



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING **AMENDED**
AGENDA

Date & Time of Meeting: **Monday, September 9, 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 – None
3. Approval of the Minutes of the August 19, 2019 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports-2020 Budget Update
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 August 2019 Claims and Questioned Costs-Palmer
 - (2) Approval of Proposed Financing Plan for the Wausau Library Roof and Building Envelope Repair-Lotter/Palmer
 - (3) Confirmation of RFP Result for Financial Advisor-Palmer
 - (4) Budget transfer –Jail Assessment for maintenance projects at the jail while inmate are offsite-Lotter
 - (5) Review CIP Policy for CCITC Projects and Timeline for CIP Process-Lotter/Palmer
 - (6) Appraisal of Law Office Adjacent to Courthouse
 - (7) Review of the 2018 Marathon County Single Audit Report-Palmer
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 - (1) 2019 Interdepartmental Transfers-Palmer
 - (2) 2020 New Position Requests – 2020 Chart:
 - a. Administrative Coordinator-Property Lister, Treasurer (1 FTE)
 - b. Regulatory Compliance & Environmental Health/Safety Specialist, Solid Waste (1 FTE)
 - c. District Attorney position (dependent on state funding), District Attorney
 - (3) Review and Approve the 2020 Capital Improvement Projects Program including the Recommendation by the Facilities Director to add “Jail Roof Project” to the 2020 CIP Program-Lotter
 - (4) **MOTION TO GO INTO CLOSED SESSION** (Roll call vote suggested) Pursuant to §19.85(1)(f) Wis. Stats. For the Purpose of Considering Financial, Medical, Social or Personal Histories or Disciplinary Data of Specific Persons, Preliminary Consideration of Specific Personnel Problems or the Investigation of Charges Against Specific Persons Except Where Par. (b) Applies Which, if Discussed in Public, Would be Likely to Have a Substantial Adverse Effect Upon the Reputation of any Person Referred to in Such Histories or Data, or Involved in Such Problems or Investigations to Discuss and Possibly Act Upon the Following:
Grievance Submitted By Ryan Milbeck – Facilities and Capital Management Department
 - (5) Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
 - (6) Announcements and Possible Action on Matters Discussed in Closed Session
6. Policy Issues Discussion and Committee Determination-None
7. Announcements:
Next Meeting Date-September 30, 2019 3 pm at Central Wisconsin Airport
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 9/5/2019 2:50 pm
Posted to the County Website:

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: K Palmer 9/5/2019 2:50 pm
www.co.marathon.wi.us



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, August 19, 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
Others: Kristi Palmer, Brad Karger, Tom O'Neill, Brian Kowalski, Audrey Jensen, Chief Deputy Billeb, Boly Vang, Sue Fox, Frank Matel, Jon Denton, Jim Gersich, Shawn McCarthy, Becky Frisch, Diane Hanson, Vicki Tylka, Lance Leonhard, Scott Corbett

Call to Order by Supervisor Stark

1. Public Comment Period – None
2. Approval of the Minutes of the July 29, 2019 Human Resources, Finance and Property Committee Meeting
Motion by Buttke and seconded by Zriny to approve the July 29 minutes of the Human Resources, Finance and Property Committee; vote unanimous
3. Educational Presentations/Outcome Monitoring Reports-2020 Budget Update
Palmer updated the committee on the status of the net new construction and apportionment of county property values-No formal action
4. 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 July 2019 Claims and Questioned Costs-Palmer
Motion by Gibbs and seconded by Xiong to approve the July 2019 claims, vote unanimous

- (2) Tax Deed Bid Opening
City Of Wausau SALE #2019 -7
110 Miller Ave, Wausau, WI

Supervisor Stark opened the sealed bid by in the amount of \$21,500 with a check for \$2,150. The bid for Sale 2019-7 Set Value: \$21,500. We received a bid from Malovrh Properties LLC 1500 Grand Ave Wausau, WI 54403. This bid meets the required amount for sale.

Motion to approve by Gibbs and seconded by Durham; vote unanimous

- (3) Presentation and discussion of engineering study of existing Wausau Library Roof and building envelope and possible next steps

Jon Denton from Quast and Jim Gersich from Dimension IV of Madison provided information to the committee on the finding for the main library. The library was built in 1994 and an addition to the original building. This issue was the current state of the art at the time. Ellis Stone was the contractor at the time. There is some inadequacy in the construction in parts. The appearance will change if you choose to use a different material for the "fish scale" roofing. Gibbs-We are at a hold point on the library roof repair? What options do we have? Lotter-We have a few options. We need to fix the roof and get that done. We can add it to the 2019 CIP and get it fixed or add the project as a 2020 CIP project. I would recommend replacing the windows as well when you are doing to flashings. If we RFP this project, would it delay the construction yet this fall? Mr. Gersich would be able to have the details ready in about a month so we can move forward yet this fall. Gibbs-What about the funding? We can use the funding for the roof project to tie it into the roof project. We would have to discuss this with the current roof contractor in regards to finishing the roof project.

Motion by Buttke and seconded by Zriny to have staff come up with a financing plan and bring that information back to the committee for the September 9 meeting for the \$750,000 and the estimated \$150,000 masonry repair on Third floor; vote unanimous.

- (4) 2020 Reclassification and Job Evaluation Requests – 2020 Chart:

Administrator Karger supports each reclassification request. Matel discussed each recalls with the committee.

- a. Administrative Specialist (Court Clerks) (4004, 4128, 4007, 4002, 4126, 4124), Clerk of Courts
- b. Administrative Specialist (25503), Sheriff's Office
- c. Social Service Professional (26148), Social Services

Motion b Gibbs and second by Durham to approve the reclass as of the first pay period of 2020; Vote unanimous

- (5) Increase casual, seasonal, temporary employee pay rates – Countywide effective 8/25/19 and PRF start of 2019 winter season

Motion by Durham and seconded by Xiong to increase the casual, seasonal temporary employee pay rates Countywide as of August 25, 2019; vote unanimous



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-None

(2) Resolution to Accept Donation from the Wausau Area Pickleball Inc. to Construct 6 Pickleball Courts at Marathon Park-Polley

The CIP has reviewed this request and forwarded the request to the Finance Committee. The request will be a 100% donation to the County for the courts. This type of donation has been done in the past and as long as we appropriately accept the donation we can have them do the work. Polley we have a cost to maintain the courts and this will not have an additional cost above the current budget. Xiong-CVB stated that Pickleball is one of the fastest growing sport and it is good for our economy.

Motion by Xiong and seconded by Buttke to accept the donation as reflected in the resolution and forward to the County Board for approval; vote ayes and one nays.

Motion by Gibbs and seconded by Zriny to amend the motion to require the contractor to show proof of liability insurance, vote on the amendment; vote unanimous

Vote on the amended resolution 6 ayes, one nay; motion carried

(3) Restructure Chief Park Ranger position to contracted Deputy position; Abolish 1 FTE Assistant Park and Recreation Manager (Chief Park Ranger) DBM C42 in the Parks, Recreation & Forestry Department and create 1 FTE Deputy Sheriff-Recreational Safety, effective September 8, 2019 in the Sheriff's Office

Contract the Sheriff Deputy that would work within the Parks Department and the deputy would be supervised by a Sheriff Lieutenant. The Parks department would pay the Sheriff for the cost of the position.

Motion by Zriny and seconded by Xiong to approve restricting the position as presented; vote unanimous

(4) 2020 New Position Requests – 2020 Chart:

a. Administrative Assistant, CPZ (1 FTE)

Frisch-This position is a currently a temporary position in CPZ with the current tax levy program and additional revenues in expanded programs.

Motion by Zriny and seconded by Buttke to approve the position for the 2020 budget; vote unanimous

b. Deputy Sheriff-Recreational Safety, Sheriff's Office (1FTE)

Chief Deputy Billeb-A recreational safety deputy which is a different position than the position that will work with the Parks deputy. This deputy will be able to be reimbursed 70-80% reimbursement and will guarantee to reimburse the County 100% of any boat, snowmobile or ATV that the County purchases for the enforcement.

Motion by Buttke and seconded by Xiong to approve the position request for inclusion into the 2020 budget; vote unanimous

c. Communications Specialists, Sheriff's Office (6 FTE)

Karger-This is the County Board's top priority.

Motion by Zriny and seconded by Xiong to approve the positions for the 2020 budget; vote unanimous

d. Administrative Coordinator-Property Lister, Treasurer (1 FTE)

Jensen-There is one property lister in the County Treasurer's office. There are changes in the County's land records software and the ability for the County to manage the City property listings. Gibbs-The City of Wausau is doing the listing for their own properties at this time? Yes-the City manages its own property listing. With the new software the City of Wausau will not have the ability to management their own properties. Zriny-If this position was not approved in 2020 what would you do? Jensen-It would be hard to keep up with the workload. Gibbs-We had a subscription service for real estate agents accessing the system. Is there any opportunity to look for additional revenues? Jensen-The revenue from the subscription goes to CCITC. Gibbs-We might lose money with the new service? We need to understand that ramifications of that change. I would like to have some of these answers so that the County does not lose revenues.

