



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**

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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

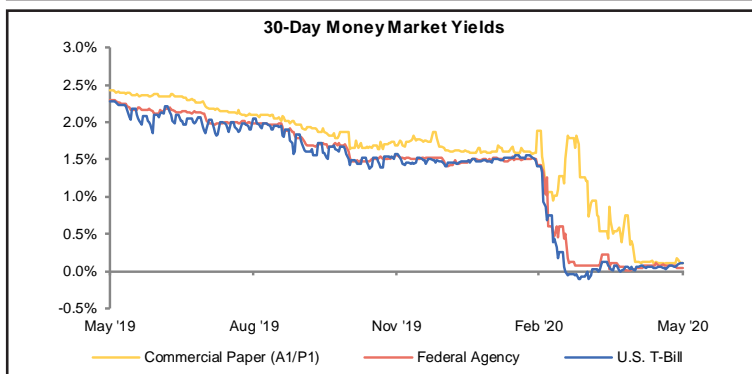
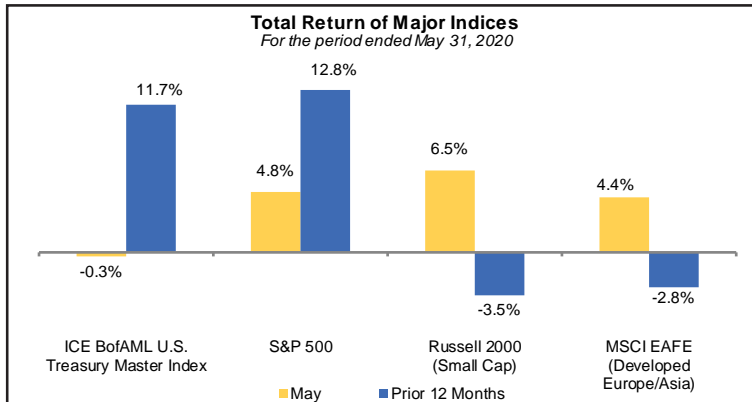
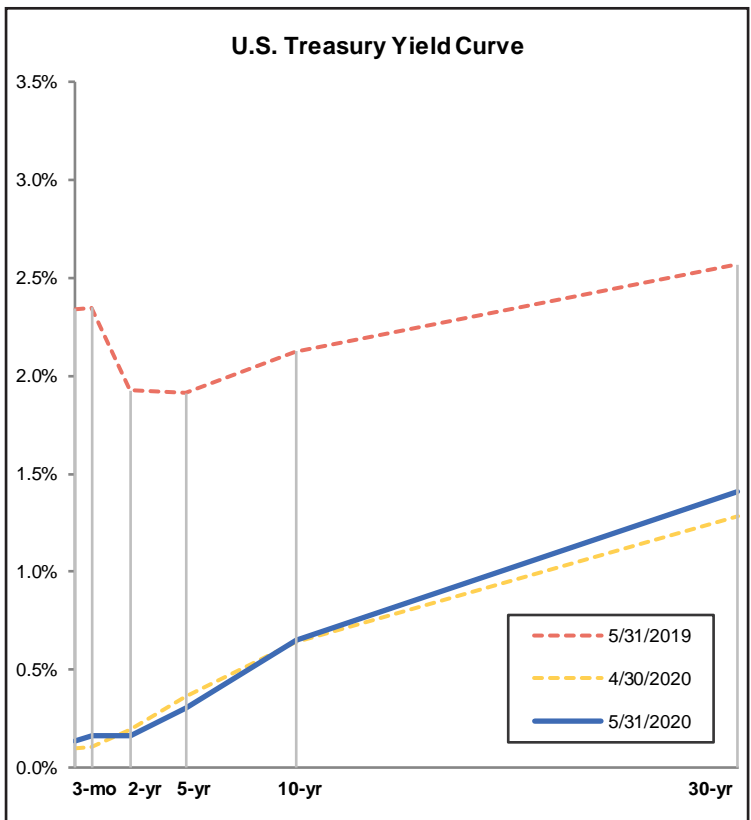
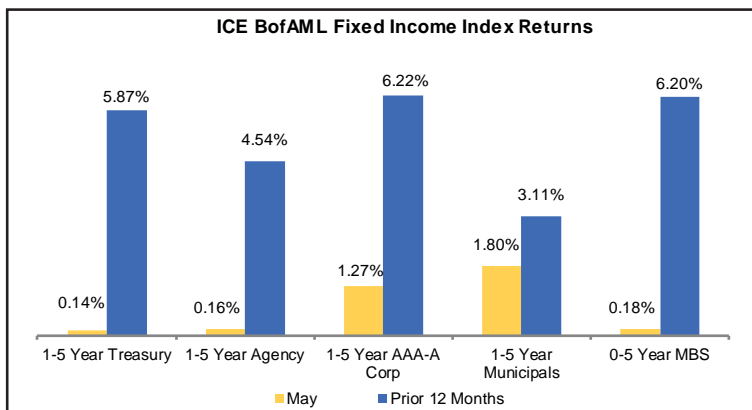
- Balancing the realities of a severe and uncertain economic downturn against the massive and historic support by the Fed and other fiscal authorities supported a benchmark-neutral duration strategy. Since the Fed committed to low rates for the foreseeable future, we believe this continues to be the 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.

