



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, September 8, 2020 3:30 p.m.**

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

Members: **John Robinson, Chair, Alyson Leahy, Vice-Chair, 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: 269 940 263

Password: none

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
3. Approval of the Minutes of the August 25, 2020 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports-
 - A. Broadband Update
5. Policy Issues Discussion and Possible Action by Committee to Forward to the County Board
 - A. Discussion regarding County Board educational presentation on implicit/explicit bias and institutional/structural discrimination and their impact on Marathon County's ability to achieve its goals (presentation available here - <https://www.youtube.com/watch?v=k6lxZiSeZJ>)
 - 1) What opportunities do you see to improve our policies and practices to enhance diversity and inclusion and help us meet Objective 3.8 of the Comprehensive Plan?
 - B. Update on the County's discussion with the Village of Maine relative to County's potential purchase of property on Highway U in the Village of Maine and City of Wausau for the purposes of constructing future County Facilities, specifically, the request from the Village for a Payment in Lieu of Taxes
 1. Policy Question: Should County Administration Negotiate with the Village of Maine regarding the payment in lieu of taxes to acquire the property and construct and operate the facility?
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
 2. Resolution Awarding the Sales of \$17,845,000 General Obligation Health Care Project Building Bonds, Series 2020B
 3. Resolution Approving the 2021 Capital Improvement Program Projects
 4. Create 1.5 FTE custodial positions for Facilities and Capital Management Department to replace discontinued services previously provided by and contracted with NCHC as soon as positions can be filled (Kaiser & Matel)
 5. Expand .60 FTE Motorized Recreation Coordinator to 0.75 FTE (Position # 19800) in the Parks, Recreation, and Forestry Department (Polley)
 6. Create 1.0 FTE Deputy Sheriff. Position will be contracted and paid for by Town of Rib Mountain, beginning September 1, 2020 (Billeb)
 - B. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. Approve Claims and Questioned Costs – August 2020
 2. Denial of Claim-Wenzel, Shawn
 3. Possible Tax Deed or Action on Tax Deed Properties
 - a. Discussion on County-owned (Tax Deed) Property at 223929 Orchid Lane (1701 Orchid Lane), Rib Mountain PIN068-2807-221-0019



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, September 8, 2020 3:30 p.m.**

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

- b. Discussion, Update and Possible Action on Potential Tax Deed Properties and Status of Properties in the Tax Deed Process
 - i. Tax Deed 244049/244053 County Rd W Wausau, WI PIN 078-3007-131-0995/078-3007-135-0994
 - ii. Tax Deed 1541 Greenwood Drive, Mosinee PIN 145-2707-152-0021
 - iii. Tax Deed 1572 Old Highway 51, Mosinee PIN 145-2707-152-0985
 - iv. Tax Deed Green-Lee Subdivision Lot 31 Blk1, Mosinee PIN 145-2707-152-0031

- 7. Announcements (Next Meeting Date and Topics)
 - A. Next Meeting Date –Monday, September 21, 2020, 4:00pm CWA, Joint Marathon/Portage County 5:00pm -CWA
 - B. Topics to discuss: Policy and funding of CIP projects, 2021 CWA budget

- 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.

Faxed to: Wausau Daily Herald
Faxed to: City Pages
Faxed to: Record Review
Faxed by/time: K Palmer 9/3/2020 4:00pm
Posted to the County Website:

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

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time K Palmer 9/3/2020 4:00 pm
www.co.marathon.wi.us



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Tuesday, August 25, 2020 4:00 p.m.** Meeting Location: **Marathon County Courthouse**

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

1. Call to Order-Please silence your cellphones
2. Public Comment-None
3. Approval of the Minutes of the August 21, 2020 Human Resources, Finance and Property Committee Meeting
Motion Gibbs and Leahy approve the minutes, vote unanimous
4. Educational Presentations/Outcome Monitoring Reports
 - A. County Budget 101-Brief Overview of the Budget Process-County Administrator and Finance Director
County Administrator Leonhard and Finance Director Palmer discussed county budgeting with the Committee. Gibbs discussed how levy limits work in other states including allowing an increase for CIP or other cost means.
 - B. Update on COVID-19 Financial Impact and Reimbursement Efforts. Request by Supervisor Robinson to send the Routes to Recovery Memo that went to each municipality to each County Board member.
 - C. Update on by Facilities and Capital Management Director on the Facilities Dude Software Application and its Functionality-Terry Kaiser demonstrated the Facility Dude software capabilities.
5. Policy Issues Discussion and Possible Action by Committee to Forward to the County Board
 - A. Community Partners Campus Group's Request to Utilize the Social Services Building at 400 Thomas Street Wausau, WI in the Late Fall of 2021
 1. What should be next steps and what should we consider in the evaluation process?
The Community Partners Group provided a presentation in regards to relocating Social Services. The issues are the acceleration in the timeframe for relocating Social Services and the MC Credit Union. What would be the opportunity to move Social Service and MC Credit Union within the time frame? Leahy-Where are we with moving Social Services to the NCHC campus? NCHC stated that they will still be in the spaces needed by Social Services in 2021. Leonhard-I need direction from the Committee on how to move forward. What costs do you want me to put together when considering a potential offer to sell the property? The cost of relocation should not be at the cost of the tax payer when considering the need to move Social Services twice. Motion by Gibbs and seconded by Fisher to direct administration to get an appraisal and estimated cost to relocate the departments. County Administration should list the challenges that the departments will incur by accelerating the time frame to move social service and the MC Credit union. The County has a lease with the MC Credit union and we would need to determine how to negotiate with the credit union if we were to sell the property. Leahy-Is there a set deadline for when we need to make a decision on this move? Robinson-Community Partners would like a decision this fall; vote unanimous
 - B. Discussion Policy for Funding and ranking CIP projects-Stark requested that the 2021 CIP spreadsheet be included to show the ranked projects. The CIP Committee agreed that the ranking numbers are final for Finance Committee. We should look at our needs in regards to maintaining our current facilities and set aside funding through the CIP. Ask County Administration to identify those 2021 CIP requests that are needed to maintain the current facility and rolling stock and IT needs. These are necessary to maintain our facilities at a current level. Other items are ranked as projects to fund as evaluated. We should develop a policy that states we will maintain the facilities that we have and the other (projects) are discretionary. Stark-We need Facilities staff to assist us in evaluating these projects as they have good insight into what needs to be completed. Robinson-Can County Administrator Leonhard and Terry Kaiser look at evaluation the list and bring back to the Committee for the September 21 HRFC meeting?
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. None
 - B. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. None
7. Announcements-Next Meeting Date-September 8, 2020 3:30 pm
8. Adjourn-McEwen and seconded by Gibbs to adjourn at 6:10

MARATHON COUNTY
Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **Alicia Richmond** and to your Department Head. This email will confirm that your Department Head acknowledges approval of this transfer. Forms that are incomplete, incorrect, out-of-balance, or that have not been sent to your Department Head will be returned. The Finance Department will forward completed forms to the Marathon County Human Resources, Finance & Property Committee.