Motion by Gibbs and seconded by Buttke to postpone to seek additional opportunities for cost recovery due to the change in land records software, vote unanimous



e. Regulatory Compliance & Environmental Health/Safety Specialist, Solid Waste (1 FTE)

There were no staff from the Solid Waste Department provide additional information for the committee in regards to this position request.

Motion to Gibbs and seconded Buttke by postpone until the next meeting; vote unanimous

Miller I would like to see the issue of internal control that has come up in the audit report addressed prior to approving additional positions at Solid Waste

f. District Attorney position (dependent on state funding), District Attorney

District Attorney provided information in regards to the potential new Assistant District Attorneys (ADA) and the number of county staff needed to provide support to the new ADAs. At this time, the County funds two full time ADAs that should be funded by the state. If we can received up to 4.5 ADAs then we can use the current funding for the 2 ADAs to fund County support staff. I will be requesting at the very least a position increase to paralegal. Secondly, I would look to requesting additional Victim Witness staff as state data shows that we are understaffed for Victim Witness program. I want to assure you that anything that we request will be very well thought out. Gibbs-The fact is we don't know what or if we will get the positions that were approved by the Motion by Gibbs and seconded by Xiong to postpone until the next Finance meeting and hope that we will have a decision by the state on the number of additional ADAs that they will provide; vote unanimous

(5) Increase range maximum for the Marathon County Pay Grid by 3% effective 1/12/2020

Matel-This will raise the maximum and does not provide for a direct increase to any specific employee. This will expand the scale. Gibbs-We have challenges in paying our top performers at midpoint. Is there any thought of looking at the scale adjustments? Karger-We need to look specifically at top performers and keep them. This might be looking at a specific performance incentives outside of the department allocation for Pay for Performance. I think a little bit and a lot of acknowledgement will go a long way.

Motion by Gibbs and Seconded by Durham to increase the range maximum by 3% January 2020; vote unanimous

5. Policy Issues Discussion and Committee Determination-None
6. Announcements:
Next Meeting Date-September 9, 2019 3 pm
7. Adjourn-Gibbs and seconded by Buttke to adjourn at 5:02 pm

Project #	Project	GL	Balance	Return to CIP	
18BM-01C	Library Roof Replacement	628 93898464	\$14,837.54	\$0	Open
18BM-02C	Courthouse Elevator Replacement	628 93898384	\$67,917.65	\$67,918	Closed
18BM-03C	Social Services Elevator Replacement	628 93898411	\$162,618.87	\$162,619	Closed
18BM-04C	210 River Drive HVAC Replacement	628 93898474	\$184,400.22	\$150,000	Open
18BM-05C	212 River Drive HVAC Replacement	628 93898473	\$30,261.81	\$0	Open
18BM-07C	212 River Drive Roof Replacement	628 93898410	\$14,873.37	\$14,873	Closed
19BM-01C	Emerg Mgt Ofc & New CH Hearing Rm	609 94098297	\$159,999.07	\$0	Open
19BM-02C	CH/Jail Boiler Gas Burner Upgrades	609 94098361	\$145.30	\$0	Open
18NC-01C	NCHC-MVCC Window Replacement	602 93998240	\$49,814.93	\$49,815	Open PO's
18NC-100	NCHC Remodel/New Construction	606 98092150	\$638,094.60	\$0	Open
	(2 GL's)	606 98098214	\$2,062,014.37	\$0	Open
19SH-02C	CH-Sheriff's Dept SIU Offices Remodel	602 93898208	\$98,475.76	\$98,476	Open PO
18SS-01C	Soc Serv Lobby&Lower Level Remodel	628 93898467	\$106,292.44	\$106,292	Open PO
18UM-01C	UWSP-Wau South Hall Chiller Replcmt	628 93898264	\$96,474.00	\$96,474	Closed
18UM-02C	UWSP-Wausau Parking Lot B Repaving	628 93898468	\$11,205.13	\$11,205	Closed
18UM-04C	UWSP-Wau AHU Cooling Coils Replcmt	628 93898477	\$2,384.81	\$2,385	Closed
18UM-05C	UWSP-Wau Hot Water Circ Pumps Replc	628 93898469	\$33,457.10	\$33,457	Closed
19UM-01C	UWSP-Wau Fieldhouse Bleacher Replc	602 93898258	\$4,181.30	\$0	Open
19UM-02C	UWSP-Wau Fieldhouse Plumbing	602 93898382	\$291,669.25	\$0	Open

	Estimated Budget	Estimated Amount Available
Funding Plan for Library Repairs -Amend CIP Plan	\$ 750,000	\$793,514
Funding Plan for Library Repairs-Stonework-2020 CIP	\$ 150,000	Depends on 2020 CIP

Kristi Palmer

From: Audrey Jensen
Sent: Wednesday, August 28, 2019 3:24 PM
To: Kristi Palmer; Alicia Richmond
Subject: RE: Scoring

	Baird	Ehlers	PFM	PMA
Average Scoring Technical Weight	3.291667	3.12	3.451667	3.318333
Cost Proposal Weight	0.2	0.6	0.8	0.4
Totals	3.491667	3.72	4.251667	3.718333
Final Rankings	PFM	4.251667		
	Ehlers	3.72		
	PMA	3.718333		
	Baird	3.491667		

Audrey Jensen
Marathon County Treasurer



From: Audrey Jensen
Sent: Wednesday, August 28, 2019 3:21 PM
To: Kristi Palmer; Alicia Richmond
Subject: RE: Scoring



SPRING/SUMMER

CCITC ACCOMPLISHMENT CELEBRATION

E-Filing Implementation Needs - District Attorney

NCHC File Server Migration (O:/Drive) -NCHC

Case Management Software implementation (Cycom) – City Attorney

Pothole Hotline – DPW -City

City Cellular Service Provider -City

Municipal Courts - Fix bugs and improve process -City

Fuel System Upgrade – Both City and County

Laserfiche Upgrade V10 – Enterprise/All Customers

Video Conference Units for Community Treatment (Antigo/Merrill) - NCHC

Solid Waste Scale Reporting and AR Software (Paradigm)- County



SPRING/SUMMER

CCITC ACCOMPLISHMENT CELEBRATION continued...

TIER SQL off of 2008 to 2017 - NCHC

Birth to 3 Phase 1 – NCHC and County

City Parking Project - Phase 1 LPR

NetMotion server needs to be upgraded for CJIS Compliance - Law Enforcement

TCM - Replace Social Services iSeries Application - County

Register of Deeds TriMin Upgrade - County

Community Development Website DNN Upgrade - City

City of Wausau DNN Upgrade - City

Metro Ride Camera Project - City

VM Horizon (classrooms) Upgrade – Enterprise/All

CAPITAL IMPROVEMENT PROGRAM



POLICY & PROCEDURE
2014
Updated 2017

CIP REVIEW COMMITTEE MEMBERS:

County Board Supervisors:

Bill Miller (Chair), Sandi Cihlar, Barb Ermeling, Gary Wyman

Citizen Members:

Peter DeSantis, Chuck Kornack, Barkley Anderson

Technical Staff:

Michael Lotter (Director – Facilities & Capital Management Department),
Brad Karger (County Administrator), Dan Hoenecke (Facility Planner),
Barbara Parker (Accounting Specialist), Cindy Heiser-DeBroux (Secretary)

POLICY FOR FUNDING
MARATHON COUNTY'S CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

Marathon County recognizes the need to create and maintain the County's capital assets and infrastructure and fund both the operating and capital sides of the budget. Through Resolution R#124-89 the County set up the five years Capital Improvement Program with the following goals:

- Protect the County's investment in its buildings, equipment, improvements and infrastructure.
- Recognize the need to preserve and maintain existing assets over acquiring new assets.
- Develop the most cost effective way to manage the County's assets through a comprehensive process that cuts across departments, boards and committees.
- Acknowledge that certain services cannot be compromised. The services provided and capital investments made must undergo a rigorous scrutiny to ensure that investments in these areas meet the needs of the County in the most cost effective manner possible.
- Provide equipment that is essential to do the work of the County.
- Where possible, the County needs to examine the long term operating and capital costs prior to instituting any new program.

In order to accomplish these goals, the CIP must have the funding to complete projects as ranked by the CIP Committee. This policy will establish the funding mechanism that is associated with the CIP budget.

CIP funding sources

The following funding sources are available for CIP projects:

Undesignated Fund Balance

Undesignated fund balance of several County funds is transferred to the Capital Improvement Fund to fund CIP projects that are approved and ranked by the CIP Committee. The procedure for determining the timing and amount of those funds is as follows:

At the end of the year, the Finance Department closes out all of the funds of the County in accordance with generally accepted accounting principles. Those funds that use tax levy to support programs are part of a calculation to establish a Working Capital Reserve as per Resolution R#104-89. What is "left over" is considered undesignated fund balance. This amount is recorded, audited and reported in Marathon County's Comprehensive Annual Financial Report (CAFR). The amount is then available and used to fund the next year's CIP (i.e., the 2002 books are closed, 2002 working capital is calculated, the 2002 undesignated fund balance is recorded, audited and reported and is available to fund 2004 CIP projects).

