



OFFICIAL NOTICE AND AGENDA-of a meeting of the County Board, Committee, Agency, Corporation or Sub-Unit thereof MARATHON COUNTY, WISCONSIN
MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Monday, July 29, 2019; 3:00 p.m.**

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

Members: EJ Stark, Chair; Bill Miller, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, Yee Leng Xiong, Jeff Zriny

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.

1. Call to Order-Please silence your cellphones
2. Public Comment Period -- Not to Exceed 15 Minutes
3. Approval of the Minutes of the June 17, 2019 Human Resources, Finance and Property Committee Meeting.
4. Educational Presentations/Outcome Monitoring Reports-2020 Budget Timetable and Terminology
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 - (1) Tax Deed Bid Opening

<u>Town Of Rib Mountain SALE #2019 - 5</u>	\$ 6,000
2608 Petunia Road, Wausau	
<u>Town Of Texas SALE #2019 - 6</u>	\$13,000
T701 Marshall Hill Rd, Wausau	
<u>City Of Wausau SALE #2019 - 7</u>	\$21,500
110 Miller Avenue, Wausau	
 - (2) Review of the Marathon County 2017 Comprehensive Annual Financial Report and Internal Control Letter-Communication to Those Charged with Governance and Management-Presentation by John Rader –Director of Baker Tilly Virchow Krause LLP
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - (1) Discussion and Possible Action by Committee-2019 Interdepartmental Transfers-Palmer
 - (2) **Motion to Go into Closed Session** (Roll call vote suggested) Pursuant to §19.85(1)(g),Wis. Stats., Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning a strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved-Corbett
 - (3) Motion to Return to Open Session (No roll call vote needed)
 - (4) Announcements and Possible Action Based on Closed Session Item
6. Policy Issues Discussion and Committee Determination
7. Announcements:

Next Meeting Date-August 5, 2019 3 pm
8. Adjourn

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715 261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED EJ STARK/s/K Palmer
 Presiding Officer or Designee

Faxed to: Wausau Daily Herald
 Faxed to: City Pages
 Faxed to: Record Review
 Faxed by/time: K Palmer 2019 7/26/2019 10:30am

NOTICE POSTED AT THE COURTHOUSE
 By/Date/Time: K Palmer 7/26/2019 10:30 am



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, July 8, 2019; 3:00 p.m.**

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

Members: EJ Stark, Chair; Bill Miller-excused, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, Yee Leng Xiong-excused, Jeff Zriny
Others: Jamie Polly, Boly Vang, Tom Lovlien, Audrey Jensen, Lance Leonhard, Nan Kottke, Kristi Palmer, Scott Corbett, Michael Lotter

1. Call to Order-Please silence your cellphones
2. Public Comment Period -- Not to Exceed 15 Minutes-None
3. Approval of the Minutes of the June 17, 2019 Human Resources, Finance and Property Committee Meeting.
Motion by Buttke and seconded by Durham to approve the minutes from June 17; vote unanimous
4. Educational Presentations/Outcome Monitoring Reports-None
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 - (1) Approve June 2019 Claims and Questioned Costs-Palmer
Motion by Gibbs and seconded by Buttke to approve the June claims; vote unanimous

(2) CIP Projects and Rolling Stock

- CIP Committee request to review 2020 increase costs for rolling stock
- Review of County Fleet Management Program in 2019 and Recommendations for 2020

Lotter talked about the new Enterprise program for fleet management. The County has just started this program and do not have data but we were provided an analysis from Enterprise for the City of Wausau fleet. Enterprise has stated that they are able to sell the City vehicles for more than the City originally purchased the vehicles and the City is satisfied with the program. No formal action taken

- Committee Review and Approval of the Facilities and Capital Management 2020 CIP requests and forward the requests to the CIP Committee-Lotter

Lotter went through the CIP projects that his department will be forwarding these requests to the CIP committee for ranking this summer. Gibbs-What is the efficiencies on the new boilers? We have been getting 95-98% efficiencies with the new boilers.