Priority Based Budgeting Ranking of Non-profits

Numbers in red were amended back to 2019 funding levels

Department	Quartile	Program Name	2019 Expense	2020 Expense	2020 Revenue	2020 Net expense	% of program	Program description
GG	4	Educational Bootcamp (Business Incubator)	\$40,000	\$40,000	\$0	\$40,000	100%	County's contribution to the Business Incubator for new business development through a training program
GG	4	Healthy Teen Initiative	\$25,000	\$18,750	\$0	\$18,750	100%	Support healthy teens
GG	4	Historical Society	\$54,376	\$54,376	\$0	\$54,376	100%	Agencies Maintains County's records and provides history museum
GG	4	Marathon County Agricultural Society, Inc (Wisconsin Valley Fair)	\$20,000	\$15,000	\$0	\$15,000	100%	Though the fair is our main event, we are the Marathon County Agricultural Society at heart. It is our goal to keep the tradition of agriculture present, even in this day and age where things are becoming more digital and technology-based. We offer families a place to explore and feel the sense of community that Marathon County really has to offer. The fair may only be six days long, but the impact of it is seen year round. We are able to partner with 4-H and local FFA chapters to allow youth a place to display their work. Kids put a lot of effort and time into readying their projects for the fair. Since we are truly the fair of Marathon County, our Open Class projects allow area adults a similar opportunity. We also have many educational displays throughout the grounds to enrich the knowledge of fair-goers. With an average attendance of over 140,000 people, we have the unique position of being able to connect with many individuals at just one event. We allow day cares, nursing homes and other facilities to bring groups of residents to enjoy the fair with no cost to them.
GG	4	Marathon County Crime Stoppers	\$5,000	\$3,750	\$0	\$3,750	100%	Marathon County Crime Stoppers (MCCS) is a non-profit 501(c)(3) that has served the community for 26 years by providing crime tip information and service to every law enforcement agency within Marathon County. As a civilian Board of Directors, we partner with law enforcement, media, school districts, the DA's office, and citizens to encourage members of the community to assist law enforcement in fighting crime by overcoming the two key elements that inhibit involvement: fear and apathy. Ultimately, MCCS provides anonymity in reporting in three ways: a toll-free phone number, a website, and an encrypted tip app for our community to assist law enforcement in solving crime. Citizens are eligible to receive a cash reward when tips solve a crime or lead to the arrest of an offender. As part of our effort to keep our community safe, MCCS also operates a Campus Crime Stoppers program. In an era where incidents of school violence continue to occur, establishing more opportunities for our students to anonymously share concerning information is vital. Through the Campus Crime Stoppers program, students can receive a cash reward not only for reporting information leading to the seizure of alcohol, drugs, and weapons on campus, but also for reporting information that aids in solving other cases around criminal activity threatening the safe and secure environment our schools work hard to create.
GG	4	MCDEVCO	\$180,000	\$135,000	\$0	\$135,000	100%	MCDEVCO has three strategic goals for Marathon County. 1)GAP Financing - New small businesses, existing small businesses that are expanding, investment in larger project with significant community/economic development, improvement of undeserved and/or distress areas, create and retain jobs, and development of community services. 2)Entrepreneur Education - Since 2018 MCDEVCO has run 29 educational programs for entrepreneurs to learn new skills, update skills, and/or improve their management skills of their business - We have partnered with the Women's Community, the YMCA, DC Everest, and the Wausau Chamber with New partnerships being formed with the UW Extension and 4H to educate new entrepreneurs - Opened the GEARS Center a new co-working/idea space for entrepreneurs, small businesses, independent contractors etc... to give them the resources to succeed 3)Women mentoring women entrepreneurs - Programming and mentoring to assist women to start and grow new businesses, learn how to become leaders/managers, teach business skills, and fill the GAP with understanding business.