Repayment of debt from agencies outside of the Primary Government

In certain cases, Marathon County may receive annual debt service payments. These are repayments of Marathon County debt that was issued for joint or for Discretely Presented Component Unit projects and may be used to fund the County's CIP projects. This is particularly true in the case where Marathon County has defeased a portion of the outstanding debt. Historically, the County has transferred debt services payments from Central Wisconsin Regional Airport and North Central Health Care to the CIP budget to fund projects.

Use of Sales Tax Revenues to fund CIP

The County may apply a portion of the budgeted sales tax revenue directly to the CIP fund to assist in funding County projects.

Tax Levy

Property Tax levy is used to fund specific parts of the CIP. The following projects are tax levy funded on an annual basis and recorded in the department budget: rolling stock for the Highway and Sheriff's Department, County highway, bridge and bituminous projects.

Debt Proceeds to Capital Projects

The County's debt policy states that the County may use long term financing for the acquisition, replacement or expansion of capital assets or infrastructure.

Grant Funding

Marathon County receives public and private grants to assist us in the acquisition, replacement or expansion of capital assets or infrastructure. The grants are used to finance the designated project(s) and are reported as required by the grantor agency.

Operating Revenues

The proprietary funds of Marathon County, and its Discretely Presented Component Units, charge a fee that is set to cover the costs of operations and even the cost to acquire, replace or expand current capital needs. In these cases, revenues will be available to pay for the cost of the CIP projects.

Other Revenue Sources

In some cases, the County will receive funding for capital projects from outside parties. These funds are to be used in accordance with the guidelines as stated by the funding agency.

2008 CIP Team Restructure Guidelines (Adopted by Marathon County Board)

Added from: Chapter 2: The Governing Body Sec. 2.05 (2)

2. Capital Improvement Program (CIP) Committee.

I. Committee Name

Capital Improvement Program Committee (CIP)

II. Committee Type and Reporting Relationship

The CIP is a Marathon County subcommittee which reports to the Finance and Property Standing Committee.

III. Purpose

The committee is to review and prioritize capital project requests submitted by committees of the County Board. The CIP committee will assemble these requests into short and long term capital asset project plans for the review and consideration by the Finance and Property Committee. These plans, as prepared or as modified by the County Administrator, will be included as part of the County Administrator's initial budget submission to the Finance and Property Committee (Adopted 2008 by County Board).

IV. Statutory Responsibility

None

V. Membership

Total of seven members consisting of, four County Board Supervisors, three citizen members.

The committee will be chaired by a County Board Supervisor who serves on the Finance and Property Committee. Technical support staff will consist of the County Administrator and administrative staff they assign.

VI. Member Term.

All members are appointed for a two-year term to coincide with biennial organization of the County Board, appointed by the County Board Chair and confirmed by the County Board. Committee vacancies will be filled according to County Board Rule 13.

VII. Duties/Responsibilities

1. Develop and Recommend allocation/prioritization guidelines to the Finance and Property Committee for incorporation into the budgetary guidelines to be approved by the Marathon County Board.
2. Review and rank capital project requests submitted by Marathon County Standing Committees consistent with approved guidelines. (All non-county committee/board/commission requests will be submitted through the appropriate standing committee.)
3. Develop and provide the County Finance and Property Committee with a capital plan that includes the annual priorities and a rolling five year projection, (updated annually) for considered inclusion in the annual budget.
4. Monitor the progress of and provide regular status updates, for all major capital projects under construction or installation, to the Finance and Property Committee of the Marathon County Board.

VIII. Other Organization Relationships

None

POLICIES

Policy on reporting all Capital Projects

The intent of the CIP is to identify in one document all capital projects that the County and its many related agencies are undertaking in the next several years **regardless of funding mechanism**. Capital projects included in the CIP are defined as:

A capital project will be defined as a project which:

- (1) Requires a minimum expenditure by the County of \$30,000,
- (2) Has a useful life span of seven years or more, and
- (3) Meets at least one of the following criteria:
 - Generally non-recurring.
 - Provides for the acquisition or construction of any physical facility for the County, to include consultant or professional services related to acquisition or construction, or the study of options for acquisition or construction of physical facilities.
 - Provides for the acquisition of equipment for any physical facility when first constructed or acquired.
 - Provides for the ongoing acquisition of major capital equipment or systems, i.e., computer technology, radio systems.
 - Provides for the acquisition of land or an interest in land.
 - Fund expenditures, including additions to existing facilities, which increase the square footage, value, or extends the life of a facility.
 - Fund expenditures for major maintenance or replacement projects on existing facilities or equipment.
 - Rolling stock and equipment replacement that is of critical importance to the functioning of the department involved.

A capital maintenance or replacement project will be defined as a project to:

Repair, maintain or replace existing capital facilities for the purpose of protecting the County's investment and minimizing future maintenance and replacement costs. To be classified as a non-recurring maintenance project, a project must have an interval between expenditures of at least five years. If a project is deemed recurring the CIP Committee will establish an annual allocation for that account. Each year thereafter the CIP Committee may replenish the account to the established threshold only replacing funds spent the previous year. Departments will provide an itemized report documenting transactions within that account. Departments will have the opportunity to request a change to the allocation during the annual CIP ranking process. Changes to the allocation can only be made by the CIP Committee.

Funding allocated for a project in the CIP budget is specific for that project. After the completion of the project any remaining project funds cannot be used to fund other projects unless approved by the CIP Committee and the Finance and Property Committee in accordance with the interdepartmental transfer procedures established for Marathon County.

- Examples of recurring projects include:

- Technology Replacement
- Parking Lot Maintenance

All projects that meet this definition must be reviewed by the CIP Committee regardless of funding source. For example, 100% grant funded projects will still need to be reviewed by the CIP Committee. The CIP Committee shall establish factors for review such as long term operational costs, project history, past spending practices of department or agency, exploring alternatives that provide the most cost effective use of resources and consistency with the County's mission statement. The CIP Committee may direct the County Administrator to assign appropriate staff to explore additional cost effective alternatives.

After conducting its evaluation of factors, the CIP Committee shall forward a recommendation to the Finance and Property Committee for further action. **Failure to comply with this policy by a requesting department may result in a negative recommendation to the Finance and Property Committee and potential loss or reduction in capital funding or support of operations.**

CIP Committee reserves the right to:

- Enforce the time schedule set forth herein, which may result in project delay;
- Reject any project proposal that does not contain enough information to enable the committee to effectively rank it pursuant to the scale established by committee;
- Exempt certain projects from ranking if the committee determines that the project does not meet any of the definitions set forth above, or in the best interests of Marathon County;
- Consider past non-compliance with CIP Policies as a factor when evaluating project requests;

Prior Standing Committee approval minutes must be submitted with CIP request(s).

Requests should indicate entire anticipated project cost (including consulting & design fees and project contingency) even if the project is expected to extend into following year(s).

EXPEDITED CAPITAL PROJECT REQUEST

An expedited capital project request will be defined as any project request made outside of the normal ranking process that requires an amendment to the CIP budget or a possible change to the proposed budget. Although this is highly irregular and is not the preferred method, the procedure is outlined below:

- Acquire Standing Committee approval and documentation.
- Complete and submit to Facilities and Capital Management an expedited Capital Project Request Form.
- Complete and submit to Facilities and Capital Management a project charter (request form and charter can be obtained from the Facility and Capital Management Department).
- Request to be included on the agenda of the next CIP meeting.

Any Capital project that is 100% self-funded may be brought to the CIP Committee at any time during the year for approval. The CIP Committee will have the discretion to determine how to proceed with the project. If it is believed the project has merit, the Committee may choose to by-pass ranking the project and pass it on to the Human Resources and/Finance Committee for their consideration.

Procedure for failure to begin project in fund year

The intent of the CIP is to identify in one document all capital projects that the County and its many related agencies are undertaking in the next several years. Each year CIP Committee ranks projects on the basis that all projects will be commenced in the following year. In keeping with that idea, projects approved for a specific calendar year shall be initiated in that year. If there has been no definitive action to begin a project by December 31st of the year following availability of funding for approved project, that project will be removed from the CIP budget and will need to be re-submitted to be ranked against the projects of the new submission year. For the purposes this section, "definitive action to begin a project" means any of the following:

- Request for Bid or Proposal has been published;
- Purchase Order has been sent to vendor;
- Contract has been signed or;
- Money has been disbursed from the funded account specific to that project.

Projects will need to be updated to include any cost escalation due to inflation, material expense, or operating expense.

1. The Facilities and Capital Management Department will run a report November 1st to determine if funds have been obligated for all CIP projects. The Facilities and Capital Management Department will contact any departments who have not obligated funds for their CIP projects and determine if the department has started or will be able to start their project in that calendar year.
2. If by June 1st, a department realizes they will not be able to start a project within the calendar year it was funded they can request that the project be defunded for that year and re-ranked for funding the following year. Projects will need to be updated to include any cost escalation due to inflation, material expense, operating expense or department priority.

Approval of the Capital Improvement Plan

CIP projects are submitted annually by the departments. The department must state the total cost per year, the proposed method of financing and estimated future recurring costs. If the original application is not complete and submitted on time (along with Standing Committee approval); the application may not be considered by the CIP Committee. The CIP Committee then ranks each project. After the CIP Committee has ranked all of the projects for the upcoming year, the five year capital improvement program is referred to the Finance and Property Committee for incorporation into the proposed annual budget to be reviewed by the Marathon County Board at their September meeting. This approval is to accept the projects and ranking of the CIP not for the funding of the individual projects.