Motion by Zriny and seconded by Gibbs to approve the submission to go to CIP Committee for ranking; vote unanimously

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

(1) Discussion and Possible Action by Committee-2019 Interdepartmental Transfers

Motion by Gibbs and seconded by Buttke to approve the transfer; vote unanimous

(2) Create one .6 FTE Motorized Recreation Coordinator position for the PRF Dept.

Polley explained the change in the position for the Motorized Recreation Coordinator as there is a retirement in the department and this would accommodate the operations of the department. Polley would like to request that the Committee approve the one .6 FTE Motorized Recreation Coordinator and maintain the Park Ranger position. There should be little if any increase in the personnel budget.

Motion by Zriny and seconded by Durham to create the one .6 FTE Motorized Recreation Coordinator position; vote unanimous

(3) Purchase of Kerswill Property for County Forest

Lovlien discussed the purchase of the Kerswill property and resolution with the Committee. There is a Wisconsin Senator that has an objection to our match for this project and Tom Lovlien with working with Chairman Gibbs to try to lift to objection so we get a better match for the purchase. The County has until September 15, 2019 to close on this property.

Motion by Gibbs and seconded by Buttke to approve the purchase with a clarification at the full County Board as the finalized funding from the Knowles Nelson and to approve the purchase of the Kerswill property; vote unanimous



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, July 8, 2019; 3:00 p.m.**

(4) Approving an Application to Acquire Funding Through the Knowles-Nelson Stewardship Program
Lovlien discussed the potential purchase of property in Kronenwetter.
Motion by Zriny and seconded by Buttke to approve the Application; vote unanimous

(5) **Motion to Go into Closed Session**

Motion by Gibbs and seconded by Buttke Pursuant to §19.85(1)(e), Wis. Stats., for the purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, out Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss its strategy for negotiating with the City of Wausau, 2101 Grand Ave Wausau, WI 54403 formerly the Ponderosa Motel

Roll call vote:

Gibbs-aye

Zriny-aye

Durham-aye

Buttke-aye

Stark

All ayes to go into closed session

(6) Motion to Return to Open Session

Motion by Gibbs and seconded by Buttke to return to Open Session; vote unanimous

(7) Announcements and Possible Action on Matters Discussed in Closed Session- No information in open session

6. Policy Issues Discussion and Committee Determination

(1) 2020 Budget Assumptions

- 5 Year Financial Plan with the following:
- Wage and Benefit Assumptions
- Operating and Debt Service Costs
- Revenues estimates
 - Transportation Funding/Out of Home Placement Funding
 - Sales Tax
 - Equalized Value/Net New Construction

Palmer reviewed the 2020-2024 budget assumptions with the committee. The assumptions will be updated after the Net New Construction and Equalized Value figures are issued by the Department of Revenue on August 15. Gibbs-There are potentially 4.24 positions in Assistant District Attorneys for Marathon County. The State Public Defender rate is going from \$40 to \$70 dollars and hours which will indirectly effect the county. Overall the state budget was a positive for Counties. The \$75 Million will be taken from the GPR and put into the transportation budget as a one-time payment for roads.

7. Announcements:

Next Meeting Date-July 29, 2019 3 pm

8. Adjourn- Motion to adjourn by Durham and seconded by Buttke at 4:35 pm, vote unanimous

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: Health

BUDGET YEAR: 2019

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	305-346-8-2446	Oth Health Care Serv-St G	\$4,500

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	305-346-9-1110	Salaries-Permanent-Regular	\$4,500

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: Joan Theurer, Health Officer

Date Completed: 7/5/2019

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)
Tuberculosis Dispensary 2019-2020

- 2) Provide a brief (2-3 sentence) description of what this program does.
The contract period is 7/1/19-6/30/20. This is money allocated through the state to reimburse the Marathon County Health Department for specific costs associated with caring for cases of TB who do not have other health insurance.