GG	4	Partnership for Progressive Agriculture	\$20,000	\$15,000	\$0	\$15,000	100%	The Partnership for Progressive Agriculture ("PPA") develops and supports valuable networks in and around the Marathon County regional community to educate, promote, and advocate for diverse and sustainable agriculture. PPA is a non-profit organization that serves as an agricultural umbrella organization for agribusinesses, farmers, educators, and consumers in northcentral Wisconsin. PPA promotes, educates, and advocates for agriculture in northcentral Wisconsin. PPA consistently reaches a significant number of consumers and farmers annually in northcentral Wisconsin through promotional and educational events. Educational programs and events benefit Marathon County by providing the public with opportunities to build agricultural literacy and awareness of how food is produced and where it comes from. Those programs also encourage consumers to make educated, healthy choices when it comes to food. PPA also hosts a number of educational events for the farming and agribusiness community to encourage best practices and sustainability that helps grow Marathon County's agriculture businesses. This volunteer-driven organization also plans and executes agriculture education events to help share the strong agricultural tradition of northcentral Wisconsin.
GG	3	North Central Community Action Program	\$33,757	\$33,757	\$0	\$33,757	100%	Permanent Supportive Housing is a Housing First program that houses persons who are homeless due to AODA issues (opioid, alcohol, methamphetamines, and other drugs), mental health issues, and persons who are physically disabled. After the persons are housed, we then work to address those issues that caused them to become homeless. North Central Community Action Program secures housing for 10 households in this program and provides intensive case management and wrap around services to assist these persons in overcoming and/or managing their issues. Services provided include taking clients to and from counseling appointments (when needed), to and from medical/dental appointments (when needed), providing life skills and soft skills to obtain and retain employment, financial budgeting, mentoring, connection to resources (partner agencies in the community) to assist with assimilating into everyday life i.e., Community Corner Clubhouse for those with mental health issues, Division of Vocational Rehabilitation for those struggling with physical, cognitive or mental health barriers to find employment in an occupation where the client can succeed in, etc.
GG	3	United Way of Marathon County	\$40,000	\$40,000	\$0	\$40,000	100%	2-1-1 is a non-emergency confidential information and referral helpline designed to provide individuals, families and organizations with access to information about, and referrals to, health and human services in everyday situations and times of disaster. 2-1-1 is accredited by the Alliance of Information and Referral Systems (AIRS) and operates according to national AIRS Standards, which sets expected practices for measuring quality and effectiveness of service delivery and resource database management. Certified and trained Information and Referral Specialists are available 24 hours a day, 7 days a week to help with health and human service needs. Specialists assess the person's needs by working with them to better understand the situation, more clearly define the presenting need and any other needs they may have in order to provide information and referrals to appropriate services. Specialists problem solve with individuals when limited or no resources are available to meet their needs, and may advocate for them when they demonstrate a barrier or difficulty accessing services by transferring directly to service providers. Specialists follow up with people when necessary to ensure they were able to get the help needed from the referrals. Community members and organizations can call the 2-1-1 helpline 24 hours a day, 7 days a week to speak with a specialist; text with a specialist Monday – Friday 8am – 4pm; chat with a specialist Monday – Friday 8am – 12noon; send a request by email or mail; search for resources using the public online database. Language interpreter service is available to callers who need it. Certified and trained Resource Specialists manage our database of over 1,330 resource records by working with partner agencies to keep their information accurate and up to date. 2-1-1 is available nationally. 2-1-1 is the only comprehensive information and referral provider that serves Marathon County.
GG	3	The Women's Community	\$75,000	\$75,000	\$20,000	\$55,000	73%	Provide counseling and emergency shelter for victims of domestic abuse