After the County Boards review in September the Finance Director, based on Resolution #R-18-04, develops a funding plan consistent with the proposed CIP recommendation to be incorporated in the County's annual budget at the November County Board meeting.

Funding goes through this sequential process for approved projects:

1. All designated revenue, other revenue or grant based funding is added to the CIP budget.
2. Tax levy funding is applied as stated above. The County Administrator's recommended budget, through the departmental budget process, dictates the level of tax levy dollars allocated to each CIP project.
3. Based on the dollars available from fund balance, the Finance Director then applies the fund balance dollars to projects based on ranking in the CIP.
4. Lastly, those projects that qualify for borrowing are then funded by borrowing.

The funding sources, by type, are then incorporated into the annual CIP budget. The County Board votes on the CIP as part of the November budget resolution. Any County Board member may offer a budget amendment to change the funding for any project.

In order to ensure successful completion of projects, each department submitting request(s) will be required to submit by April 1st of the funding year at least one project charter for any funded projects. Examples and directions will be provided by the Facilities and Capital Management Department in January.

Closure of Projects

Funding allocated for a project in the CIP budget is specific for that project. After the completion of the project any remaining project funds cannot be used to fund other projects unless approved by the CIP Committee and Finance and Property Committee in accordance with the interdepartmental transfer procedures established for Marathon County or as otherwise provided by law.

Amendments to the CIP

During the year, changes may occur and amendments to the CIP will need to be made. The CIP Committee will review new projects that come up during the year (please see Expedited Capital Project Request above). If a project is approved by the CIP Committee, a resolution will go to the Finance and Property and the Executive Committees to approve amending the annual CIP budget. If approved by the Finance and Property Committee the resolution would go to the full County Board for adoption.

Conclusion

Marathon County has maintained its commitment to protect the County's investment in its capital assets and infrastructure. The process started in 1989, has allowed the County the needed flexibility to maintain its capital assets while allowing County services to continue to serve the needs of the citizens.

The Marathon County CIP Committee wishes to propose the annual dollar amount designated to Capital Projects be divided with 30% going to CCIT to be used for technology projects and 70% being used for traditional capital projects. CCIT would no longer need to submit their requests for ranking, but would prioritize their projects and create a list that would be included in the annual CIP book for approval by the County Board. CCIT would be required to continue to follow all CIP/procurement rules and would return all unused capital dollars annually. Any projects larger than the annual allotment would either need to be borrowed for or find alternate funding sources. CCIT would have the ability to ask departments to fund, or help fund program related or recurring projects. All recurring IT accounts currently funded by CIP will be funded from CCIT's 30% share. **THE 30 % WAS POSTPONED BUT CCITC PROJECTS WILL RANKING SEPERATLEY JUST THE 30% WILL BE DETERMINED**



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, September 18, 2017; 3:00 p.m.**

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

Members: **Bill Miller, Chair; Craig McEwen, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, John Robinson, E.J. Stark**
Others: Kristi Palmer, Michael Lotter, Brad Karger, Lance Leonhard, Gerry Klein, Scott Corbett, Nan Kottke, Becky Frisch, Brian Kowalski

1. Call to Order-Meeting called to order by Chairman Miller at 3:00 p.m., the agenda being duly signed and posted.
 - A. Please silence your cellphones.
 2. Public Comment Period -- Not to Exceed 15 Minutes-None
 3. Educational Presentations/Outcome Monitoring Reports
 - A. 2018 Levy Limit-K Palmer-No action at this time
 4. Policy Issues Discussion and Committee Determination and Approval
 - A. Discussion and Possible Action-Tax Deed Land Sales, Possible Taking of Property and Changes to Tax Deed Parcels owned by the County:
 - 1) Tax Deed Sale-none
 - B. Approval of the minutes from July 10, July 17 and August 28, 2017
Motion to approve July 10, 17 and August 28, 2017 by Durham and seconded by Buttke to approve the minutes from the July 10, 17 and August 28 meetings; vote unanimous
 - C. Approval of Claims and Questioned Costs-August 2017-K Palmer
Motion to approve Gibbs and Stark to approve the August 2017 claims; vote unanimous
 - D. Discussion and Possible Action-Capital Improvement Plan Policies and Procedures Update-Lotter
Discussion on the funding of the CCITC at 30% of the fund balance available for CCITC projects. This portion of the CIP Policies and Procedures Manual was on hold from the May 2017 meeting. Gibbs are we going to have enough knowledge to know if the CCITC projects are critical. Robinson –I continue to be concern that we are carving out more items from the CIP. I would feel more comfortable if we had guidelines for 25-30% of the CIP funding. Gerry wanted to amend the 2018 PC replacement to \$224,000. Karger you could approve it for the 2018 CIP and look at exploring a longer broader term solution for the future, (i. e. a separate equipment placement plan and a capital plan).
Motion by Stark and seconded by Robinson to approve the policy
Gibbs-How are these projects going to be funded? Karger-I think we are going to have to think it through and I am going to have to start it and the Committee will have to take the ball from there. Gibbs-It makes the most sense that you start it (*a separate equipment placement plan and a capital plan*).
Motion by Robinson and seconded by McEwen to create amendment to the CIP policy for the County
Administrator develop recommendations by May 1, 2018 for an equipment replacement plan, separate from the CIP, and bring back to the HRFC by May 1, 2018; vote unanimous
Motion to approve the CIP Policy as amended; vote unanimous
5. Policy Issues Discussion and Committee Determination to the County Board for its Consideration
 - A. Discussion Regarding County Board Salaries for Next Term of Office 2018-2020
This item is for information only at this time. Any changes to this policy must be approved by the second Monday in November. Karger-If you want information, it is not a simple comparison, as many other County Boards get paid a per diem not a monthly salary. Find County Board salary for “comparable counties”: LaCrosse, Eau Claire, Manitowoc Winnebago, Outagamie and Fond du Lac and obtain the County Board salary and County Board Chair salary as well. No formal action taken.
 - B. Discussion and Possible Action-Resolution for Marathon County Participation in Cooperative Purchasing-Griesbach
Motion by Gibbs and seconded by Robinson to approve and forward to County Board; vote unanimous
 - C. Discussion and Possible Action-Resolution to Commit \$1.2 million from Environmental Impact Fund to support transition of municipalities to Uniform Addressing and Remove the Uniform Addressing Project from the 2018 CIP.
Gibbs discussed that CPZ is in negotiations with a vendor that stated that the total cost of the installation and signs for those municipalities that are participating should be under \$1.2 million. For coordination and the issue of billing the municipalizes after the fact may not be appropriate. The thought of the Public Safety committee is to use the \$1.2 Million that was allocated in the 2016 budget to be paid for from The Environmental Impact Fund. This would take the Uniform addressing project out of the 2018 CIP and pay for the project from the Environment Impact Fund.

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

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	602-189900	TRANSFERS FROM FUND BALANCE	20,000
Revenue Increase	602-93788310	SALE OF GEN FIXED ASSETS	11,395

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	602-93898193	OTH CAP EQUIP-MAINT	31,395

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: 8/29/2019

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)
Capital Improvements Fund
- 2) Provide a brief (2-3 sentence) description of what this program does.
Correcting the balance in rolling stock.
- 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: Finance

BUDGET YEAR: 2019

TRANSER FROM:

Action	Account Number	Account Description	Amount
Expenditure Decrease	610-92098159	RIB MTN TOWER REPLACEMENT	1,576,650

TRANSER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	610-92098217	RADIO SYSTEM UPGRADE	638,275
Expenditure Increase	610-92098113	RADIO EQUIPMENT-REPLACEMENT	938,375

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: 8/29/2019

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)
Rib Mountain Tower Project

- 2) Provide a brief (2-3 sentence) description of what this program does.
Reallocate funds for new projects.

- 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: Transfer funds to another expense account.

- 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

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: Highway

BUDGET YEAR: 2019

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	602 93788110	Interest and Dividends	10,771
Revenue Increase	602 189900	Transfer from Fund Balance	10,771

TRANSER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	801-284 9 4590	Other Raw Material-Infrastructure	10,771
Expenditure Increase	602 8199801	Tr/Fund 800/801	10,771

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: Mary Rosensprung

Date Completed: 5/17/2019

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: 9/9/2019

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)
Highway Department Infrastructure; Right-of-Way (ROW) acquisitions. CIP-approved project
- 2) Provide a brief (2-3 sentence) description of what this program does.
Builds and acquires roads, bridges and other infrastructure throughout Marathon County.
- 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: 2017 ROW acquisitions not already reimbursed. \$20,595 spent; \$9,824 previously reimbursed. Remaining amount due: \$10,771
- 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? 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: Highway

BUDGET YEAR: 2019

TRANSFER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	602 937 88110	Interest and Dividends	44,497
Revenue Increase	602 189900	Transfer from Fund balance	44,497

TRANSFER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	801-284 9 4590	Other Raw Material-Infrastructure	44,497
Expenditure Increase	602 8199801	TR/Fund 800/801	44,497

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: Mary Rosensprung

Date Completed: 5/17/2019

COMPLETED BY FINANCE DEPARTMENT:

Approved by Human Resources, Finance & Property Committee: _____

Date Transferred: 9/9/2019

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)
Highway Department Infrastructure; Right-of-Way (ROW) acquisitions. CIP-approved project
- 2) Provide a brief (2-3 sentence) description of what this program does.
Builds and acquires roads, bridges and other infrastructure throughout Marathon County.
- 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: 2018 ROW acquisitions not already reimbursed.
- 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? 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: Highway

BUDGET YEAR: 2018

TRANSER FROM:

Action	Account Number	Account Description	Amount
Revenue Increase	801-285 8 7235	Rev Fr Hwy Machinery (Appr Unit 624Z)	55,850

TRANSER TO:

Action	Account Number	Account Description	Amount
Expenditure Increase	801-285 9 8190	Other Capital Equip (Appr Unit 624C)	55,850

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: Mary Rosensprung

Date Completed: 7/16/2019

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)
Highway Capital funds for Equipment

- 2) Provide a brief (2-3 sentence) description of what this program does.
Tracks cost associated with acquisition of new capital equipment. Also tracks revenues when equipment which is no longer needed is sold.