- 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: Budget amendment to reflect actual 2019-2020 contract amount

- 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)

- 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? Yes 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: Health

BUDGET YEAR: 2019

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	290-335-8-2446	Oth Health Care Serv-St Grnt	\$35,447
Expenditure Decrease	290-335-9-1110	Salaries-Permanent-Regular	\$8,198
Expenditure Decrease	290-335-9-2990	Sundry Contractual Services	\$500
Expenditure Decrease	290-335-9-3140	Small Items Equipment	\$507
Expenditure Decrease	290-335-9-3190	Office Supplies	\$25
Expenditure Decrease	290-335-9-3350	Meals	\$50
Expenditure Decrease	290-335-9-3360	Lodging	\$82

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	290-335-9-3240	Dues/Memberships	\$1,490
Expenditure Increase	290-335-9-3490	Other Operating Supplies	\$43,319

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: Joan Theurer, Health Officer

Date Completed: 7/5/2019

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)

Public Health Preparedness 2019-2020

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

The fiscal year for this funding is 7/1/19-6/30/20. The program exists to develop and maintain plans to the Marathon County Health Department, along with our partners, is prepared to respond to public health emergencies.

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: Adjust existing budget to match actual contract amount

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)

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? Yes

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: 2019

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	204-97482420	Public Safety – State Grant	4,000

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	204-97493140	Small 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: 7/12/2019

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)
Mobilization Grant (Drive Sober Winter)
- 2) Provide a brief (2-3 sentence) description of what this program does.
This grant program supports the purchase of traffic enforcement equipment which will enhance the grantee's overall traffic enforcement 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) 25% Match was already met through the wages/fringes from actual Mobilization Grant
- 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? Yes Is a Budget Transfer Resolution Required? Yes

Audit Results

Marathon County

Year Ended 12/31/18



Agenda

	SECTION
BAKER TILLY VIRCHOW KRAUSE, LLP	
YOUR EXPERIENCED CLIENT SERVICE TEAM	
AUDIT RESULTS	
STATUS OF OUR AUDIT	I
FINANCIAL RESULTS	II
REQUIRED COMMUNICATIONS	III
COMPONENTS OF VALUE	
ACCOUNTING AND AUDITING STANDARDS	
UPDATE	IV



This presentation was prepared as part of our audit, has consequential limitations, is restricted to those charged with governance and, if appropriate, Management, and should not be used by anyone other than those specified parties.

Your Experienced Client Service Team



Baker Tilly's team of professionals brings significant state and local government expertise to Marathon County. Collectively, they bring over 60 years of auditing public sector client experience to your audit. Their enthusiasm and commitment result in proactive, innovative service focused on your business issues. The team members can be reached as indicated below:



Carla A. Gogin, CPA
Partner
608 240 2460
Carla.Gogin1@bakertilly.com

Carla Gogin, partner with Baker Tilly Virchow Krause, LLP, is a member of the public sector practice group. She has been with the firm since 1993, serving the financial needs of state and local government clients and serving in various firm leadership roles. She has assisted many municipalities and counties implement new Governmental Accounting Standards Board (GASB) pronouncements and to understand new auditing standards impacting the profession.

Carla is the Engagement partner in-charge for the Marathon County audit.



John W. Rader, CPA, MBA
Director
608 240 2431
John.Rader@bakertilly.com

John Rader is a director with the public sector practice group. He has been with Baker Tilly since 2001. He specializes in providing financial auditing and consulting services to governmental units including counties, cities, villages and towns as well as the University of Wisconsin Athletic Department, airports, healthcare facilities and several state agencies.

John is a Director assisting with the Marathon County audit.



Paul McEvelly
Senior Accountant
608 240 2687
Paul.McEvelly@bakertilly.com

Paul McEvelly, senior accountant with Baker Tilly Virchow Krause, LLP, has been with the firm since 2014. Paul is a member of the state and local government team and specializes in providing auditing and accounting services to state and local government entities. Clients consist of municipalities, counties, governmental agencies, and not-for-profits.

Paul is a senior accountant assisting with the Marathon County audit.

Your Experienced Client Service Team



Casandra Chase, CPA
Senior Accountant
608 240 6785
Casandra.Chase@bakertilly.com

Casandra Chase, senior accountant with Baker Tilly Virchow Krause, LLP, has been with the firm since 2015. Casandra is a member of the public sector group, specializing in audit services for governmental clients, including municipalities, counties and school districts. Casandra is a senior accountant assisting with the Marathon County Audit.



