to increased efficiency or productivity? If yes, please explain below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
New windows will operate more efficiently from an energy perspective.	
Will this project provide an additional revenue generating opportunity? If yes, please explain below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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



Capital Project Request Form

Page
5 of 5

8. RELATED DOCUMENTS

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

- Photos of existing windows
-
-



Capital Project Request Form

Project		CIP Funds Requested	\$381231.37
Project Number	<i>(Do NOT fill in – for use by F&CM Department)</i>		Request for Year 2021

General Instructions for completing this form:

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

1. REQUEST INFORMATION			
Project Title	NCHC Campus A & B Building – Architecture/Engineering for Renovation for SS move to Lake View Campus		
Location	1100 Lake View Dr		
Description	Design work of vacated NCHC building space.		
Date of Request	06/03/2020	Project Type	Design and Engineering
Submitted By	Troy Torgerson	Phone	715-261-6980
Department	Facilities and Capital Management	Email	Troy.torgerson@co.marathon.wi.us
Has this request been approved by the appropriate standing committee or board.	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>Minutes of the meeting in which the funding request was approved must be submitted to F&CM Dept. prior to July 1st.</i>	
Has funding for this project been requested previously but not ranked high enough to be funded?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, how many times has the request been submitted previously?	
Is this request a continuation of a previously funded CIP project?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	If so, in which year was that project funded?	
Will this project be closed out within three years of the fiscal year in which it was funded? If not, please explain why below.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this project necessary due to a federal, state, or local legal mandate? If yes, please identify the specific mandate below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Will this project comply with recommendations or objectives addressed in an adopted plan (e.g. strategic plan), referendum, or study? If yes, please identify the specific plan, referendum, or study below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		



Capital Project Request Form

2. PROJECT DEFINITION AND SCOPE

Project Objective(s)	Consolidate county facilities. Save on utility costs. Possible rental income of vacated buildings.		
Alignment to Departmental Mission Statement	The department performs maintenance and custodial duties to maintain County facilities, equipment, machinery, and furnishings in good repair and in clean orderly, and safe condition for Marathon County employees and patrons. The department will preserve and extend the useful life of existing facilities, maintaining the appearance of buildings and grounds, assist in the efficient usage of space, provide emergency repairs and preventive maintenance of equipment and structures.		
Departmental Priority (check a different priority for each project)	(High)	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
Related Other Projects			
Alternatives Considered	<ol style="list-style-type: none"> Do nothing. Move Social Services to a different building. 		
Why Alternatives Listed Above Were Rejected	<ol style="list-style-type: none"> The move of social services to the NCHC campus is part of the long term plan for Marathon County. 		
Target Start Date	01/01/21	Anticipated Completion Date	06/30/21

Project Scope Statement List the major components of the project's scope of work below. Refer to documentation such as RFP's, proposals, functional specifications, etc. to set and limit the project scope.

<p>"In Scope" = everything the project will include to meet the requirements of the project objectives.</p> <p>"Not in Scope" = any responsibilities, activities, deliverables, or other areas that are NOT to be funded as part of this project, even though they may have some relation to it.</p>	<p>In Scope:</p> <ul style="list-style-type: none"> Conceptual Design. Design Documents. Schematic Design. Construction DOC Construction Admin 	<p>Not in Scope:</p> <ul style="list-style-type: none"> Construction
--	--	--

3. PROJECT RISK FACTORS

Assumptions	Social Services will still be moving to the NCHC campus.
Dependencies	NCHC staff moving into current MVCC 1 st floor prior to the remodeling
Constraints	NCHC staff move upon completion of remodel (timing of the start of the remodel)



Capital Project Request Form

4. PROJECT COST				
Estimated Cost Components		Cost Allocation Per Fiscal Year		
Preliminary Design or Study	\$0.00	If project funds can be allocated over more than 1 year, please indicate the amount to be allocated for each year below:		
Final Design and Engineering	\$381231.37			
Land Acquisition	\$0.00	Fiscal Year 2021	Amount	\$0.00
Construction	\$0.00	Fiscal Year	Amount	\$0.00
Equipment/Furnishings	\$0.00	Fiscal Year	Amount	\$0.00
Other:	\$0.00	Fiscal Year	Amount	\$0.00
Miscellaneous Costs	\$0.00	Fiscal Year	Amount	\$0.00
Project Budget (total of estimated cost components)	\$381231.37	←----- (sum of above should equal) -----!		
Is this project to be funded entirely with CIP funds?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If not, list below any other (non-CIP) funding sources for this project			Funding Amount	
•			\$	
•			\$	
•			\$	
Total CIP Funding Requested			\$	

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



Capital Project Request Form

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

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



Capital Project Request Form

8. RELATED DOCUMENTS

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

- NCHC project status update
-
-