- 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 budget to reflect revenues collected from equipment sales.

- 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

New & Expanded Position Requests - 2020

ID	Dept	Request	Class Title (Working Title) Occ Code / DBM	DBM - Occ Code	Funding	CTY ADMIN APPROVAL TO PROCEED	FTE	County Funding - Levy			Non-Levy or Grant Funds			STANDING COMMITTEE APPROVAL	Supported by HR, F&P Committee	
								Minimum	Mid-Point	Maximum	Minimum	Mid-Point	Maximum			
Position Recommended By County Administrator To Include In 2020 Budget																
1	Conservation, Planning & Zoning	Create	Administrative Assistant	A12 - 5021	30% Levy - transer from casual budget 70% POWTS Permit	Yes	1.00	\$16,355	\$17,798	\$19,240	\$38,163	\$41,528	\$44,894	Yes	8/27/2019	
2	Sheriff's Office	Create	Recreational Safety Deputy	CONTRACT	25% Levy 75% Reimbursements	Yes	1.00	\$23,848	\$23,848	\$23,848	\$71,543	\$71,543	\$71,543	Yes	8/27/2019	
3	Sheriff's Office	Create 6	Communications Specialists (6)	B23 - 5071	100% Levy	Yes	6.00	\$408,666	\$456,594	\$504,522				Yes	8/27/2019	
4	Treasurer's Office	Create	Administrative Coordinator-Property Lister	B23 - 5023	100% Levy	Yes	1.00	\$68,111	\$76,099	\$84,087				Yes		
5	Solid Waste	Create	Regulatory Compliance & Environmental Health/Safety Specialist	B23 - 5233	100% Tipping Fees	Yes	1.00				\$68,788	\$76,895	\$85,001	Yes		
6	DA	Create	Depended upon state funding	Unknown	No Levy	Yes								Yes		
APPROVED FTE'S & FUNDING INCLUDED IN 2020 BUDGET PER COUNTY ADMINISTRATION								10.00	\$516,980	\$574,339	\$631,697	\$178,494	\$189,966	\$201,438		

Position Not Recommended By County Administrator To Include In 2020 Budget

1															
2															
3															
NOT APPROVED BY COUNTY ADMINISTRATION								0.00	\$0	\$0	\$0	\$0	\$0	\$0	

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: County Treasurer Date: 5/31/2019

Position Requested: Administrative Coordinator – Property Lister (B23) FT PT FTE 100%
(If unsure of classification, indicate “To be determined”) Number of Positions: 1

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

Projected Start Date of Position: 1/1/2020 Priority Number of This Position: NA
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. In its shortest form, Marathon County strives to become the healthiest, safest, and most prosperous county. To be able to achieve those goals we need to be able to collaborate with other public entities, protect the environment, and provide opportunities, among other things.

This position directly contributes to maintaining collaborative partnerships with other public entities as it works directly with municipalities across the County to accurately update the County’s Land Records System – this task includes ownership and address updates, working with assessors on property assessments, interacting with the Wisconsin Department of Natural Resources, just to name a few. The position also works directly with the public to assist in answering questions, cleaning up issues with property descriptions, and help property owners understand the impact of changes on their property.

Protecting the environment and providing opportunities is something that can’t happen if we don’t know WHERE we’re talking about. A primary task of this position includes listing property within Marathon County – including ownership, legal description, owner mailing information, taxation districts, acreage, and assessments. This information comes directly from the documents that are recorded in the Register of Deeds office, and aren’t always written in the clearest manner. This means that the position must be able to understand and interpret the intention of the document, and in some cases, be able to contact the drafter of the document for additional information.

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

The County Treasurer’s Office supports county and local government in many ways, including providing accurate tax and assessment information, collection of property taxes, working with delinquent property tax owners, and answering questions. This position will directly participate in all of these tasks. In addition, the position will also assist with a number of objectives in the Strategic Plan, as identified below:

- Objective 5.2 – Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth.
- Objective 6.3 – Protect and enhance the quality and quantity of potable groundwater and potable surface water supplies.
- Objective 7.1 – Provide cost-effective and high quality public safety services.
- Objective 8.7 – Strive to provide affordable, reliable, high-speed internet access throughout the County.
- Objective 10.12 – Maintain infrastructure to support economic growth.
- Objective 12.3 – Promote cost-effective public services.

This position maintains and updates the ownership information that is consistently used in addressing natural resource protection concerns, zoning violations, public safety, land acquisition, and redevelopment/revitalization efforts. This position is not an obvious connection with these goals, but the information and data used to successfully achieve them is a direct result of the work completed. Without current and accurate ownership and legal description information, it is significantly harder to contact property owners that need to be involved in resolving issues, protecting resources, or acquiring/redeveloping land. The information is also regularly used as part of multiple projects that are worked on not only by Marathon County, but also by municipalities and private businesses.

- 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.

This position request is in concert with new Land Records software and changes that will be needed to accommodate shifting workloads. In Wisconsin law, §70.09, Marathon County is granted the ability to create a Real Property Lister to maintain a list of properties for the purposes of assessment and taxation. In order to accomplish the work of the position, Marathon County and the City of Wausau have worked together, with the City managing this task for those properties in the City of Wausau and Marathon County taking care of all other areas of the County.

Since the existing Land Records software was programmed by County staff, they were able to customize user editing abilities so that City of Wausau staff could only make changes to properties in the City of Wausau and Marathon County staff could only make changes to other areas of the County. None of the potential new software that was reviewed as part of the RFP process has the capability to continue this geographic separation.

In Marathon County, there have been almost 8,000 changes made to the Land Records system in the last few years. Of those changes approximately 70-75% of those changes are currently being made by existing Marathon County staff, including one position already within the County Treasurer's Office that this new position would mirror. The remaining 25-30% of the changes are made by City of Wausau staff. Much of this task is managed by one full-time County staff member that is already in this type of position. This new position will be needed to keep up with increased workload once the new software is in place.

In addition to all of the changes needed to maintain the Land Records System, the position also carries responsibility for attaching parcel identification numbers (PINs) to the documents in the Register of Deeds tract index software. This software maintains an accurate listing of recorded documents, grantor/grantee names, location information, and PINs for searching. It is used daily by County staff, title companies, attorneys, surveyors, genealogists, and others to determine legal interest in a property. Without accurate and timely updates, this system will quickly become out-of-date and increase the amount of time it takes for anyone to complete their work.

The position will also provide additional capacity to better manage the assessment process, changes being made to forestry program properties by the DNR, and be able to report more quickly to the State of Wisconsin. An equally important point is the additional capacity to build the bench strength of the department and ensure continuity of service through all the fluctuations of the cyclical work that is completed each year.

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

Marathon County will benefit by having additional expertise in legal descriptions on staff and the ability to better manage those processes that typically peak at the same time each year such as property assessment information and seasonal changes in property sales. Once fully on-board, the additional position will also help in building bench strength within the department and allow staff to learn additional tasks, thereby creating back-ups for multiple positions within the department. This will also enhance customer service to both internal and external customers allowing for more customers to be served at any given time, a wider experience base to draw from in answering questions, the ability to maintain records in a more timely manner, continuing to work through more complicated situations that take more time and attention, and offering additional expertise to other County departments that utilize the skills currently within the department.

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

the position?

Marathon County could continue to partner with the City of Wausau to manage all of the changes needed to the Land Records System. In doing so, determinations would need to be regarding proportionate share of costs, supervision, whether the position would be employed by one unit of government or shared between the two, work location, additional duties that may or may not be assigned to the position, etc. It is possible that this could be a workable solution to the situation, though getting all of these things in place in order to meet the timeline with the new Land Records software being installed could be difficult at best.

An additional alternative considered includes offering this position as less than full-time. This alternative was rejected as other part-time positions within Marathon County have proven that keeping staff with the necessary knowledge and skills in a part-time position doesn't occur regularly. The knowledge and experience with legal descriptions in a requirement to be able to perform the work of this position, and it is highly specialized such that many people do not have this skill and are unable to learn it. Marathon County has recently made changes to staffing by combining part-time positions to create a full-time position, thereby keeping those with the desired knowledge in the position longer.