Kyle Welbes
Accountant
608 240 2451
Kyle.Welbes@bakertilly.com

Kyle Welbes, staff accountant with Baker Tilly Virchow Krause, LLP, has been with the firm since 2018. Kyle is a member of the state and local government team and specializes in providing auditing and accounting services to municipal clients. Kyle is an accountant assisting with the Marathon County audit.



Section I

Status of Our Audit

Status of Our Audit and Areas of Audit Emphasis



Status of the audit

- > We have completed our audit of the County's financial statements for the year ended December 31, 2018. Our audit was performed in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in Governmental Auditing Standards issued by the Comptroller General of the United States.
- > We have issued an unmodified opinion on the financial statements.
- > We are in the process of completing our audit of the Schedule of Passenger Facility Charges, Receipts, and Disbursements of the Central Wisconsin Airport, as presented on the cash basis, for the year ended December 31, 2018.
- > We are in the process of completing our audit of the Schedule of Expenditures of Federal and State Awards Required by the Uniform Guidance and State and Single Audit Guidelines.



Section II

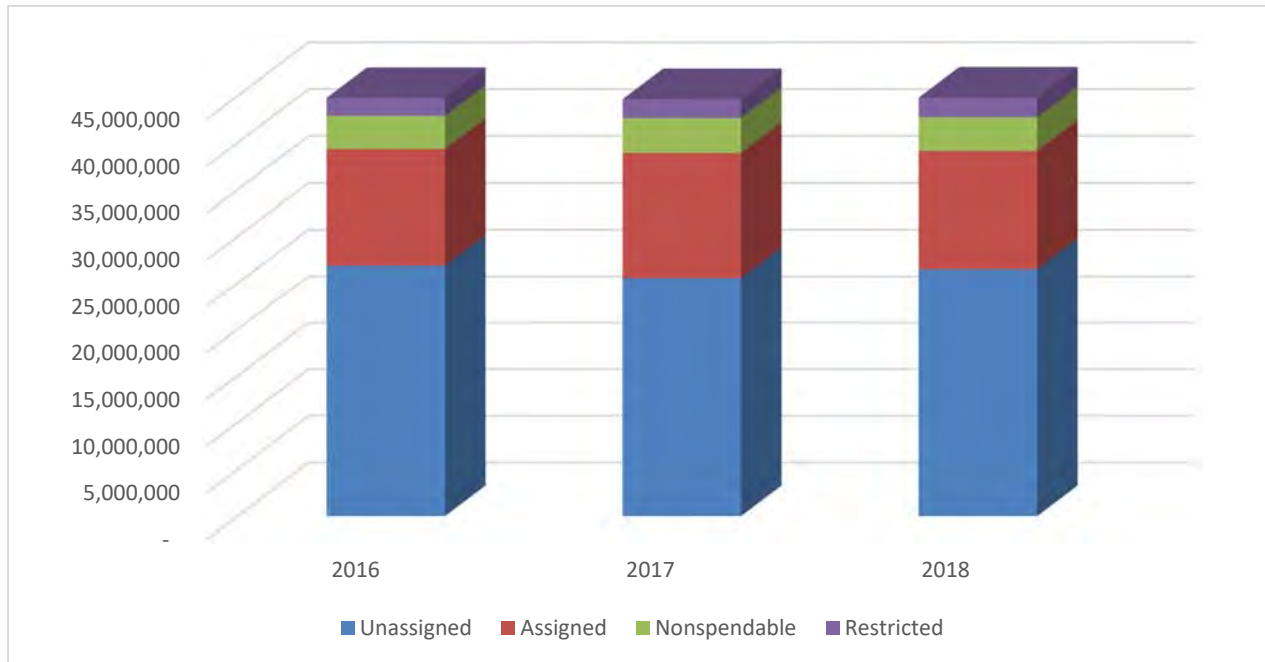
Financial Results

Financial Results – General Fund (pages 99-105)

	<u>Actual</u>	<u>Final Amended Budget</u>	<u>Variance</u>
Revenues and other financing sources \$	67,916,055	\$ 77,790,058	\$ (9,874,003)
Expenditures and other financing uses	<u>(67,754,648)</u>	<u>(78,607,654)</u>	<u>(10,853,006)</u>
Revenues over (under) expenditures	161,407	<u>\$ (817,596)</u>	<u>\$ 979,003</u>
Fund balance – beginning of year	<u>44,643,374</u>		
Fund Balance – End of Year	<u>\$ 44,804,781</u>		