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
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31						

September						
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June						
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28	29	30				

October						
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July						
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November						
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29	30					

August						
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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

Basics for FH

Projections: Constant Annual Projections or Variable Annual Projections

- Can be created to model different circumstances and applied to different scenarios
- Editable at the line item level
- Can be applied to different scenarios
- Created on Projections tab or with download/upload on Util tab
- Projection sets can be applied to a scenario on the scenario tab
- Individual line items can be modeled on plots page by selecting them on the projections tab

Initiatives: Decisions that could be made to illustrate impacts

- The dollar amount impact of any defined decision
- Can be spread across Expenses and Revenues, both OneTime and OnGoing
- Can be turned on and off to be applied to different Scenarios
- Created on the Initiatives tab
- Can be applied to a scenario on the scenario tab
- Selected initiatives will display on the plots page

Scenarios: The big picture backdrop outline a set of circumstances

- Impacted by projections and initiatives

Chosen initiatives and projections display on the left navigation. Years can be edited for Initiatives and values can be edited for Projections

The uploaded and projected data that is displayed on the plots is listed here. You can edit this on the scenario tab

Initiatives -

Unselect All Search

- 2022 → New Recreation Center
- 2020 ↓ Water - Asset Management Plan
- 2023 ↓ New Fire House
- 2023 ↓ Comp Study Recommendations
- 2018 ↓ 10-year CIP
- 2020 → Sales Tax Decline 20% (little 'v')
- 2021 ↑ Federal/State COVID Support
- 2020 → 2020 Mid-year Budget Adjustment
- 2020 → Updated Mid-Year Budget Adjustment
- 2020 → Recovery followed by return of shelter in-place
- 2020 → The 'L' (initial hit, followed by recession)
- 2020 → Merging Fleet - Regional Solution

Projection Values (%) -

Salaries and Wages-Regular Salaries-

Taxes2-Property Taxes-Property Taxes - Current Year

Total Revenues and Expenses

On-Going Revenues and Expenses

Total Fund Balance

One-Time Revenues and Expenses

Fund

General Fund

Legend -

- 2014 - Actual
- 2015 - Actual
- 2016 - Actual
- 2017 - Actual
- 2018 - Actual
- 2019 - Actual
- 2020 - Projections (calc)
- 2021 - Projections (calc)
- 2022 - Projections (calc)
- 2023 - Projections (calc)

Plot Start Balance (General Fund): 2014 \$6,704,781

Calc projection basis: 2019 Actual

- Hold Axis Limits
- Hide Baseline Scenario
- Hide Interfund Transfers

You can choose if and where to apply each initiative. By assigning an initiative to a fund, you will now see that initiative in the left navigation on the plots page

Scenario: Worst Case - 1

Choose plotted budgets

ID	Name	Year	Plot
1	Actual	2014	<input checked="" type="checkbox"/>
2	Actual	2015	<input checked="" type="checkbox"/>
3	Actual	2016	<input checked="" type="checkbox"/>
4	Actual	2017	<input checked="" type="checkbox"/>
5	Actual	2018	<input checked="" type="checkbox"/>
6	Actual	2019	<input checked="" type="checkbox"/>
7	Projected	2020	<input type="checkbox"/>
8	Projected	2021	<input type="checkbox"/>
9	Projected	2022	<input type="checkbox"/>
10	Projected	2023	<input type="checkbox"/>