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

If this position is not created, there will be additional lag time between the date/time of document recording and when the Land Records System is updated. As document volumes increase this time lag is likely to grow, limiting the effectiveness of the Land Records System and all associated records and uses. Multiple departments rely on this information being accurate and up-to-date for contacting property owners, law enforcement, and environmental protection. If changes are not being made accurately and timely, this could also jeopardize the County's ability to accurately calculate property taxes for the County, municipalities, school districts, and technical colleges.

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?)

Improved internal and external customer service will be the first and most obvious effect of the position once fully on-board. This includes the ability to quickly and accurately update the Land Records System and the Register of Deeds tract index software. In addition to more easily maintaining existing systems with an increased workload, this position will add the ability to build bench strength within the department – the ability to have multiple staff trained to complete similar job duties. This provides more flexibility to the department as workloads increase and allows the department to more easily accommodate changes in personnel.

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.

Please see attached position summary.

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?

Another department could use the expertise of this position to assist in working with land transfers and legal descriptions, searching title and/or writing legal descriptions for property of which the County is pursuing acquisition, and answering questions relating to property, assessment, and taxation. Currently, there are only a few County staff with the necessary knowledge and experience to do this work. Those that do have the required knowledge have little additional time to pick up these tasks.

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?

At this time the work is currently being completed by County staff. This arrangement will no longer be acceptable as the workload will increase beyond what is manageable within current staff time. As noted above, the amount the increase in workload will be approximately one-third of the current number of changes being made within the Land Records System.

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.)

Classification B23 salary - \$39,837 (minimum), \$46,809 (mid-point), \$53,781 (maximum)
with benefits - \$58,686 (minimum), \$68,956 (mid-point), \$79,277 (maximum)

B. Explain specifically how position will be funded.

Amount of County tax levy: \$68,956 % of total costs: 100%

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

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

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

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. Marathon County could incur penalties for not meeting statutory requirements. Without this position there is also the potential for needing to hire additional staff later or contract for service to quickly update County records to meet timelines. Creating and filing the position now gives time for the staff member to learn the processes and procedures needed to be successful in the position and offers the opportunity to provide better services to other County departments and to the public.

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

No. This is an increase in workload, but also offers the opportunity to increase efficiency and management of other work that is currently being done in the department.

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

Department Head Signature

Date

Administrative Coordinator
(Property Lister)
Payroll Occ Code: 5023 (0073)
DBM Rating: B23
FLSA: Non-Exempt
Reports to: Treasurer

Position Summary:

Marathon County Treasurer's Office is seeking a full time Administrative Coordinator/Real Property Lister. This position is responsible for complex technical office work in the field of property descriptions, assessments, and land records – including maintaining accurate real and personal property listings, data to produce assessment rolls and tax bills, and other work in conformance with section 70.09 of Wisconsin Statutes.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Writes and maintains accurate abbreviated legal descriptions of each parcel from the latest recorded documents including posting records and database information
- Splits parcels as described by legal documents, and serves as quality control for legal descriptions, including contacting property owners, surveyors, attorneys, and others related to problems with real property related documents
- Assigns and maintains a parcel identification number and an assessor's number for each parcel following recorded documentation
- Researches, corrects, and improves Marathon County's database information, including the ability to make scale drawings of properties as needed
- Lists current name of owner, parcel, and mailing address for each parcel
- Makes assessment data entries supplied by state and local officials, including balancing with assessors, submitting reports to the State of Wisconsin, and changes to Wisconsin Department of Natural Resource programs
- Prepare and distribute assessment rolls, tax rolls, state forms, tax receipts, and other related functions as mandated by Wisconsin Statutes and the Wisconsin Department of Revenue
- Assists the public giving information both in person, over the telephone, and through email
- Provides excellent customer service to all customers of the office
- Collects payments made for the District Attorney's Office and for property tax payments
- Performs other tasks and projects related to the Land Records database and information maintained by Marathon County

Knowledge, Skills, and Abilities:

- Ability to understand and write complex legal descriptions and legal documents
- Familiarity with real estate terms and documents including transfer returns, plats, and certified survey maps
- Knowledge of complex mathematics and geometry relating to degrees, proportions, area, percentages, acreages, and money
- Skill in interpreting maps and some knowledge of computer mapping
- Knowledge of computer operations and functions, and ability to operate a variety of office machines
- Ability to maintain effective working relationships with county employees, town officials, attorneys, surveyors, abstractors, appraisers, and the general public
- Clear communication abilities and skills in written and verbal form
- Strong analytical skills and the ability to problem solve in a variety of situations

Qualifications:

Associate's degree or Bachelor's degree in fields such as records management, business management, paralegal, geographic information systems, surveying, or similar field of study, plus 3-5 years of experience in property listing, title searching, surveying, assessing, or mortgage banking; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Knowledge of ESRI's ArcGIS Desktop applications, surveying principles, and cash handling experience desired.

Necessary Special Qualifications: Possession of a driver's license or ability to obtain reliable transportation as needed.

Selection Procedure:

Selection of the successful candidate may be made by assessment of experience and education, criminal record check, oral interview; review of references, written assessment, and other appropriate job-related selection procedures. All applicants will be notified as to the status of their application.

Compensation:

Salary Range (B23): Minimum \$39,837 - Midpoint \$46,809 - Maximum \$53,781

Administrative Coordinator (Property Lister) - B23

Treasurer

FTE = 1.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$39,837	\$46,809	\$53,781
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,334
FICA Medicare Rate	1.45%	\$578	\$679	\$780
Unemployment Insurance	0.10%	\$40	\$47	\$54
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,630
Worker's Comp - Clerical	0.08%	\$32	\$37	\$43
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$68,111	\$76,099	\$84,087

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Solid Waste

Date: April 4, 2019

Position Requested: Regulatory Compliance & Environmental Health/Safety Specialist

FT x
(If unsure of classification, indicate "To be determined")

PT FTE _____ %
Number of Positions: _____

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

Projected Start Date of Position: 1/1/2020

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

To provide the residents, businesses and organizations of the region with a cost-effective, comprehensive integrated waste management system. The system consists of programming, education and consulting services on waste reduction, recycling, composting and hazardous waste management, along with landfill disposal, with landfill-gas-to-energy production.

Strategic Goal #1: Maximize revenues from landfill operations

Historically, the work of compliance monitoring, reporting/submittal tracking and construction documentation/report submittal has been contracted out. This includes compliance for DNR air permit, EPA greenhouse gas requirements (air permit and greenhouse gas compliance are separate reporting), landfill plan of operation, electronics recycling reporting, special waste protocols, groundwater monitoring requirements (94 groundwater wells sampled twice annually for 56 parameters or 5264 monitoring points), low hazard waste exemption for beneficial use permit, hazardous waste data collection/monitoring/reporting and storm water management permit. Captured within each of those are scores of specific reporting requirements, a myriad of submittal dates, hundreds of thousands of data points, specific agency formatting requirements and other mandatory requirements. Because of the time demands of this work, it was contracted out because we lacked adequate staff for this specific purpose. The average amount of money spent on compliance reporting averages \$60,000-\$90,000 a year. It is expected that that cost will increase as we grow. For example, we are currently permitted as a minor source of air pollution. However, with our next construction, we will be moved into a major source of air pollution and will have standards similar to that of power plants and paper mills. As well, not meeting requirements, whether it is a submittal date or a failure to follow a specific protocol for storm water reporting, penalties and fines may occur.

In a similar fashion, we moved surface emission monitoring (in 2008) from contract work to county staff. At that time a contract for \$12,000 a year. With the purchase of a \$5000 piece of equipment, which lasted for 7 years, we were able to have existing staff incorporate this work into their regular duties. Over the course of just the first 7 years this migration from contract work to staff duties saved over \$72,000.

Within the solid waste and recycling industry there is a significant effort to focus on safety. The solid waste industry is the top 10 of the most dangerous jobs in the country, right behind farmers, pilots and loggers. While we have an existing safety program and staff attends the county safety meetings, we believe that

regular onsite training and monitoring of our 90 page safety manual requires direct and consistent attention.

This position will help us maximize revenues from landfill operations by bringing compliance in-house and not require expensive consultants. And as additional mandatory regulatory requirements are added, that work can be managed without the need for consultants. Of course, a well-run facility focused on safety not only saves money, but it also can save lives. Depending on the classification of this position, the bulk of the position will be funded by transferring dollars from consultants to staff.

- 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.

As stated previously, this work is currently being done by consultants and is required to be done. Transferring the workload from the consultant to this position will save the department money and also give greater control over work product. There are a large amount of invoices showing the services of consultants and additional data/information from our permits and guidance document from DNR. I don't want to overwhelm this review process, but can make all of those documents available. Likely I would provide original documents because there is too much to copy.

- 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 is really focused internally. The position would likely not increase outcomes for our already superior customer service, with the exception of having an additional person on hand to assist customers, as needed. For instance, occasionally a customer with either mobility or lifting issues needs assistance. Having an additional staff person could help with customer needs.