Financial Results

General Fund Balance History (pages 18 and 58)



Fund Balance Components	2016	2017	2018
Unassigned	\$ 26,885,557	\$ 25,539,836	\$ 26,507,636
Assigned	12,449,347	13,362,982	12,625,174
Restricted	1,897,420	2,004,903	2,089,009
Nonspendable	3,536,354	3,735,653	3,582,962
Total	\$ 44,768,678	\$ 44,643,374	\$ 44,804,781

MINIMUM FUND BALANCE POLICY (PAGE 42)

The county has a formal minimum fund balance policy for the General Fund. That policy is to maintain a working capital fund of 8.3% of the current year's general fund, social improvement fund, and debt service fund budgeted expenditures. The county also has a minimum fund balance for the Highway fund. That policy is to maintain a working capital fund of 10% of the current year budgeted expenditures, the minimum fund balance is calculated as follows:

	General Fund		Highway Fund	
General Fund	\$	78,607,654	\$	-
Social Improvement		21,340,525		-
Debt Service Fund		1,824,750		-
Highway Fund		-		<u>29,233,096</u>
		<u>\$101,772,929</u>		<u>29,233,096</u>
Minimum	8.33%	\$ 8,477,685	10%	2,923,310
Balance at December 31, 2018	\$	25,609,129	\$	6,463,743

Financial Results

Financial Results – Other Governmental Funds (page 20)

	Social Improvement Fund	Capital Improvement Fund	Debt Service Fund
Revenues	\$ 19,412,920	\$ 254,000	\$ 1,838,007
Expenditures	(17,994,819)	(3,958,299)	(1,675,221)
Other financing sources (uses)	<u>(944,973)</u>	<u>7,264,324</u>	<u>-</u>
Net change in fund balance	473,128	3,560,025	162,786
Fund balance – beginning of year	<u>2,945,745</u>	<u>6,759,777</u>	<u>1,616,817</u>
Fund Balance – End of Year	<u>\$ 3,418,873</u>	<u>\$ 10,319,802</u>	<u>\$ 1,779,603</u>

Financial Results

Financial Results – Proprietary Funds (pages 22-23) and Central Wisconsin Airport (pages 27-28)

	<u>Landfill</u>	<u>County Highway</u>	<u>Internal Services Funds</u>	<u>Central WI Airport</u>
Working Capital	<u>\$ 4,162,620</u>	<u>\$ 49,373,133</u>	<u>\$ 17,539,915</u>	<u>\$ 1,590,006</u>
Unrestricted Cash	<u>\$ 5,202,831</u>	<u>\$ 40,443,147</u>	<u>\$ 17,570,445</u>	<u>\$ 2,995,110</u>
Restricted Cash	<u>\$ 12,216,402</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,263,242</u>
Revenues	\$ 3,559,781	\$ 5,847,902	\$ 13,781,774	\$ 5,135,691
Expenditures	(4,181,998)	(12,174,423)	(13,980,856)	(6,048,662)
Nonoperating revenues (expenses)	353,549	9,894,653	1,015,088	155,597
Transfers	<u>-</u>	<u>1,324,900</u>	<u>792,596</u>	<u>-</u>
Change in net position	(268,668)	4,893,032	1,608,602	(757,374)
Net Position – beginning of year	<u>13,260,625</u>	<u>45,680,871</u>	<u>13,374,888</u>	<u>51,502,871</u>
Net Position – End of Year	<u>\$ 12,991,957</u>	<u>\$ 50,573,903</u>	<u>\$ 14,983,490</u>	<u>\$ 50,745,497</u>

Financial Results

G.O. Debt Outstanding Legal Debt Margin (page 54)

Pursuant of Section 67.03 Wisconsin Statutes, the total indebtedness of the county for general purposes may not exceed 5% of the value of the taxable property located therein for state purposes.

