



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, November 10, 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; Craig McEwen, Kurt Gibbs, Yee Leng Xiong, Jonathan Fisher,**

EJ Stark

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: 146 078 0067 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 cellphone
2. Public Comment Period
3. Approval of the Minutes of the October 20, 2020 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports
 - A. Introduction of Connie Beyersdorff-Marathon County Treasurer
 - B. 2021 Budget Update
 - C. Update on the Use and Reimbursement of Routes to Recovery Funding
 - D. Development of a General Policy that the County Should Utilize When Considering Divestment if Real Property, including Site specific considerations
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. Approval of the October 2020 Claims and Questioned Costs-Palmer
 2. Interdepartmental Budget Transfers
 - B. Discussion and Possible Action by Committee to Forward to the County Board for consideration:
 1. Review of proposed amendments to the 2021 Annual Budget received from County Board Supervisors to assess whether this committee supports the amendment in light of our financial environment, future priorities, and long-range goals.
 - C. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 1. Discussion and Possible Action- Amendment to Section 3.05(3) of the County's General Code of Ordinance *Small Purchase Procedure-Postponed from October*
6. Policy Issues Discussion and Committee Determination-none
7. Announcements: Next Meeting Date-December 8, 2020 at 3:30 p.m.
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.

Posted to County Website www.co.marathon.wi.us

SIGNED J Robinson/s/K Palmer

Faxed to: Wausau Daily Herald 11/6/2020

Presiding Officer or Designee

Faxed to: City Pages

Faxed to: Record Review

Faxed by/time: K Palmer 11/6/2020 1:15 pm

NOTICE POSTED AT THE COURTHOUSE

By/Date/Time: K Palmer 11/6/2020 1:15 pm



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Tuesday, October 20, 2020; 4:00 p.m.**

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

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

Attendance:

Robinson	x
Leahy	x
McEwen	x (in person)
Gibbs	x (in person)
Xiong	x
Fisher	x
Stark	x

Board Supervisor Brent Jacobson; Brian Kowalski – media; Administrator Lance Leonhard; Finance Director Kristi Palmer; Corporation Counsel (Scott Corbett, Dejan Adzic); District Attorney’s Office (Theresa Wetzsteon, Molly Lawrence, Kyle Mayo, Rory McGarry, Nancy Solberg, Christy Kell, Kelly Newcomb-Hoehn, Paula Halkoski, Ruth Heinzl); Sheriff’s Office (Scott Parks, Chad Billeb); Meg Ellefson; Valerie Carrillo

1. Call to Order - Chairman Robinson called the meeting to order at 4:00 pm
2. Public Comment Period - none
3. Approval of the Minutes of the October 13, 2020 Human Resources, Finance and Property Committee Meeting
Motion by McEwen, second by Fisher, to approve the minutes from October 13, 2020. Motion carried.
4. Educational Presentations/Outcome Monitoring Reports-None
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Committee to Forward to the County Board for consideration:
 1. **Discussion Only**-Review of proposed amendments to the 2021 Annual Budget received from County Board Supervisors to assess whether this committee supports the amendment in light of our financial environment, future priorities, and long-range goals.

Discussion:

Administrator Leonhard provides a short explanation of what he envisions a “system budgeting approach” might look like for criminal justice system departments, among other things, indicating that the approach would call for the departments within the system (Sheriff’s Office, District Attorney’s Office, and Clerk of Courts Office) would discuss their budgets collectively relative to needs and potential revenue sources within their spheres. Those entities would then collaborate to make resource allocation recommendations.

Chair Robinson provides a brief review of the budget amendment process that will be employed this year and introduces Supervisor Jacobson explains his request relative to reallocating funds from the Sheriff’s Office (body camera funding), County Administration (UniverCity Year program funding), and tax revenue. Members discuss the request. Board vice-chair McEwen notes that the number one priority relative to new positions from the perspective of public safety has been the funding of new dispatchers to open a new dispatch channel and expresses that body cameras are a county funding responsibility, while new attorney/prosecutor positions are the funding responsibility of the state. Board Chair Gibbs expresses support for “giving system-budgeting a try” in the coming year. Committee Chair Robinson encourages an evaluation of our local practices to understand why we have a caseload need that is greater per-capita than the state as a whole.

Sheriff Scott Parks provides background information on the importance of body cameras for the protection of his officers and maintaining public trust and transparency in law enforcement.