Number of calculated projection years

Projected Years

0 4 10

1 2 3 4 5 6 7 8 9 10

Choose Initiative Set

ID	Name	Type	Fund
15	10-year CIP	ExpOnly	General Fund
19	2020 Mid-year Budget Adjustment	Mixed	General Fund
11	Comp Study Recommendations	ExpOnly	General Fund
25	Cuts and reductions to staff	Mixed	
21	Event Center	Mixed	
17	Federal/State COVID Support	RevOnly	General Fund
13	Marijuana	RevOnly	
28	Merging Fleet - Regional Solution	Mixed	General Fund
10	New Fire House	ExpOnly	General Fund
6	New Recreation Center	Mixed	General Fund
23	Recovery followed by return of shelter in-place	Mixed	General Fund
16	Sales Tax Decline 20% (little 'v')	Mixed	General Fund
22	Sales Tax Decline 50% (big 'V')	Mixed	
18	Sales Tax Hit (-10% GF Revenue)	Mixed	
26	Solve for the 3-month worst case scenario - expense reduction	Mixed	
27	Staff reduction of 5%	Mixed	
24	The 'L' (initial hit, followed by recession)	Mixed	General Fund
20	Updated Mid-Year Budget Adjustment	Mixed	General Fund
9	Water - Asset Management Plan	ExpOnly	General Fund

Download Included Initiatives - Budget View

Download Included Initiatives - Database View

Choose Projection Set

Choose projection set

- 1: AdminDefaults
- 3: Summer Admin Test (owner)
- 2: UserDefaults (owner)

Download Current Projection Calcs

Background Scenario

none

You can choose a set of projections to model in any given scenario. To edit a projection set, you can either download and upload on the Util tab, or select the radio button for the set you want to edit and then go to the Projections tab

Click on the 3 lines to open a menu so that you can sort which line items are in the table

You can edit projections as a group here

You can edit projections by line item here - hit "return" after each entry

Edit all Constant Annual Projection values for current/filtered table values.

Set OnGoing CAP% vals - ALL SHOWN IN TABLE

Set OnGoing CAP% vals - SELECTED ONLY

Projection Set: Summer Admin Test

Scenario: Worst Case - 1

Basis Budget: 2019 Actual

ProjID	AcctType	Fund	Category	Object	SubObject	OG_Basis\$	OG_ProjType	OG_CAP%	addToMenu
163	Revenue	General Fund	Taxes2	Property Taxes	Property Taxes - Current Year	9337372	CAP	1	
164	Revenue	General Fund	Taxes2	Property Taxes	Property Taxes - Previous Year	0	CAP	3	
165	Revenue	General Fund	Taxes2	Property Taxes	Interest on Property Taxes	0	CAP	3	
166	Revenue	General Fund	Taxes2	Other Taxes	Franchise Fees	2288880	CAP	1	
167	Revenue	General Fund	Charges for Services	Passport Fees and Photos		0	CAP	3	
168	Revenue	General Fund	Charges for Services	Recreation User and Program Fees		130778	CAP	3	
169	Revenue	General Fund	Charges for Services	Facility Rentals and Fees		34801	CAP	3	
170	Revenue	General Fund	Charges for Services	Street Tree Fees		0	CAP	3	
171	Revenue	General Fund	Charges for Services	Fleet Services		6763	CAP	3	
172	Revenue	General Fund	Charges for Services	Durham Police Contract		140124	CAP	3	
173	Revenue	General Fund	Charges for Services	Police Services - TriMet		150800	CAP	3	

If you want to pull individual line items over to the plots page to model different projections in a demo, check this box