Equalized Value		\$	11,094,104,400
Debt Margin Percentage			5%
Legal Debt Limit			552,705,220
Outstanding General Obligation Debt	\$	11,145,000	
Less amount available in the Debt service Fund		(1,779,603)	
Total Amount of Debt Applicable to Debt Margin			9,365,397
Legal Debt Margin	\$		543,339,823
Percentage of Debt Capacity Used			1.69%
Prior Year			1.21%

Debt Service Compared to Governmental Expenditures

<u>Governmental Funds</u>			
Principal		\$	1,667,346
Interest			7,875
Debt service expenditures			1,675,221
Total governmental expenditures	\$	87,405,696	
Less: Capital outlay		(4,100,120)	
Non-capital governmental expenditures			83,305,576
Percentage of debt service compared to			
Non-capital governmental expenditures			2.01%
Prior Year			2.07%



Section III
Required Communications

Required Communications

Refer to the Required Communications Document.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America, Government Auditing Standards, the Uniform Guidance, and the State Single Audit Guidelines

Other Information in Documents Containing Audited Financial Statements

Planned Scope and Timing of the Audit

Qualitative Aspects of the Entity's Significant Accounting Practices

Accounting policies
Significant accounting estimates
Financial statement disclosures

Difficulties encountered during the audit

- > We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and corrected misstatements

- > Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. See the separate document for a listing.

Disagreements with management

- > For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Management's consultations with other independent accountants

- > In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Required Communications


Representations requested from management

Independence

- > We are not aware of any relationships between Baker Tilly Virchow Krause, LLP and Marathon County that, in our professional judgment, may reasonably be thought to bear on our independence.

Other findings or issues

- > In the normal course of our professional association with the County, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the County's auditors.



Section IV
Accounting and Auditing Standards
Update

Accounting and Auditing Standards Update

The Governmental Accounting Standards Board (GASB) approved the following:

- > Statement No. 83, *Certain Asset Retirement Obligations*
- > Statement No. 84, *Fiduciary Activities*
- > Statement No. 87, *Leases*
- > Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowing and Direct Placements*
- > Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- > Statement No. 90, *Majority Equity Interests – an amendment of GASB Statements No. 14 and No. 61*

Communication to Those Charged with Governance and Management

Material Weakness

- > Internal Control Over Financial Reporting

Significant Deficiency

- > Solid Waste Department

Current Year Point

- > Investment Pool Fund

Prior Year Points

- > Treasurer's Office
- > Information Technology
- > Decentralized Activities
- > Decentralized Cash Collections

Informational Points

- > Cyber Security Management
- > GASB Updates
- > Resources for State and Local Government Boards
- > Upcoming Lease Standard
- > New Reporting Requirements for Fiduciary Activities

**MARATHON COUNTY
2020 BUDGET
TIME TABLE AND TIF
TERMINOLOGY**



Vision: To be the healthiest and safest county in which to live, learn, work and play.

Mission: To advance a healthy Marathon County community by preventing disease, promoting health, and protecting the public from environmental hazards.

2020 Budget Timeline

- July 2019-HRFC develop 2020 Budget Assumptions and County Administration starts building the 2020 budget
- August 2019 Budget worksheets are sent to departments to develop the 2020 proposed budget
- September 2019-County Administration meets with departments and creates the 2020 County Administrator's Recommended Budget
- October 2019-HRFC reviews the 2020 County Administrator's Recommended Budget and approves the 2020 HRFC budget
- November 2019 County Board approves the 2020 County Budget

Important Dates

August 15, 2019-DOR provides Equalized Value and Net New Construction figures

October 14-HRFC approved the 2020 Budget

November 12-2020 Budget Hearing

November 14-County Board approved 2020 Budget

What is the difference between TIF and a Tax Incremental District (TID)?

- **TIF** — an economic development program which helps promote local tax base expansion by using property tax revenues to fund site improvements to attract new industrial or mixed-use development, rehabilitate/ conserve property, eliminate blight and remediate the environment
- **TID** — the actual physical area (whole parcels) designated for improvements using tax incremental financing

• How is TIF funded?