Chair Robinson explains that this agenda item was not set for action today and will be further addressed at the November 10 committee meeting. Supervisor Jacobson expresses that he will modify the resolution relative to its reliance on tax levy funding.

2. Budget Process and Timeline

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

1. Discussion of its strategy for negotiating the possible sale or lease of property located at 400 E. Thomas Street, Wausau, Marathon County, State of Wisconsin.

- a) The Committee may, if appropriate, consider a motion (**Roll Call Vote Recommended**) to convene in closed session, pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session.

Motion by Gibbs, second by Fisher, to go into closed session pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session

Roll call Vote:

John Robinson – Yes
Alyson Leahy – Yes
Craig McEwen – Yes
Kurt Gibbs – Yes
Yee Leng Xiong – Yes
Jonathan Fisher – Yes
EJ Stark – Yes

- b) Motion to Return to Open Session (Roll Call not necessary) – closed session

Motion by Gibbs, second by Fisher, to return to open session. Motion carried.

- c) Possible Announcements or Action Resulting from Closed Session

Chair Robinson announces that the committee considered the property at 400 E. Thomas, indicating that the county had no received any imminent offers to transfer the property, it was willing to entertain offers relative to its use, and that this committee will work in the near future to develop a process relative to the disposition of property, including a process for site specific considerations.

6. Policy Discussion and Possible Committee action-None

7. Announcements: Next Meeting Date-November 10, 2020 at 3:30 p.m.

8. Adjourn

Motion to Adjourn by McEwen, second by Stark. Motion carried. Meeting adjourned at 5:27 pm

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: 2020

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	101 13897220	Support –ADRC-CW	398,991

TRANSER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	101 13897214	Adult Protective Services	398,991

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

Date Completed: 11/2/2020

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)

Adult Protective Service (APS)

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

Adult protective services is currently budgeted in the ADRC budget but for 2020 NCHC will continue to complete the APS work. Therefore we have created a separate budget line for APS so that whichever agency is completing the services, the funds will be allocated in the budget separately to show the program

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

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: Sheriff

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	602 937 8 8110	Interest Income	73,977

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	602 93898171	Other Capital-Sheriff	73,977

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

Date Completed: 11/2/2020

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)

Sheriff Rolling Stock

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

This is a request to replace two squad cars in the rolling stock program as the County's property insurance covers repairs but not replacement.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No

Is a Budget Transfer Resolution Required? Yes

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: Sheriff

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	172-86882420	Public Safety – State Grant	35,153

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	172-86898190	Other Capital Equipment	35,153

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

Requested By: Kristin Williams – Administrative Services Manager

Date Completed: 6/11/2020

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)

HS ALERT EOD Bomb Suits 2018

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

This grant will allow Marathon County Sheriff's Office the opportunity to purchase a current specifications bomb suit for personnel to respond to high-risk situations with the threat of explosives

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No

Is a Budget Transfer Resolution Required? Yes

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: Sheriff

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	162-84982320	Public Safety – Federal Grant	10,576

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	162-84993490	Other Operating Supplies	10,576

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

Requested By: Kristin Williams, Administrative Services Manager

Date Completed: 10/12/2020

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)

2020 Edward Bryne Memorial Justice Assistance Grant (JAG) Program

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

To provide law enforcement agencies additional resources to enhance their ability to provide community initiatives, provide officer and community safety and enhance crime response.

3) This program is: (Check one)

An Existing Program.

A New Program.

4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

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

MARATHON COUNTY

Budget Transfer Authorization Request Form

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DEPARTMENT: Sheriff

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	487-24482420	Public Safety – State Grant	40,000

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	487-24491220	Wages – Permanent-Overtime	20,000
Expenditure Increase	487-24497170	Direct Payments	20,000

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

Requested By: Kristin Williams, Administrative Services Manager

Date Completed: 10/7/2020

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)

Marathon County Seat Belt Task Force 2020/2021

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

Marathon County Sheriff's Department will participate in Highly Visible Enforcement (HVE) saturation patrols during designated timeframes. The Sheriff's Department will adopt a zero tolerance policy for speed and aggressive driving and unrestrained occupants during all motor vehicle stops.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

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

MARATHON COUNTY

Budget Transfer Authorization Request Form

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

DEPARTMENT: Sheriff

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	226-97282420	Public Safety – State Grant	4,000

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	226-97293140	Small Items Equipment	4,000

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

Requested By: Kristin Williams, Administrative Services Manager

Date Completed: 10/14/2020

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)

TRaCS/Mobilization Equipment Grant

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

3) This grant program will assist law enforcement in developing their capacity to enter and transmit the greatest possible number of electronic records to the State of Wisconsin as soon as possible. This will increase the number of electronic citations and crash reports submitted and it will expand the ability to use and share the electronic data for problem identification, program development and resource allocation.