Resolution # R-____-20

**A RESOLUTION AMENDING THE
2018 CIP LIBRARY ROOF REPAIR PROJECT, ACCEPTING TRANSFER FROM THE
LIBRARY CAPITAL FUND, AMENDING PRIOR BUDGETS AND CREATING A PRIORITY
CIP PROJECT IN 2021**

- 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,** the low bid to complete repairs requires additional funding in the amount of \$1,783,407; and
- WHEREAS,** there is currently an unencumbered balance in the 2018 Capital Improvement Program (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 amendment of prior budgets and a transfer from the Library Capital Fund, described above, totaling, \$1,256,643; and
- WHEREAS,** the remaining balance to complete repairs is \$526,764; and
- WHEREAS,** § 65.90(5)(a), Wis. Stats., dictates that appropriations in the Marathon County budget may not be modified unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors.
- WHEREAS,** the Human Resources, Finance and Property Committee has reviewed other options of funding the remaining balance and has voted to recommend that the Board designate the remaining balance of the Library Roof Repair as a CIP project for 2021 and approve it now as the highest priority CIP project for next year, notwithstanding the County's current policy of ranking projects.

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 Budget to do the following:

1. Transfer the amount of \$728,953 in unencumbered funds within the 2018 CIP Fund ,
2. Accept a transfer in the amount of \$127,690 from unencumbered 2019 CIP Fund
3. Accept a transfer from Library Capital Fund in the amount of \$400,000.

BE IT FURTHER RESOVED that the remaining balance of the Library Roof Repair (\$526,764) is hereby designated and approved as a CIP project for 2021 with the highest priority for funding in the 2021 Budget, notwithstanding the County's current policy of ranking projects.

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)	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 type="checkbox"/> 8 <input checked="" type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/>	(Low)
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.

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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)	<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 checked="" type="checkbox"/></td> <td><input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
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. • • • • • • •
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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)	<input type="checkbox"/> 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	(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.
-
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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 2 3 4 5 6 7 8 9 10 (Low) <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Related Other Projects	Campus Remodel, LVPP Boiler Replacement, Other County Depts. moving to campus.	
Alternatives Considered	1. Open space at NCHC and do nothing. 2. Replace with Steam Boilers. 3.	
Why Alternatives Listed Above Were Rejected	1. Steam is an old technology and isn't used anymore. 2. Trouble getting them serviced and purchasing parts at a reasonable price. 3. Safety.	
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. 	<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.

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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 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 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 • • • • • • • •
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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.

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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	1. Do nothing, continue to maintain. 2. 3.		
Why Alternatives Listed Above Were Rejected	1. Age of windows 2. Windows continue to develop leaks. 3. 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 <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"> • 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

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	1. Do nothing. 2. Move Social Services to a different building. 3.		
Why Alternatives Listed Above Were Rejected	1. The move of social services to the NCHC campus is part of the long term plan for Marathon County. 2. 3.		
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
-
-



Rolling Stock Request Form

1. DEPARTMENT AND CONTACT INFORMATION			
Department		Facilities Capital Management	
Submitted By	Terry Kaiser	Phone	715-848-4374
Date	June 1, 2021	Email	terry.kaiser@co.marathon.wi.us

2. VEHICLE/EQUIPMENT REQUESTED				
Priority	# of Units	Description of Vehicle/Equipment (year, make, model)	Alternate Funding Source	Cost
1	1	2020 Venrac Tractor		\$40,000

3. DO ALL OF THE REPLACED VEHICLES MEET THE ROLLING STOCK CRITERIA?		
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	If not, indicate why below

4. FOR EACH VEHICLE/EQUIPMENT LISTED ABOVE INDICATE WHAT VEHICLE/EQUIPMENT IT WILL REPLACE				
Priority	Description of Requested Vehicle/Equipment (listed above)	Description of Vehicle/Equipment to be Replaced	Year of Vehicle to be Replaced	Meter/Mileage of Vehicle to be Replaced
1	2020 Utility Vehicle	VenracTractor	2009	