DEPARTMENT: Finance

BUDGET YEAR: 2019

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	602-94389900	FUND BALANCE	1,489,289

TRANSER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	602-94398144	Cayenta Upgrade	26,483
Expenditure Increase	602-94398306	911 SYSTEM	256,832.00
Expenditure Increase	602-94398105	TIME & ATTENDANCE - HWY	54,000.00
Expenditure Increase	602-94398267	SHERIFF-911 SWITCH	206,574
Expenditure Increase	602-94398160	LAW ENFORCEMENT SYSTEM	945,400

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

Requested By: Kristi Palmer & Gerry Kleine

Date Completed: 4/17/2019

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: _____

MARATHON COUNTY
Budget Transfer Authorization Request – Supplemental Information

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

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

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

- 3) This program is: (Check one)
 An Existing Program.
 A New Program.

- 4) What is the reason for this budget transfer?
 Carry-over of Fund Balance.
 Increase/Decrease in Grant Funding for Existing Program.
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.
 Set up Initial Budget for New Grant Program.
 Set up Initial Budget for New Non-Grant Program
 Other. Please explain: [Click here to enter description](#)

- 5) If this Program is a Grant, is there a “Local Match” Requirement?
 This Program is not a Grant.
 This Program is a Grant, but there is no Local Match requirement.
 This Program is a Grant, and there is a Local Match requirement of: (Check one)
 Cash (such as tax levy, user fees, donations, etc.)
 Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)

- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)
 No.
 Yes, the Amount is Less than \$30,000.
 Yes, the Amount is \$30,000 or more AND: (Check one)
 The capital request HAS been approved by the CIP Committee.
 The capital request HAS NOT been approved by the CIP Committee.

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No Is a Budget Transfer Resolution Required? No

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF
\$17,845,000 GENERAL OBLIGATION HEALTH CARE
PROJECT BUILDING BONDS, SERIES 2020B

WHEREAS, on June 19, 2018, the County Board of Supervisors of Marathon County, Wisconsin (the "County") adopted an initial resolution, by a vote of at least 3/4 of the members-elect, authorizing the issuance of general obligation bonds or promissory notes in an amount not to exceed \$67,000,000 for the public purpose of financing North Central Health Care ("NCHC") Master Facility Plan projects, including the design and construction of building additions, renovations and landscaping to the NCHC Center and Mount View Care Center campus (the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution");

WHEREAS, the County has previously issued general obligation promissory notes in the principal amount of \$7,775,000 for projects authorized by the Initial Resolution; and

WHEREAS, on August 18, 2020, the County Board of Supervisors of the County adopted a resolution providing that general obligation bonds authorized by the Initial Resolution in an amount not to exceed \$17,845,000 be issued and sold as a single issue of bonds designated as "General Obligation Health Care Project Building Bonds, Series 2020B" (the "Bonds") for the purpose of paying costs of the Project;

WHEREAS, pursuant to the Set Sale Resolution, the County directed PFM Financial Advisors LLC ("PFM") to take the steps necessary to sell the Bonds;

WHEREAS, PFM, in consultation with the officials of the County, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on September 15, 2020;

WHEREAS, the County Clerk (in consultation with PFM) caused notice of the sale of the Bonds to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale;

WHEREAS, the County has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the County. PFM has recommended that the County accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The County Board of Supervisors hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by PFM are hereby ratified and approved in all respects. All actions taken by officers of the County and PFM in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of SEVENTEEN MILLION EIGHT HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$17,845,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal (as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein), plus accrued interest to the date of delivery, is hereby accepted. The Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an acceptance of the Proposal on behalf of the County. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Health Care Project Building Bonds, Series 2020B"; shall be issued in the aggregate principal amount of \$17,845,000; shall be dated their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on February 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2021. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on February 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the County, on February 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2020 through 2039 for the payments due in the years 2021 through 2040 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Health Care Project Building Bonds, Series 2020B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the County above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and

interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The County

further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 12. Persons Treated as Owners; Transfer of Bonds. The County shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the County at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 15. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 16. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 17. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded September 15, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Impact:

Kurt Gibbs
Chairperson

Attest:

Kim Trueblood
County Clerk

EXHIBIT A

Official Notice of Sale

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PFM Financial Advisors LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

Form of Bond)

REGISTERED NO. R-___	UNITED STATES OF AMERICA STATE OF WISCONSIN MARATHON COUNTY GENERAL OBLIGATION HEALTH CARE PROJECT BUILDING BOND, SERIES 2020B	DOLLARS \$ _____
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MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
February 1, _____	_____, 2020	_____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, Marathon County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2021 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the County Clerk or County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$17,845,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of financing North Central Health Care ("NCHC") Master Facility Plan projects, including the design and construction of building additions, renovations and landscaping to the NCHC Center and Mount View Care Center campus, as authorized by resolutions adopted on June 19, 2018, August 18, 2020 and September 15, 2020.

Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

The Bonds maturing on February 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the County, on February 1, 2030 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the County, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the County appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof

and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Marathon County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MARATHON COUNTY, WISCONSIN

By: _____

Kurt Gibbs
Chairperson

(SEAL)

By: _____

Kim Trueblood
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

DRAFT 2021 CIP PROJECT REQUESTS

PAGE 1 OF 1

TYPE	DEPARTMENT	PROEJCT REQUEST COST	YEARS PREVIOUSLY FUNDED	ASSIGNED #	PROJECT DESCRIPTION	PROJECT RANK
PROJECTS NOT FUNDED BY CIP						
Imp	HWY	\$6,378,767	Continuous		Bituminous Surfacing.	
Imp	HWY	\$375,000	Continuous		Replace and Rehabilitate County Bridges and Culverts.	
Imp	HWY	\$439,130	Continuous		Replace and Rehabilitate Federally Funded Bridges and Culverts.	
Imp	HWY	\$525,000	Continuous		Replace and Rehabilitate Municipality Funded Bridges and Culverts.	
Imp	CWA	\$10,000,000	N/A		Runway Decoupling.	
Imp	Solid Waste	\$168,500	N/A		Vehicle Scale.	
	Sub Total	\$17,886,397				
RECURRING PROJECTS						
Imp	FCM	\$50,000	Recurring		County Facility Parking Lot Fund s/b @ \$50,000.	
Imp	HWY	\$300,000	Recurring		Right-of-Way Fund s/b @ \$300,000.	
	Sub Total	\$350,000				
TECHNOLOGY PROJECTS @ % \$						
Equip	CCIT	\$166,000	Recurring		PC Upgrade Fund.	
Equip	CCIT	\$101,000	Recurring		Network / Server Upgrade Fund.	
Equip	CCIT	\$40,000	Recurring		Video Equipment Upgrade Fund.	
Equip	CCIT	\$40,000	Recurring		Voice Equipment / Phone System Upgrade Fund.	
Equip	CCIT	\$1,500,000	Recurring		Financial/HR Management Solution.	
Equip	CCIT	\$150,000			Technology Small Capital.	
	Sub Total	\$1,997,000				
ROLLING STOCK						
Equip	FCM	\$40,000		21BM-01R	Rolling Stock.	
Equip	FCM / CPZ	\$52,876	Recurring	21BM02R	Rolling Stock Lease - Enterprise Fleet Management.	
Equip	PR&F	\$173,460	Recurring	21PO-01R	Rolling Stock Fund s/b @ \$173,460.	
Equip	Sheriff	\$333,696	Recurring	21SH-01R	Rolling Stock Fund s/b @ \$333,696.	
Equip	HWY	\$957,600	Recurring	21HI-01R	Rolling Stock Fund s/b @ \$957,600.	
	Sub Total	\$1,557,632				
PROJECTS RANKED IN PRIORITY ORDER BY CIP COMMITTEE						
Bldg	Medical Examiner	\$3,697,400		Informational	Marathon County Regional Forensic Science Center.	N/A
Imp	FCM	\$526,764	2019	21BM-03C	Library Roof Replacement.	N/A
Imp	Sheriff	\$200,000		21SH-02C	Jail Gym Skylight Replacement.	140
Imp	FCM	\$75,000	2020	21BM-01C	HVAC Design Services for Steam Removal at NCHC Campus.	137
Imp	FCM	\$688,000		21BM-05C	LVPP Window Replacement.	134
Imp	PR&F	\$250,000	2018, 2020	21PO-02C	Big Eau Pleine Road Repairs.	128
Imp	FCM	\$49,800		21BM-06C	HVAC Design Services - Jail Admin and Kitchen.	113
Imp	FCM	\$80,625		21BM-09C	West Street Fire and Security System Replacement.	113
Imp	Sheriff	\$500,000		21SH-01C	Juvenile Facility Roof Replacement.	110
Imp	HWY	\$190,000		21HI-01C	County Road "L" Beaver Creek.	106
Imp	PR&F	\$600,000	2020	21PO-01C	Playground Replacement.	105
Imp	UW	\$175,000		21UM-02C	Parking Lot "C" Replacement.	105
Imp	FCM	\$80,500		21BM-07C	Courthouse - South Penthouse Roof.	100
Imp	UW	\$825,000		21UM-01C	Bldg HVAC Control System Upgrade.	99
Imp	FCM	\$225,000		21BM-04C	Envelope Repairs on LVPP Building at NCHC.	97
Imp	UW	\$53,300	2020	21UM-03C	Heating Plant Roof Replacement.	95
Imp	HWY	\$125,000		21HI-02C	County Road "O" Four Mile Creek.	93
Imp	PR&F	\$50,000	2018	21PO-04C	Park Restroom Replacement.	86
Imp	FCM	\$380,000		21BM-08C	A&B Unit Roof Replacement at NCHC Campus.	86
Imp	PR&F	\$35,000		21PO-05C	Big Eau Pleine Horse Barn Replacement.	72
Imp	FCM	\$381,232		21BM-02C	NCHC Campus A&B Bldg - Arch/Eng for Renovation to Move Social Services to Lake View Campus.	66
Imp	HWY	\$55,000		21HI-03C	County Road "N" & "R" Upgrade.	65
Imp	PR&F	\$35,000		21PO-06C	Marathon Park Marquee.	60
Imp	PR&F	\$50,000		21PO-03C	Marathon Park - Westside Master Plan.	47
	Sub Total	\$9,327,621				
2021 Total of All Project Requests		\$31,118,650				

Resolution # R-__-20

**A RESOLUTION APPROVING
THE 2021 CAPITAL IMPROVEMENT PROGRAM PROJECTS**

WHEREAS, the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County received and reviewed the 2021 Capital Improvement Program Projects; and

WHEREAS, the Capital Improvement Program is a dynamic process and subject, pursuant to Resolution R-89-91, to periodic review and/or amendment; and,

WHEREAS, the Human Resources and Finance and Property Committee of the Board of Supervisors of Marathon County recommends approval of the 2021 Capital Improvement Program Projects.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon does hereby resolve and ordain to approve the 2021 Capital Improvement Program Projects.

Dated this 15th day of September, 2020.