1. When a TID is created, the municipality and other taxing entities agree to support their normal operations from the existing tax base within the district, assuming that if the TID was not created, there would be no additional growth to the existing tax base. Property taxes for the school, county, technical college, and municipality are based on the taxable value of the TID at the time it is created. The tax rates are applied to the TID value increment, which results in additional revenues collected for the district's fund. Eligible TID costs are paid from these revenues before the additional tax base is shared.

2. The State of Wisconsin does **not** collect or pay increments to municipal governments.

3.

Besides a municipality, what are the other taxing entities?

The other taxing entities are the school district, county, and technical college. A municipality may also have a lake district, sanitary district or metro sewer district.

WISCONSIN DEPARTMENT OF REVENUE
Office of Technical and Assessment Services

1. **What are county and municipal levy limits?**

Levy limits provide the maximum amount a town, village, city and county may implement as a property tax levy on parcels within their boundaries.

2. **What is the maximum amount a county, town, village or city can levy?**

Towns, villages, cities and counties use the Levy Limit Worksheet to determine the maximum allowable property tax levy they can implement without potentially receiving a penalty under state law (sec. 66.0602, Wis. Stats.).

3. **Where do I report the actual levy on the Levy Limit Worksheet?**

You report the actual levy on the Statement of Taxes (SOT), not on the Levy Limit Worksheet. You must use the Levy Limit Worksheet to calculate and report the allowable levy limit.

Even if your actual levy is less than your allowable levy limit, you must submit your Levy Limit Worksheet showing your allowable levy limit. Your actual levy is reported on your SOT.

4. **Do I need to complete the Levy Limit Worksheet if there are no adjustments to our allowable levy?**

Yes. Each county and municipality must submit a Levy Limit Worksheet to the Wisconsin Department of Revenue (DOR). You should review your allowable levy limit before adjustments in Section A to ensure your municipality's property tax levy is less than or equal to the allowable levy limit. If there are no adjustments, you would not enter any amounts in Section D, then submit.

5. **What is our allowable levy limit?**

Use the Levy Limit Worksheet to calculate your maximum allowable levy for the current year. The starting number in this calculation is the prior year's actual levy (except if there was an excess levy in the prior year). The allowable adjustments may vary.

Complete the appropriate Levy Limit Worksheet:

- [County Levy Limit Worksheet](#) (Form SL-202C)
- [Municipal Levy Limit Worksheet](#) (Form SL-202M)

6. **What is the penalty for exceeding the levy limit?**

The penalty is a loss of shared revenue. This is a dollar for dollar penalty. **Example:** If a municipality exceeds its levy limit by \$1,000, its state shared revenue payment is reduced by \$1,000. If the penalty amount is greater than the state shared revenue payment amount for that year, the remaining penalty amount is deducted from subsequent state shared revenue payments until the penalty is paid in full.

7. **How does state law (sec. 66.0602 (2m)(b), Wis. Stats.), affect our municipality or county?**

The state created a law ([sec. 66.0602 \(2m\)\(b\), Wis. Stats.](#)), which can be summarized as:

On or after July 2, 2013, if a county or municipality adopts a new fee or a fee increase for covered services (which were partly or wholly funded in 2013 by property tax levy), that county or municipality must reduce its levy limit in the current year by the amount of the new fee or fee increase, less any previous reductions. This also applies to payments in lieu of taxes.

Covered services include:

- Garbage collection – except for municipalities or counties that owned and operated a landfill on January 1, 2013
- Fire protection – excluding the production, storage, transmission, sale and delivery, or furnishing of water for public fire protection purposes
- Snow plowing
- Street sweeping
- Storm water management

The total amount of the reduction implemented by a county or municipality, including prior year reductions, should not exceed the amount funded by tax levy in 2013 to provide the covered service.

8. **Does a municipality or county need to adjust their levy limit due to a reduction of general obligation debt authorized prior to July 1, 2005 debt?**

Per 2017 Wisconsin Act 59, since the December 2017 tax levies, counties and municipalities must reduce their levy limit if their general obligation debt service levy for debt authorized prior to July 1, 2005 is less in the current year compared to the prior year. This is referred to as a "negative debt adjustment." The reduction is entered in Section D, Line B of the Levy Limit Worksheet.