4) This program is: (Check one)

An Existing Program.

A New Program.

5) 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](#)

6) 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) 25% local match has been met through previous participation in mobilization grants

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No

Is a Budget Transfer Resolution Required? Yes

MARATHON COUNTY

Budget Transfer Authorization Request Form

This form must be completed electronically and emailed to **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: Conservation, Planning & Zoning

BUDGET YEAR: 2020

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	XXX-XXX-8-2485	DNR URBAN NON POINT GRANT – STORMWATER PLAN UPDATE	64730.00

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	XXX-XXX-9-2190	PROFESSIONAL SERVICES	63660.00
	XXX-XXX-9-3480	EDUCATIONAL SUPPLIES	1070.00

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: DIANE HANSON

Date Completed: 9/17/2020

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)

STORMWATER QUALITY MANAGEMENT PLAN UPDATE

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

As a requirement of Marathon County's MS4 Wisconsin Pollution Discharge Elimination System permit, the Marathon County Stormwater Quality Management Plan needs to be updated. This grant will provide funding for 50% of the cost of this plan development and information/education outreach efforts.

- 3) This program is: (Check one)

An Existing Program.

A New Program.

- 4) What is the reason for this budget transfer?

Carry-over of Fund Balance.

Increase/Decrease in Grant Funding for Existing Program.

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

Set up Initial Budget for New Grant Program.

Set up Initial Budget for New Non-Grant Program

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

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

This Program is not a Grant.

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

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

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

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

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

No.

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

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

The capital request HAS been approved by the CIP Committee.

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

COMPLETED BY FINANCE DEPARTMENT:

Is 10% of this program appropriation unit or fund? No

Is a Budget Transfer Resolution Required? Yes

AMENDMENT # ____ OF THE PROPOSED 2021 BUDGET

WHEREAS, prior to adoption of the final budget, the County Board may amend the proposed 2021 budget resolution by a majority vote in order to make operational and capital programming changes; and

WHEREAS, there was a request to increase the 2021 budget for the District Attorney's Office by \$157,512 to provide funding for one Legal Assistant and one Assistant District Attorney; and

WHEREAS, the Board can fund said request by making reductions in the outlay for body cameras, the outlay for the UniverCity program, and the outlay for broadband grant writing while increasing projected sales tax revenues.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors for the County of Marathon does hereby ordain as follows:

1. Increase the expenditure in the 2021 budget for the District Attorney's Office by adding the sum of \$157,512 to fund operations for one new Legal Assistant and one new Assistant District Attorney to Account No. _____.
2. Decrease the 2021 Budget Fund by \$31,000 currently budgeted to implement body cameras; decrease the 2021 Budget Fund by \$40,000 currently budgeted for UniverCity; decrease the 2021 Budget Fund by \$73,117 currently budgeted for broadband grant writing; and increase projected sales tax revenues for the 2021 Budget Fund by \$13,395.

Dated: November 10, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

OR

Marathon County Board Supervisor District # _____

Fiscal Impact: Reallocate expenditures in the 2021 adopted budget. This amendment will increase the 2021 District Attorney's Office budget in the amount of \$157,512; reduce the 2021 Marathon County Sheriff's Office budget in the amount of \$31,000; reduce the County Administration budget by \$40,000 for UniverCity; decrease the broadband grant writing allocation by \$73,117 and increase projected sales tax revenues by \$13,395.