HUMAN RESOURCES AND FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fiscal Impact: This reflects the proposed 2021 capital improvement program projects and does not commit funds.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Facilities & Capital Management_____ Date: 8/28/2020_____

Position Requested: Custodian_____ FT X PT X FTE 1.5%
(If unsure of classification, indicate "To be determined") Number of Positions: 1.5

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

Projected Start Date of Position: October 5 2020____ Priority Number of This Position: 1_____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

- A. Is this position request compatible with the County's mission statement? This position is compatible with the county mission statement as it will allow the building to be a clean sanitary environment for Marathon county employees to work.
- B. What is your department's mission statement and how does position support this mission and/or department strategic plan? The departments Mission statement refers to keeping building and equipment clean orderly, and safe condition for Marathon County employees.
- C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data.** If more than one position of the same classification is being requested, also justify the number requested. NCHC has given FCM notice that they would like to discontinue doing the cleaning of the county buildings that include LVPP building (3 floors) and the Health department. FCM currently pays NCHC 90,000.00 dollars per year for this service.
- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs? Having county staff complete the cleaning of these spaces allows for more control and flexibility over schedules, products and standards.
- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position? Contract cleaning staff is an alternative but very limited in companies at this time. I have had issues with contracted cleaning companies in the past.
- F. What will be the effect if the proposed position is not created? FCM would not have the ability to complete the cleaning in these areas.
- G. What criteria will you use to monitor the effectiveness and performance of these positions. (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?) Customer satisfaction should increase from having regular cleaning completed.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.
- Sweep, mop, polish, strip, wax floors and stairways using vacuum cleaners, scrubbers and buffing equipment as needed.
 - Empties wastebaskets.
 - Washes walls, windows, and woodwork.

- Dusts, polishes, arranges, and moves furniture and equipment.
- Cleans restrooms and replenishes supplies.
- Cleans mirrors, venetian blinds, light fixtures, and drinking fountains.
- Locks doors, keeping buildings, offices, and restricted areas secure as directed by supervisor.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not? I do not see other departments wanting to clean these areas. And they would need to know what cleaning chemicals to use to disinfect different types of surfaces.
- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable? The cleaning is contracted with NCHC at this time. They are no longer interested in contracting with us for this work.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)
- B. Full time Custodian pay grade A13 Pay and benefits total 66,220.00 dollars per year.
Part time custodial A11 Pay 15,502.00 dollars per year.

B. Explain specifically how position will be funded. Currently FCM budgets 90,000.00 dollars per year in the 197 budget account number 2907. That is the contracted amount paid to NCHC for cleaning services.

Amount of County tax levy: No additional tax levy needed % of total costs: _____

Amount of any outside funding: 0 _____ % of total costs: _____

Source of outside funding: 0 _____

Length of outside funding: 0 _____

Likelihood of funding renewal: 0 _____

Would this outside funding be used to offset the levy if not used for this position? NA _____

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? These positions will break even.
- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? No
- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. No

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

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

Signature of Supervisor/Manager Completing Request

Date

Terry Kaiser

Department Head Signature

8-28-2020

Date

FACILITIES & CAPITAL MANAGEMENT

Title - Custodian (Custodial Worker)

DBM A13 (Min \$14.98 - Control \$17.23 - Max \$20.06)

FTE = 100% and 50%

2021 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum
DBM A13 @ 1.0 FTE		\$31,155	\$35,828	\$41,716
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family	\$62.00	\$744	\$744	\$744
FICA Retirement Rate	6.20%	\$1,932	\$2,221	\$2,586
FICA Medicare Rate	1.45%	\$452	\$520	\$605
Unemployment Insurance	0.10%	\$31	\$36	\$42
Retirement - Employer	6.75%	\$2,103	\$2,418	\$2,816
Worker's Comp - Municipal	0.98%	\$305	\$351	\$409
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost		\$60,824	\$66,220	\$73,020

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Parks, Recreation & Forestry _____ Date: May 11, 2020 _____

Position Requested: Motorized Recreation Coordinator _____ FT PT FTE Increase
from 0.6 to 0.75%

(If unsure of classification, indicate "To be determined") Number of Positions: 1 _____

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

Projected Start Date of Position: December 1, 2020 Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

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

Yes the position provides opportunities to Marathon County residents to engage in outdoor recreation enhancing their quality of life. The user groups this position serves also manages and maintains miles of trails for residents and visitors to use allowing them to visit different areas of the County. Managing the snowmobile and ATV programs contributes to making Marathon County the healthiest and most prosperous county.

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

Our mission statement is to adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work and play. Snowmobiling and ATVing are unique recreational experiences. Managing the 29 snowmobile clubs to ensure they get funding to provide trails that allow users to have these recreational experiences is needed to ensure the groups are managing and maintaining the trails properly, providing safe trails to ride and enhancing the natural resources of the county.

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

The position of Motorized Recreation Administrator was a standalone position of the County until 2005. Prior to 2005 the position went from a part time position to a full time position. In 2005 the position was vacated and the tasks were given temporarily to the County's Park Ranger. The dual role of the Park Ranger did not remain temporary and continued as a dual role for 14 years. Over the years the Park Ranger's time commitments for motorized recreational trail management has increased and his enforcement of County Ordinances and attention to visitor safety has decreased.

In 2019 when the Park Ranger retired we filled the Motorized Recreation Coordinator portion of his position with a 0.6 Motorized Recreation Coordinator. The Motorized Recreation Coordinator is a position required by the state of WI if snowmobile and ATV funds are distributed to clubs for trail maintenance and trail project. This position was anticipated to work more hours in Sept-March and less hours April-August however the summer months are so far just as demanding as the winter months on the administrative side of the positions rather than the club contact demands of the winter months. As our current Motorized Recreation Coordinator got acclimated to his position, the demand on his time from the

29 snowmobile clubs and WI Department of Natural Resources was more than anticipated and it has become apparent why the position was a full time position prior to 2005. Such demands have included ATV trail re-routes that involve the WI DNR, Army Corps of Engineers as well as local municipalities and County Zoning Dept. Other administrative tasking has included updating club forms, reduction of printing costs and staff time for grant reimbursement documents. Working with County GIS staff for snowmobile trail maps and maintenance of County informational website.

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

This position will fill the requirement of the WI DNR to have a manager of the County's snowmobile and ATV programs in order for the clubs to receive state funding. This position will work closely with the groups to ensure all groups receive the same information, the trails are managed properly and the trails are safe for visitors. All of these aspects would reflect positively upon the county and have the opportunity to increase revenue from tourism for both snowmobile and ATV recreation. Increasing the position will allow for more efficient management of the program and give the ability to properly update and implement policies and procedures that are currently outdated and inefficient.

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

The current position could remain at a 0.6 position and the basics of the program will be managed. Increased safety measures and updated policies and procedures will not be completed due to the lack of available time of a 0.6 position. A benefit to increasing the position is the ability to increase the amount of time charged to the grant that is reimbursable to the County.