Note: Starting with December 2017 tax levies, there is no longer an exception to the "negative debt adjustment." In result, if applies, the reduction must be entered.

9. **What is the process for exceeding the allowable levy limit for a town with a population under 3,000?**

For towns with a population **under** 3,000, a town board may adopt a resolution to exceed the levy limit, which is approved by electors at a special town meeting. The steps are listed below.

- **Hold a town board meeting** – at the meeting by majority vote the board members approve exceeding the levy limit. If it is approved, the board prepares a written resolution of the *Town board proposing to exceed the levy limit.*
- **Post public notices for the special town meeting** – must post in three public places at least 15 days before the special town meeting. It should state that the board approved exceeding the levy

limit by an increase of "X" amount, which the electors will be voting on at this special town meeting.

- **Hold special town meeting** – for the electors to vote on the town board's resolution proposing to exceed the levy limit by "X" amount. The vote must be on the exact amount approved by the town board.
- **Prepare *Resolution for electors to exceed the levy limit*** – clerk prepares resolution at the special town meeting, where a majority vote by the electors is needed to approve the town board resolution. The number of votes (aye and nay) must be included.

If approved, the town must provide DOR with the following within 14 days:

- Town board resolution proposing to exceed the levy limit (signed and dated)
- Public notice for the special town meeting
- Resolution of electors approving to exceed the levy limit (signed, dated, with voting results)

2. What is the process for exceeding the allowable levy limit for a county, city, village or town with a population over 3,000?

Under state law ([sec. 66.0602\(4\), Wis. Stats.](#)), all counties, cities, villages or towns with a population over 3,000 may exceed its levy limit after adopting a resolution to exceed its levy limit, which is approved in a referendum.

- Referendums can only be held in the fall at a partisan primary of general election; they cannot be held in the spring
- Referendum language must include the purpose for the increase and the term of the increase. You must use the language outlined in the statute for the referendum question. See sec. 66.0602 (4) (c), Wis. Stats., for the required language.

If approved, the county, village, city or town must provide DOR with the following within 14 days:

- Copy of the ballot
- Voting results

3. Can a municipality increase the levy for an increase in charges assessed by a joint fire department?

Yes. You can enter an adjustment in Section D, Line I of the Levy Limit Worksheet, which increases your levy limit if the charges assessed by your joint fire department increased and your municipality meets the requirements below.

Under state law (sec. 66.0602(1)(am), Wis. Stats.), "Joint fire department" means a joint fire department organized under [sec. 61.65 \(2\) \(a\) 3.](#), or [62.13 \(2m\)](#), or a joint fire department organized by any combination of two or more cities, villages, or towns under [sec. 66.0301 \(2\)](#).

If your municipality is a member of a joint fire department by statute and the increased assessed charges result in your municipality exceeding its levy limit, you can enter an adjustment in Section D, Line I if **all** of the following apply:

- The joint fire department's **total** charges assessed for the current year (not just your municipality's share) compared to the prior year, increased less than or equal to the percentage change in the Consumer Price Index (CPI) from October 1 through September 30 of the current year, plus 2 percent. Note: The percentage change in CPI from October 1, 2017 through September 30, 2018 is 2.4 percent.
- All municipalities covered by the joint fire department adopt a resolution supporting exceeding the levy limit

Example: If the prior year total assessed charges were \$50,000 and the joint fire department's current year total assessed charges are \$60,000, there is an increase of \$10,000 or 20 percent; the municipality does not qualify for an adjustment on this line of the Levy Limit Worksheet. Note: the increase cannot be more than 4.4 percent for the 2018 Levy Limit Worksheet.

4. **Where should a municipality or county adjust the levy for an increase or decrease in costs associated with an intergovernmental cooperation agreement?**

You may make an adjustment in Section D, Line H of the Levy Limit Worksheet, which is used for an increase or decrease in costs associated with an intergovernmental cooperation agreement. This line is for a redistribution of costs for an existing agreement. This line cannot be used for a new service, increased costs or a new intergovernmental cooperation agreement. **Example:** if one member increases costs by 25 percent, the other members should decrease their costs to account for it.

FOR QUESTIONS OR COMMENTS CONTACT:

MS 6-97

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