AMENDMENT # ____ OF THE PROPOSED 2021 BUDGET

WHEREAS, prior to adoption of the final budget, the County Board may amend the proposed 2021 budget resolution by a majority vote in order to make operational and capital programming changes; and

WHEREAS, there was a request to increase the 2021 budget for the District Attorney's Office by \$177,935 to provide funding for one Legal Assistant and one Assistant District Attorney; and

WHEREAS, the Board can fund said request by discontinuing funding the Safe Streets Options Program (SSTOP) budgeted in the County Administrator's Justice Alternatives budget in the amount of \$118,000 and the remaining necessary funding in the amount of \$59,935 from the \$1,200,000 County funded portion of the Start Right program in the Health Department's budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors for the County of Marathon does hereby ordain as follows:

- Increase the expenditure in the 2021 budget for the District Attorney's Office by adding the sum of \$177,935 the expenditure in the 2021 budget for the District Attorney's Office by adding the sum of \$177,935 to fund operations for one new Legal Assistant and one new Assistant District Attorney to Account No. 101 155 1551110 salaries \$99,455 and 101 15591210 wages 78,480.
- Decrease the 2021 Budget Fund by \$118,000 dollars currently budgeted to fund operations of SSTOP in Account No. 101 177 92190 Contractual Services
- Decrease the 2021 Budget fund by \$59,935 dollars currently budgeted to fund operations of the Start Right Program in Account Numbers No. 101 315 1292997 Sub-contracted Services.

Dated: November 10, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE
OR

Marathon County Board Supervisor District # _____

Fiscal Impact: Reallocate expenditures in the 2021 adopted budget. This amendment will increase the 2021 District Attorney's Office budget in the amount of \$177,935 dollars and reduce the 2021 County Administrator's Alternative Justice budget by 118,000 dollars and the Health Department's Start Right budget by \$59,935 dollars.

Sec. 3.05(3), Gen. Code of Ordinances for Marathon County

Small purchases procedure. Any contract that does not involve a public work and does not exceeding \$75,000 ~~\$30,000.00~~ may be made in accordance with small purchase procedures, however, purchases shall not be artificially divided so as to constitute a small purchase under this section. If possible, for purchases over \$25,000 ~~\$10,000.00~~, three businesses shall be solicited to submit quotations from which the lowest acceptable quotation shall be selected. The name of the business submitting a quotation and the date and amount of each quotation shall be recorded and maintained as a public record. The purchasing agent shall maintain a list of all businesses from which quotations were sought.

ORDINANCE #O-____-20

**AMENDING SEC. 3.05(3) OF THE
GENERAL CODE OF ORDINANCES FOR MARATHON COUNTY
TO INCREASE DOLLAR LIMIT TO QUALIFY FOR SMALL PURCHASES PROCEDURE
UNDER THE PROCUREMENT CODE**

WHEREAS, the Marathon County Board has created sec. 3.05 of the General Code of Ordinances of Marathon County (Gen. Code) which sets forth the County's procedure whereby Department Heads, or their designees, may procure services, equipment and supplies; and

WHEREAS, §3.05(3), Gen. Code sets forth the process for "small purchases" that are not related to public works projects; and

WHEREAS, such procurement is not governed by State statute but is regulated by County ordinance for the purpose of providing transparency regarding the use of public funds and promoting procurement under terms in the best interests of Marathon County through competition; and

WHEREAS, §3.05(3), Gen. Code, requires public bidding or requests for proposal if the value of the contract exceeds \$30,000 (large purchase) and permits purchasing agents to obtain quotes without advertising for contracts between \$10,000 and \$30,000 (small purchase); and

WHEREAS, the Infrastructure [and the Human Resources, Finance and Property] Committee[s] has [have] reviewed a request made by several departments and determined that an increase in the dollar limit threshold for formal procurement for large purchases from \$30,000 to \$75,000 and an increase in the dollar limit to qualify for small purchases from \$10,000 to \$25,000 will meet the objectives set forth above and also permit greater flexibility to purchasing agents as follows:

- A. \$0-\$25,000 (micro purchase) informal price quotes suggested.
- B. \$25,000-\$75,000 (small purchase) three informal price quotes required.
- C. \$75,000-above (large purchase) formal (written and advertised) requests for bids or proposals.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED that the Board of Supervisors for the County of Marathon does hereby amend Sec. 3.20 of the General Code of Ordinances of Marathon County as set forth in the attached addendum.

BE IT FURTHER ORDAINED AND RESOLVED that said ordinance shall be effective upon passage and publication as prescribed by law.

Dated this _____ day of November, 2020.

INFRASTRUCTURE COMMITTEE

_____	_____
_____	_____
_____	_____

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Impact: None.