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

The snowmobile and ATV clubs in the County may not receive the full funding from the state to have and maintain trails within the county. Trails may not always be the safest that they could be with additional oversight. With diminished trail quality and reduced management at the County level, funding for the trails could be withheld by the WI DNR. This may also lead to loss of funded snowmobile/ATV trail miles which ultimately could close down clubs and potentially impact the overall program for Marathon County.

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

This position is partially funded by the grants they manage. The amount of grant funding received, the number of projects completed and input from the clubs will indicate the effectiveness and performance of this position. Over the past year the input from the clubs and input from the Sheriff's Department was extremely positive and spoke to how well Mitch was performing the tasks of the Coordinator.

III. SPECIFIC DUTIES OF NEW POSITION

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

Administers and coordinates the maintenance and development of snowmobile and all-terrain vehicle (ATV) trails; prepares grant applications and reimbursement requests for trail maintenance and development projects; updates and prepares maps of snowmobile and ATV trails. Provides assistance to snowmobile and ATV clubs on State requirements for the maintenance and development of snowmobile and ATV trails. 70%

Assists snowmobile and ATV clubs with landowner trail issues, conducts inspections to ensure trails, signing, and trail infrastructure are in compliance with State and local regulations and maintained to DNR standards. Reports trail hazards and maintenance needs to the appropriate club for repairs or attention. 20%

Investigates complaints and works with the appropriate snowmobile or ATV club to resolve problems; 5%

Promotes trail openings and closings in news release and interviews with local media; updates the County website with trail condition reports as necessary. 2%

Responds to questions and provides miscellaneous information on snowmobile and ATV related inquiries. 2%

Obtains supplies and equipment necessary to department operations. 1%

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

This position will have expertise in managing state grants and could be used as a resource to other departments.

The only other department that could possibly assist with the requirement of this position would be the Sherriff's department however they do not have the staff to assist at this time. In fact over the past year, this position has worked hand in hand with the Sheriff's Office and have made the trails safer and have built a better report with the ATV and snowmobile clubs.

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

The position of the Motorized Recreation Administrator was a standalone position of the County until 2005. Prior to 2005 the position went from a part time position to a full time position. In 2005 the position was vacated and the tasks were given temporarily to the County's Park Ranger. The dual role of the Park Ranger did not remain temporary and continued as a dual role for 14 years. Over the years the Park Ranger's time commitments for motorized recreational trail management has increased and his enforcement of County Ordinances and attention to visitor safety has decreased.

The current Motorized Recreation Coordinator is a 0.6 position and he is doing an exceptional job on the managing of the program, increasing grant funding to the County and working with the Sheriff's Office however his time is spread very thin and he is not able to do all of the required tasks that are being demanded of him by the clubs, WI DNR and the Sheriff's Deputies within his part-time position. Furthermore, Marathon County has the highest amount of snowmobile trail miles in the state as well as an above average amount of clubs that all require assistance from our coordinator. Due to the changes that have occurred over time for both the motorized recreation sport and the programs that manage the funding, increased time to this position would be required in order to effectively administer this program.

IV. POSITION COSTS AND FUNDING SOURCES

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

- B. Explain specifically how position will be funded.

Current Funding:

Amount of County tax levy: \$19,000 % of total costs: 56 % _____

Amount of any outside funding: \$15,000 % of total costs: 44 % _____

Proposed Increase in Funding:

Amount of County tax levy: \$3,040 % of total costs: 50 % _____

Amount of any outside funding: \$7,040 % of total costs: 50 % _____

Total Funding if approved:

Amount of County tax levy: \$22,040 % of total costs: 50 %

Amount of any outside funding: \$22,040 % of total costs: 50 %

Source of outside funding: State Grants

Length of outside funding: Annual

Likelihood of funding renewal: Guaranteed as long as the state funds snowmobile and ATV programs

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

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

The amount of grant funding could be increased to offset levy expenses.

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

Yes, the ability to manage the snowmobile and ATV funds that pay to keep our trails maintained and available to users ensures the clubs will provide that work for the county. If the clubs did not receive the state funding the county would not have snowmobile or ATV trails or it would be the county expenses paying for the trails and trail maintenance.

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

Department functions have been prioritized and the increase in the costs for this position will be offset by increased revenues or reduced expenditures within the department budget.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Presented to Parks and Recreation Committee and Environmental Resources Committee on Tuesday, September 1.

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

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date



Marathon County
Environmental Resources Committee Minutes
Tuesday, September 1, 2020
212 River Drive, Room 5, Wausau WI

Attendance:	Member	Present	Not present
<i>Chair</i>	Jacob Langenhahn.....	X	
<i>Vice-Chair</i>	Sara Guild.....	X	
	Rick Seefeldt	X	
	Bill Conway	X	
	Allen Drabek	X (in person)	
	Randy Fifrick.....	X	} via Webex or phone
	Arnold Schlei	X	
	Dave Oberbeck.....	X	
	Marilyn Bhend	X	
	Eric Vogel	X	

Also present via Webex or phone: Paul Daigle, Dominique Swangstu, Rebecca Frisch, Jared Mader, Dave Decker, Lane Loveland and Cindy Kraeger– Conservation, Planning, and Zoning (CPZ); Jamie Polley Parks, Recreation and Forestry (PRF); Craig McEwen Vice Chair and Peter Weinschenk.

1. **Call to order** – Called to order by Chair Langenhahn at 3:08 p.m. via WEBEX.

2. **Public Comment** – None.

3. **Approval of August 4, 2020 Committee minutes**

Motion / second by Conway / Fifrick to approve of the August 4, 2020 Environmental Resources Committee minutes as distributed. Motion **carried** by voice vote, no dissent.