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

There are two alternatives: do nothing and risk fines related to noncompliance; continue to hire out the work. We have rejected the first because DNR has the authority to close our facility if noncompliance issues are not corrected and because we think we can do the work more affordably in-house. We would like to reject the second option and spend less money, have more control over the work product and have someone onsite keeping track of all the various moving parts.

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

We will continue to spend money on consultants to do the work.

- 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?)

Decreasing contract service for compliance work; shifting costs from contract work to personnel; product aligned with our core values

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.

Please see attached document titled 2020 FTE Request Job Duties and Responsibilities.

- 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?

The position, because of the environmental health and safety component, may be able to help support the work of Risk Management and could possibly liaise with departments like Highway and Maintenance.

- 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?

This work is done by consultants. They currently charge us for the work done by technicians at a rate of \$50-\$135/hour. It seems prudent to translate that expense to department staff and internalize any savings. As well, we have seen, at times, a work product that doesn't meet our standards. Having staff work on these duties/responsibilities, we are able to better manage the work product and outcomes.

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.)

Annually, I expect the cost to be in the \$55,000-\$70,000.

- B. Explain specifically how position will be funded.

This position will be funded with landfill tipping fee dollars. No grants; no levy.

Amount of County tax levy: \$0 % of total costs:

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

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

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

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

Very likely this will be a "wash" between the dollars currently spent on consultants and the money needed to fund the position. Basically, moving dollars from contract services to personnel.

- 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?

It is our intent to build upon our current safety program and keep it relevant and relatable. Every injury, every incident is a cost. We prefer to avoid those costs and send people home in the same shape they arrive. Keeping not only staff focused on safety, but also the hundreds of people who arrive each day is one of the best investments in the future.

- 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

May 23, 2019

Date



Department Head Signature

May 23, 2019

Date

Marathon County Position Description Questionnaire

Return Completed Form To Employee Resources Department

1. EMPLOYEE INFORMATION: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This information will help us make sure we refer to the correct job throughout the study.

Employee Name: new position Date Form Completed: May 21, 2019
Official Job Title: _____ Department: Solid Waste
Work Phone: 715-446-3101 x104 Site: Solid Waste
E-mail: _____ Time in Current Position: _____ years _____ months

Immediate Supervisor: **Immediate supervisor reports to:**
Name: Dave Hagenbucher Name: Meleesa Johnson
Title: Operations Manager Title: Director
Work Phone: 715-551-5864 Work Phone: 715-446-3101
E-mail: david.hagenbucher@co.marathon.wi.us E-mail: meleesa.johnson@co.marathon.wi.us



2. POSITION SUMMARY- This is very important.

Please write 1 to 3 sentences which describe the purpose and major duties of your position.

Example: I provide administrative support to the purchasing department. My duties include answering phones, filing and retrieving documents, answering questions from vendors, entering data, and tracking documents.

The person holding this position will be responsible for tracking of all data/information and coordination of all EPA and DNR approved plans/permits and the compliance reporting requirements. This person will also coordinate with a variety of engineers and construction contractors and implement/oversee a quality control assurance program. This person will be responsible for the site safety program.



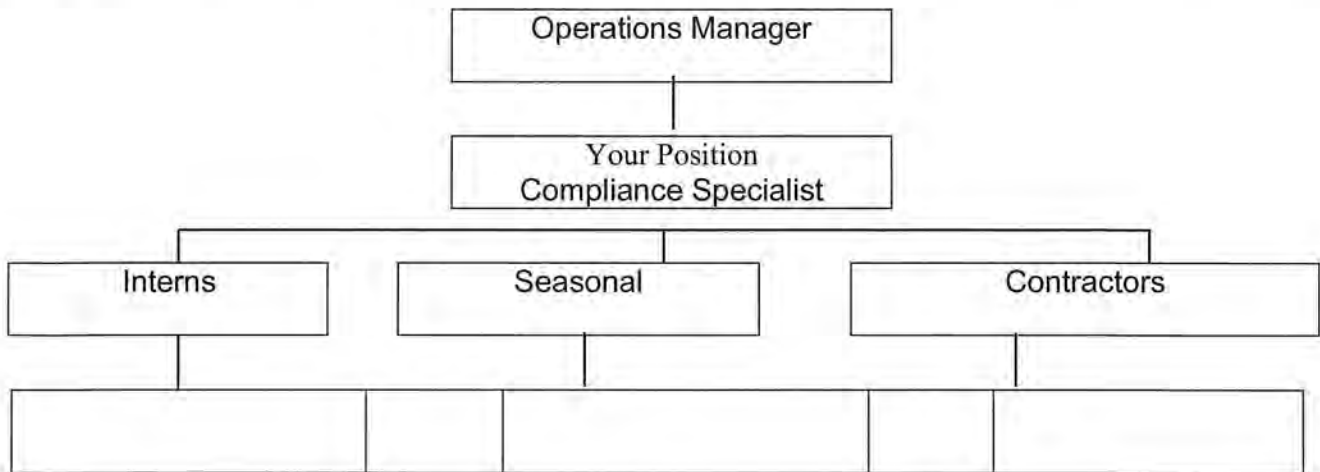
3. SUPERVISORY RESPONSIBILITIES – This is very important.

For each statement in the chart below, if the statement applies to your position, please check the box under the “Yes” column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Full-time Equivalent Employees	Head Count
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	NA	NA
<input type="checkbox"/>	I evaluate and sign performance reviews of other regular employees.		
<input checked="" type="checkbox"/>	I provide work direction to and review the work of student workers, temporary and/or contract employees.		5-10

4. ORGANIZATION CHART

Complete the organization chart below. **Please use titles and not names.** List only those positions for which you sign performance evaluations.





5. ESSENTIAL DUTIES. *This is very important.*

In the table below, please list your essential duties (**those duties that make up at least 5% of your time**), and the decisions you make in carrying out each duty. Provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state “prepares reports”, but state “prepares reports such as status reports, staff reports”, or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Avoid phrases such as “assists with” or “participates in.” **Do not use acronyms.**

In the Frequency column, please indicate how often you perform each duty: D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

In the “Percent of Time” column please indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of your essential duties should not exceed 100%, but should account for at least 80% of your time.

Essential Duties (What you do and how you do it.)	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time
EXAMPLES: (List actual essential duties below examples)			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, and preparing for publication.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>
1. Construction quality control coordination/training, construction management oversight, construction documentation for DNR reporting	<ul style="list-style-type: none"> • Coordinate and implement work plans with engineering firms • Construction planning and coordination with engineers and WDNR • Train staff, oversee, and perform Construction Quality Assurance for construction project documentation for engineering and DNR • Tracking progress, working with contractors, setting timelines, and having weekly meetings 	Weekly	15

	ensures compliance and safety standards are all being met during a construction project.		
2. Regulatory compliance tracking, coordination and reporting for all environmental protection programs and special waste program	<ul style="list-style-type: none"> • Coordinate gathering of data of various dynamic landfill systems including leachate systems, gas systems, storage tanks, vegetative areas, and storm-water infrastructure • Compile and prepare data for required GEMS submittals-groundwater, private well, gas system, condensate system, methane probes, settlement hubs, stormwater • Develop and maintain system for tracking staff work related to implementation of rigorous environmental monitoring compliance program for air, water, and soil resources and use strategic thinking to evaluate potential contamination. • Schedule and coordinate all compliance related work on site • Compile and organize compliance related data into semi-annual, annual reports for WDNR and EPA • Assist operations manager with WDNR during site inspections to answer technical questions and communicate site information relating to 	Daily	70

	regulations and compliance		
3. Safety program coordination, development and implementation	<ul style="list-style-type: none"> • Implement a rigorous safety program for operators and site users • Bring best safety practices to the staff and evaluate needs related to continuous improvement • Evaluate safety issues with traffic, customers, and waste placement and implement innovative solutions and best management practices. 	Weekly	10
4. Operations support including operating equipment, operating scale, assisting customers, routine tasks	<ul style="list-style-type: none"> • Waste compaction and daily cover operations assistance. • Assist with erosion control on landfill slopes and ditches. • Serve as backup to the scale 	Daily	5
5.		Select	
6.		Select	
7.		Select	
8.		Select	
9.		Select	
10.		Select	
11. Other duties as assigned.		Select	

Attach additional sheets if necessary.

6. REQUIRED KNOWLEDGE AND SKILLS Please list the knowledge and skills required for entry into your position, and not what you might necessarily know or be able to do after being in your position for a number of years. **Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing. **Skills:** refers to proficiencies which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Knowledge & Skills
1. • State and federal waste management regulations

2. Knowledge of landfill and recycling statutes and regulations.
3. Knowledge of state and federal health and safety regulations.
4. Knowledge of landfill operating systems and various data collection systems
5. Ability to read and interpret engineering drawings
6. Knowledge of materials management related to household hazardous waste
7. Knowledge of soil types and impact of soils on waste and vegetation
8. Ability to review, categorize, prioritize, and/or analyze data and exercise discretion in interpreting data and implementing a course of action in response to changes that occur
9. Skilled in operating all equipment used in performing essential functions
10. Ability to establish effective working relationships with other employees, customers, and the public



7. EDUCATION - *This is very important.* Identify the minimum level of education you believe is needed to satisfactorily perform your job **at entry into your position**. This may be different from what the organization currently requires and/or from your own level of education.