4. **Operational Functions required by Statute, Ordinance, or Resolution:**

A. **Public Hearings, Review, Possible Actions, and Possible Recommendations to the County Board for its Consideration (County Zoning changes)**

B. **Review and Possible Recommendation to County Board for its Consideration (Town Zoning changes pursuant to §60.62(3) Wis. Stats.)**

1. Town of Cassel 137040 Feed Lane Marathon

Discussion: Chair Langenhahn and Vogel abstained from the discussion due to business relationships with Marathon Feed and voting on this town rezone. Swangstu discussed the Town of Cassel is town zoned and submitted a zoning district change from A-1 to C-1 Lot 2 137040 Feed Lane Marathon. The committee asked Swangstu about specifics regarding the town rezone in question and the Town of Cassel Planning Commission vote of 3-1. Staff had indicated given the rezone is within a town zoned town (Town of Cassel), the Town Board and/or Town Planning Commission would be the appropriate entities to answer any specific questions regarding any meeting minutes or standards they may have intended to place on the rezone request. County staff are tasked with bringing the town rezones to the ERC given the county’s current procedure yet, Town Zoned Town rezones only require Town Board and County Board approval, per Wisconsin State Statute. The zoning change was approved at the town board meeting on July 13, 2020. Although the town is town zoned, County Board approval is still needed.

Action: **Motion** / second by Fifrick / Schlei to recommend approval to County Board, of the Town of Cassel zone change. Motion **carried** by voice vote, no dissent.

Follow through: Forward to County Board for action at their next regularly scheduled meeting.

2. Town of Rib Mountain Lots 37 & 38 Royal View Estates Subdivision – William Shnowske

Discussion: The Town of Rib Mountain is town zoned and submitted a zoning district change on land consisting of 7.046 acres from MR-4 Mixed Residential to SR-2 Suburban Residential located northwest of the intersection of County Rd N and Bittersweet Rd. The zoning change was approved at the town board meeting on July 21, 2020. Although the town is town zoned, County Board approval is still needed.

Action: **Motion** / second by Fifrick / Conway to recommend approval to County Board, of the Town of Rib Mountain zone change. Motion **carried** by voice vote, no dissent.

Follow through: Forward to County Board for action at their next regularly scheduled meeting.

C. Review and Possible Recommendations to County Board for its Consideration – None.

D. Review and Possible Action

1. Proposed change to the Land Division Fee schedule

Discussion: Decker explained the proposed change to the Land Division Fee schedule for Condo Plat are designed to split buildings into units. The flat fee is currently \$500. Decker explained the need in which a simple fee would be charged for Condo plat of 2-4 units. Condo plat of 5 or more units would remain at \$500. The review process takes less time for a condo plat of 2-4 units.

Action: **Motion** / second by Guild / Seefeldt to recommend approval of the proposed change to the Land Division Fee Schedule for Condo plat units. Motion **carried** by voice vote, no dissent.

Follow through: CPZ will implement the updated Land Division fee schedule.

5. Educational Presentations/Outcome Monitoring Reports and Committee Discussion

A. Accomplishments of the Environmental Resources Committee: Strategic Plan

Discussion: McEwen reviewed the successes of the Committee/CPZ staff/Solid Waste/Park, Recreation and Forestry achieved in the past 18 months that was included in the meeting packet.

Action: **None.**

B. Department Updates: Parks, Recreation and Forestry (PRF), Solid Waste, Conservation, Planning and Zoning (CPZ)

Action: **None.**

C. Discussion regarding County Board educational presentation on Implicit/Explicit Bias and institutional/structural discrimination and their impact on Marathon County's ability to achieve its goals (presentation available here - <https://www.youtube.com/watch?v=k6lxZiSeZJI>)

What opportunities do you see to improve our policies and practices to enhance diversity and inclusion and help us meet Objective 3.8 of the Comprehensive Plan?

Discussion: Daigle and Committee referenced the importance of Martin Luther King Jr day retreat day has helped staff build awareness, bias proofing ordinances allowing Committee and Corporation Counsel to review it for any bias and to have a proactive vision due to the evolving changes every day. Important to be of bias when updating comprehensive and strategic plans.

Action: **None.**

6. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

A. Land and Water Resource Management Plan

1. Chapter 4 – Plan Implementation and Coordination

Discussion: Daigle discussed Chapter 4 – Plan Implementation and Coordination with a powerpoint presentation discussing the following areas: Three keystone pieces: 1. Growing community engagement, 2. soil health principles, 3. NR151 agriculture performance standards. Priority Farm Strategy: consideration of highest priority of services, complaints or staff observations, medium/low priorities, enforcement and compliance, information and education and further considerations. Chapter 5, the last chapter, will be presented at the next committee meeting. A draft copy of the full plan will be available for Committee members by October 1st.

Action: **None.**

B. PRF- To expand .60 FTE Motorized Recreation Coordinator to .75 FTE

Discussion: Polley reviewed the extended position request which was included in the meeting packet. This position was anticipated to work more hours September – March and less hours April – August, however after one year of review of the new 0.6 position more time is required to manage the program grant contracts, manage grants and installation of new bridges, communicate with the 29 snowmobile clubs and prepare and update snowmobile trail maps and information on the County website.

C. Action: **Motion** / second by Seefeldt / Schlei to accept and forward .60 FTE Motorized Recreation Coordinator to .75 FTE request with the additional funding to come from the Parks Department to

Human Resources Finance and Property Committee as required.

Follow through: PRF will forward to Human Resources Finance and Property Committee for their consideration.

7. **Next meeting date, time & location and future agenda items:**

Tuesday, September 29, 2020 3:00 p.m. 212 River Drive Room 5 Wausau WI

A. Committee members are asked to bring ideas for future discussion

B. Announcements/Requests/Correspondence

Discussion: Discussion on moving the date of the Marshfield Agricultural Research Station to another due to prior commitments of committee members for the County Board Size Task Force meeting. Frisch will check with John Robinson to see if an alternate date is available for the County Board Size Task Force meeting. Daigle will confirm with Committee members.

8. **Adjourn – Motion** / second by Seefeldt / Vogel to **adjourn** at 4:40 p.m. Motion **carried** by voice vote, no dissent.

Rebecca Frisch, CPZ Director

For Jacob Langenhahn, Chair

cc: (via email/web site) ERC members; County Administrator; Corporation Counsel; County Clerk

RF/cek

Motorized Recreation Coordinator - B23
 PARKS, REC & FORESTRY
 2020 Cost

CURRENT POSITION @ .60 FTE

Item	2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$23,902	\$28,085	\$32,269
FICA Retirement Rate	6.20%	\$1,482	\$1,741	\$2,001
FICA Medicare Rate	1.45%	\$347	\$407	\$468
Unemployment Insurance	0.15%	\$36	\$42	\$48
Retirement - Employer	6.55%	\$1,566	\$1,840	\$2,114
Worker's Comp - Municipal	1.78%	\$425	\$500	\$574
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost *		\$28,303	\$33,161	\$38,020

COSTING @ .75 FTE

Item	2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$29,878	\$35,107	\$41,546
Health - Family	\$1,375.00	\$16,500	\$16,500	\$16,500
Dental - Family	\$45.00	\$540	\$540	\$540
FICA Retirement Rate	6.20%	\$1,852	\$2,177	\$2,576
FICA Medicare Rate	1.45%	\$433	\$509	\$602
Unemployment Insurance	0.15%	\$45	\$53	\$62
Retirement - Employer	6.55%	\$1,957	\$2,299	\$2,721
Worker's Comp - Municipal	1.78%	\$532	\$625	\$740
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost *		\$52,283	\$58,356	\$65,833

	Minimum	Mid-Point	Maximum
TOTAL ANNUAL NEW COST	\$23,979	\$25,195	\$27,812
TOTAL COST FOR REMAINDER OF 2020	\$6,994.00	\$7,348.00	\$8,112.00

Motorized Recreation Coordinator - B23
 PARKS, REC & FORESTRY
 2021 Cost

CURRENT POSITION @ .60 FTE

Item	2021 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$23,902	\$28,085	\$32,269
FICA Retirement Rate	6.20%	\$1,482	\$1,741	\$2,001
FICA Medicare Rate	1.45%	\$347	\$407	\$468
Unemployment Insurance	0.15%	\$36	\$42	\$48
Retirement - Employer	6.55%	\$1,566	\$1,840	\$2,114
Worker's Comp - Municipal	1.78%	\$425	\$500	\$574
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost *		\$28,303	\$33,161	\$38,020

COSTING @ .75 FTE

Item	2021 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$29,878	\$35,107	\$41,546
Health - Family	\$1,500.00	\$18,000	\$18,000	\$18,000
Dental - Family	\$47.00	\$564	\$564	\$564
FICA Retirement Rate	6.20%	\$1,852	\$2,177	\$2,576
FICA Medicare Rate	1.45%	\$433	\$509	\$602
Unemployment Insurance	0.10%	\$45	\$53	\$62
Retirement - Employer	6.75%	\$2,017	\$2,370	\$2,804
Worker's Comp - Municipal	1.78%	\$532	\$625	\$740
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost *		\$53,866	\$59,950	\$67,440

	Minimum	Mid-Point	Maximum
TOTAL ANNUAL NEW COST	\$25,563	\$26,789	\$29,420

NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Sheriff's Office

Date: August 31, 2020

Position Requested: Deputy – Rib Mountain Contract
(If unsure of classification, indicate "To be determined")

FT PT FTE _____%
Number of Positions: 1

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

Projected Start Date of Position: September 2020 Priority Number of This Position: 1
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

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

Mission

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

The position being requested is in line with the County's mission statement. A key part of the mission statement is that we will work in partnership with other partners to create opportunities to make Marathon County a preferred place to live, work, visit and do business. This position is a partnership between the Town of Rib Mountain and the Marathon County Sheriff's Office. For years leaders within the County and the Town of Rib Mountain have been approached about the need for Rib Mountain to have its own police department. Due to the size and make-up of the Town they are not required by statute to create their own police department. They however have the ability if they wish to contract with a law enforcement entity to provide specific law enforcement services for them. In the past we have had this partnership on a small scale (traffic enforcement, school zones, special events, etc.). The Town now wishes to enter into a larger contract for dedicated services.

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

Mission

The Marathon County Sheriff's Office exists to provide a safe, secure, and crime-free community through trust-building, enforcement, and public safety management.

This position is a direct link to our mission. The Town of Rib Mountain yields the largest number of calls of any town throughout the year. Rib Mountain is the heart of the shopping district in our county and has direct access to many recreation opportunities for our residents and visitors. Having a dedicated Deputy contracted to the Town will bring about a great deal of consistency in our policing in Rib Mountain and will open up better lines of communication with the Town, local businesses and residents. The Deputy assigned to Rib Mountain will take on many of the

community policing opportunities that we have not been able to provide in the past.

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

The Town of Rib Mountain approached the Sheriff's Office with a request to contract a full-time deputy. Initial plans were to start January 1, 2021 but have since been moved up due to remaining budget funds they can use to fund the position. The position they are funding will be for 40 hours per week. During the times that this contracted position is not working, other deputies assigned to the area will take calls for service.

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

This position allows the Sheriff's Office to increase our staffing and response to areas outside of the Town of Rib Mountain during the hours the contracted deputy is working. This frees up deputies to provide better service to those areas that we have not been able to spend time in due to our commitment to the Rib Mountain area. In addition, the contracted Deputy will be able to better serve the Rib Mountain area by having unique and consistent knowledge about current trends or incidents in Rib Mountain, stronger relationships with residents and businesses and access to the many resources at the Sheriff's Office when those additional services are needed. We believe this position will provide a higher level of service to Rib Mountain and free up resources to better serve other areas of the county.

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

There are no alternatives. If we do not take advantage of this opportunity with the Town of Rib Mountain we will continue to have under-served areas of the county and we will continue to tax the resources of the Sheriff's Office when they can be better spent elsewhere in the county.

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

We will continue with business as usual. We will continue to take calls in the Town of Rib Mountain which takes up the bulk of our time annually. This will negate any opportunity to address needs in the other areas of the county.

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

We have established a set of data that we will use to report out to the Town of Rib Mountain on the effectiveness of the contracted Deputy. This includes data on time spent on all of the activities of the Deputy assigned to the Town. The data and report out to the Town will include the number of calls for service, types of calls for service, number of citations issued, violations of town ordinances and codes, community service events, etc.

III. SPECIFIC DUTIES OF NEW POSITION

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

Note: the below percentages are approximations. Many of the following duties are performed concurrently.

Patrol and answer calls for service in Town of Rib Mountain 85%

- Calls for Service
- Incidents/Investigations
- Traffic accidents
- Traffic enforcement
- School zones
- General Patrol

Collaboration with residents and businesses 10%

Community policing activities 2%

Meetings/Court 2%

Special Events 1%

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

No, this position requires a sworn Deputy Sheriff with arrest powers.

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

The Sheriff's Office currently provides this service to the Town. With this new opportunity the Town will provide funding for one full-time deputy along with the purchase of a vehicle and some of the required equipment. The Sheriff's Office has opted to provide some of the equipment that we would like to retain control over (ex. firearms, ballistic vest, computers, cellphone, cradlepoint). These items are on hand and have been/can be funded out of our current budget.

IV. POSITION COSTS AND FUNDING SOURCES

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

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$4,000 (equipment) % of total costs: 3

Amount of any outside funding: \$139,000 % of total costs: 97

Source of outside funding: Town of Rib Mountain

Length of outside funding: 5 years

Likelihood of funding renewal: High

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

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? NO

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


There is a high probability that this position will assume many of the responsibilities that other deputies have held in the past. This will result in less time spent by non-dedicated staff who might have a more elaborate investigation (theft, embezzlement, etc.) in the Town of Rib Mountain. This will result in less overtime or special assignments that incur additional manpower resources that had been previously assigned to other deputies.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. NO

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?
Public Safety Committee -

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



Signature of Supervisor/Manager Completing Request

08/31/2020

Date



Department Head Signature

08/31/2020

Date

Deputy Sheriff
 Sheriff's Office
 FTE = 1.0

2021 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2021 Rates	Deputy I	Deputy II	Deputy III
Labor Contract - effective 1/10/2021		\$58,425	\$64,544	\$66,876
Health - Family* - Budget Estimate	\$1,963.00	\$23,556	\$23,556	\$23,556
Dental - Family* - Budget Estimate	\$62.00	\$744	\$744	\$744
FICA Retirement Rate	6.20%	\$3,622	\$4,002	\$4,146
FICA Medicare Rate	1.45%	\$847	\$936	\$970
Unemployment Insurance	0.10%	\$58	\$65	\$67
Retirement - Employer*	11.75%	\$6,865	\$7,584	\$7,858
Worker's Comp - Law Enforcement	1.21%	\$707	\$781	\$809
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost 1 FTE		\$95,370	\$102,758	\$105,572

Rates effective 1/12/2020.



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

Mary Jo Maly
500 Forest Street
Wausau, Wisconsin 54403

August 6, 2020

RE: Claimant: Shaun Wenzel
 Claim number: GLMA00001074
 Our Insured: Marathon County
 Date of Loss: 7/21/2020

Dear Mary Jo Maly,

The above referenced claim was filed on 7/30/2020. Following a review of the information and an investigation of the facts, it has been determined that Marathon County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

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

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

Sincerely,

Jackie Kaul
Senior Liability Claim Representative
Wisconsin Municipal Mutual Insurance Company
(608) 229-6819
jkaul@wmmic.com



Kim Trueblood, Marathon County Clerk

Marathon County Courthouse
500 Forest Street
Wausau, WI 54403
715.261.1500 (Telephone)
715.261.1515 (Fax)



MEMORANDUM

TO: Scott M. Corbett, Corporation Counsel

FROM: Kim Trueblood, County Clerk

DATE: July 30, 2020

RE: Shaun Wenzel

Kim

=====

The attached claim was delivered via regular mail to my office on July 30, 2020.

abp
Risk Management



RECEIVED

JUL 30 2020

MARATHON COUNTY
CLERKS OFFICE

To Whom it may concern/Marathon County Clerk,

My name is Shaun Michael Wenzel. I was traveling westbound on Hwy 153, about a ¼ mile east of the Central Wisconsin Airport on July 21st, 2020 around 650 pm. There was a section of road, approximately 8 feet long, 12 inches wide and 6 inches deep that was completely missing. With the sun in my eyes as it was setting to the West, there was no way of seeing it until it was too late. Two tires on my car were completely damaged, both sidewalls were cut from the missing section of road.

I travel that section of road daily, as I am a Pilot that works out of the Central Wisconsin Airport. My concern is that it is a very heavily traveled section of road that is traveled by many people daily, including the Marathon County Sheriff's department and Mosinee Police department. It is unacceptable for a road to be in that condition and not reported or fixed immediately. A section of a road missing as big as it was is a true safety hazard not to mention the damage it can cause to vehicles.

I had two tires on my 2004 Chevy Cavalier destroyed. I did have a good full-size spare that I was able to put on but I also incurred the cost of a new tire for the amount of \$93.39.

Due to the unreasonable section of road that was missing, I am politely asking for a repayment of just the tire that I had to replace with a new one.

I have included pictures of the road and a tire with the cut sidewall along with copies of the receipts from Gordys Service.



Shaun Wenzel

3474 Nerdahl Rd

Rosholt, WI 54473

Cell 920-250-2492





Shawn Weazel

Acct # 043810

PP

90.67
272

93.39

Research

7-22-20 M 2243302

INVOICE AMOUNT



VERIFICATION FOR EXPIRATION DATE BOX CHECKED



CUSTOMER COPY

VEHICLE ID	DRIVER ID	ODOMETER	SERVE	PRODUCT	QUANTITY	PRICE	AMOUNT	
			<input type="checkbox"/> FULL <input type="checkbox"/> SELF	<input type="checkbox"/> REGULAR <input type="checkbox"/> MID-GRADE <input type="checkbox"/> PREMIUM <input type="checkbox"/> DIESEL				
			<i>Oil 1-19570R.H. Cooper</i> <i>Evulphor, Inst</i> <i>-Tire disposal</i>					<i>81.99</i> <i>85</i>
							<i>3.00</i> <i>4.73</i>	
							<i>90.67</i>	

Thank You! Come Back Again.

H - 3001-NC 11/01

SOLD BY

SOLD TO

GORDY'S
SERVICE TOWING
300 E GRAND AVE
ROSHOLT, WI 54473
(715) 677-4613

CREDIT CARD
SALE

TID: 000105249402 REF#: 00000001

Batch #: 0278 09:38:03

Invoice #: 1

APPR CODE: 043810

VISA Swiped

*****7111

TRN REF: 380205526849815

VAL CODE: M8RT

AMOUNT \$93.39

I AGREE TO PAY ABOVE TOTAL AMOUNT
IN ACCORDANCE WITH CARD ISSUER'S
AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)
RETAIN THIS COPY FOR STATEMENT
VERIFICATION

Thank You
Please Come Again

CUSTOMER COPY
RETAIN THIS COPY FOR STATEMENT VERIFICATION