Position Requires:

- Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
- High School Diploma or equivalent (G.E.D.)
- Up to one year of specialized or technical training beyond high school
- Associate degree (A.S., A.A.) or two-year technical certificate
- Bachelor's degree in _____
- Master's degree in _____
- Other (explain): _____

What field(s) should training or degree be in?

Engineering, soil science, environmental health and safety, waste management, hazardous waste management, environmental studies, chemistry, physics



8. EXPERIENCE - This is very important.

Identify the minimum type and years of experience required for **entry into your position?**

	Minimum Time Required	
<u>Team coordination/supervision</u>	2	years
<u>Landfill/environmental health/safety work</u>	2	years
		years

9. SPECIAL REQUIREMENTS:

List any registrations, certifications or licenses that are required for **entry into your position.**

Do not use acronyms.

DNR operator or manager license

HazWoper certification

10. MACHINES, TOOLS AND EQUIPMENT. List any specialized machines, tools, equipment or software used in your work and show the time spent using each. Do not list common office equipment and software such as Microsoft Office, e-mail applications, copiers, faxes, personal computers, etc.

Machines, Tools, Equipment	Time Infrequently <10% Seldom 10-25% Moderately 25-50% Frequently >50%
Paradigm scale software	Seldom 10% - 25%
GPS/CAD	Frequently > 50%
Lab testing devices (HHW identification)	Moderately 25% - 50%
Loader	Moderately 25% - 50%
Landfill compactor	Seldom 10% - 25%
Dozer	Seldom 10% - 25%

11. DECISION-MAKING & JUDGMENTS.

a. Describe two decisions and/or judgments you make regularly and independently in the performance of your duties.

1. Evaluate the quality of construction contractor's clay compaction against WI Admin Code NR506 and instruct contractor, if necessary, to till and recompact to meet specifications.

2. Evaluate site activity, by staff and visitors, for compliance with site safety plans and provide feedback on corrective actions. If failure to comply, would have the authority to recommend dismissal (staff) or removal from site.

b. When making decisions do you most often (Check only one):

Routinely check with your supervisor before doing anything other than following standard procedures.

Follow standard procedures and established practices to resolve problems using limited discretion.

Use some discretion in your daily work and recommend new or revised policies, procedures and standard practices, which may be implemented after being approved by your supervisor.

Create and implement new solutions not previously applied.

c. Indicate which of the following types of decisions you make regularly in the course of your work.

<input type="checkbox"/>	I plan and schedule the work of others.
<input type="checkbox"/>	I set goals and objectives for others.
<input checked="" type="checkbox"/>	I provide training and instruction to others.
<input type="checkbox"/>	I assign work activities to others.
<input checked="" type="checkbox"/>	I establish standard procedures.
<input type="checkbox"/>	I make hiring and promotion decisions.
<input type="checkbox"/>	I provide discipline and performance counseling.
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.

12. PHYSICAL FACTORS - Your answers in this section will not affect how your job is classified.

Check the box that best describes the overall amount of physical effort required to perform your job.

- Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

For each physical activity listed below, indicate the amount of time you spend performing each physical activity during the course of your work, and the level of importance of each physical activity to the performance of your essential duties.

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.	Seldom 10% - 25%	2--Very Important
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	Seldom 10% - 25%	2--Very Important
Stooping: Bending body downward and forward by bending spine at the waist.	Moderately 25% - 50%	1--Somewhat Important
Kneeling: Bending legs at knee to come to a rest on knee or knees.	Seldom 10% - 25%	1--Somewhat Important
Crouching: Bending the body downward and forward by bending leg and spine.	Seldom 10% - 25%	1--Somewhat Important
Crawling: Moving about on hands and knees or hands and feet.	Never	0--Not Important
Reaching: Extending hand(s) and arm(s) in any direction.	Moderately 25% - 50%	2--Very Important
Standing: Particularly for sustained periods of time.	Select	Select
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	Moderately 25% - 50%	2--Very Important
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Seldom 10% - 25%	2--Very Important
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Seldom 10% - 25%	2--Very Important
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.	Moderately 25% - 50%	2--Very Important
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Seldom 10% - 25%	1--Somewhat Important

Grasping: Applying pressure to an object with the fingers or palm.	Seldom 10% - 25%	1--Somewhat Important
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Infrequently <10%	1--Somewhat Important
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	Frequently > 50%	3--Extremely Important
Hearing: Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	Frequently > 50%	3--Extremely Important
Seeing: The ability to perceive the nature of objects by the eye.	Frequently > 50%	3--Extremely Important
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	Infrequently <10%	1--Somewhat Important

13. WORKING CONDITIONS - *Your answers in this section will not affect how your job is classified.*

Check the box next to each working condition that you are subject to during the course of your work, and indicate the amount of time you are subject to that condition. **If most of your work is in an office setting, you may select the "Does Not Apply" box below.**

Does Not Apply

	Condition	Time
<input checked="" type="checkbox"/>	Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	Moderately 25% - 50%
<input checked="" type="checkbox"/>	Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	Frequently > 50%
<input checked="" type="checkbox"/>	Hazardous materials (chemicals, blood and other body fluids, etc.)	Frequently > 50%
<input checked="" type="checkbox"/>	Extreme temperatures	Frequently > 50%
<input checked="" type="checkbox"/>	Inadequate lighting	Infrequently <10%
<input type="checkbox"/>	Work space restricts movement	Select
<input checked="" type="checkbox"/>	Intense noise	Moderately 25% - 50%
<input checked="" type="checkbox"/>	Travel	Seldom 10% - 25%
<input type="checkbox"/>	Environmental (disruptive people, imminent danger, threatening environment)	Seldom 10% - 25%

14. ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately?

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.
Digital Signatures are acceptable.

Signed: _____ Date: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL THEN SUBMIT THE COMPLETED QUESTIONNAIRE TO HIS/HER DEPARTMENT HEAD.

TO BE COMPLETED BY SUPERVISOR

Use this section to note any additional comments, additional duties or disagreements with any section of the questionnaire. Do not change anything written by the individual filling out the questionnaire and do not address any performance issues. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments.

Question No.	Comments

Any supervisory comments must be discussed with the employee.

SUPERVISORY SIGNATURES (Digital signatures are acceptable)

Please check the appropriate statement:

- I agree with the incumbent's position questionnaire as written.

- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor Signature: _____ Date: _____


Department Head Signature: _____ Date: _____

I have noted the modifications made by my supervisor in the comments section above.

Employee Signature: _____ Date: _____



marathoncountysolidwaste.org

 [marathoncountysolidwaste](https://www.facebook.com/marathoncountysolidwaste)

Marathon County Solid Waste Department

172900 State Highway 29

Ringle, WI 54471

Director:	715-446-3101 X104
Operations Manager:	715-551-5864
Administrative Office:	715-446-3101 X100
Scale Operator	715-446-3101 X103
Solid Waste & Recycling Info Line	877-270-3989 toll-free

2020 FTE – Draft: Job Duties & Responsibilities

POSITION SUMMARY:

This is a technical position at the Marathon County Solid Waste Department, 172900 State Highway 29, Ringle, WI. The individual hired for this position will perform duties to support the efficient, effective, and safe operation of the Marathon County Solid Waste landfill, management of ancillary structures, and operation of multiple solid waste programs. Many aspects of the work are guided by the requirements of state and federal laws relating to landfill operation and the department's plan of operation. Duties include project coordination with construction contractors/hazardous waste transporters/engineers, construction quality assurance program coordination, developing and maintaining state and federal compliance database for the timely submittals of all site-specific data, and coordinating health and safety programs for the department.

QUALIFICATIONS:

Related bachelor's degree with course work in waste and materials management, soils, engineering, environmental health and safety, environmental science, environmental policy, or natural resources management; and 2 years' experience involving resource management, project management, solid waste disposal, landfill operations, civil or environmental engineering, or a related field; OR equivalent combination of related education and experience.

- Able to apply troubleshooting, problem solving, decision-making, and multitasking abilities on a daily basis for all related work.
- Ability to contribute to a positive working culture.
- Positive attitude and ability to meet core values of honest, helpful and respectful.
- Basic computer skills including Microsoft programs.

Necessary Special Qualifications: Valid driver's license and a driving record that meets County standards. Possession of or ability to obtain a Wisconsin DNR Landfill Operator License within a reasonable time after date of hire.

EXAMPLES OF WORK PERFORMED:

- Coordinate and implement work plans with engineering firms
- Construction planning and coordination with engineers and WDNR
- Train staff, oversee, and perform Construction Quality Assurance for construction project documentation for engineering and DNR
- Tracking progress, working with contractors, setting timelines, and having weekly meetings ensures compliance and safety standards are all being met during a construction project.
- Implement a rigorous safety program for office staff, operators and site visitors
- Bring best safety practices to the staff and evaluate needs related to continuous improvement
- Coordinate gathering of data related to site compliance in accordance with solid waste, hazardous waste and air management permits
- Develop and maintain system for tracking staff work related to implementation of rigorous environmental monitoring compliance program for air, water, and soil resources and use strategic thinking to evaluate potential contamination.
- Schedule and coordinate all compliance related work on site
- Liaise with county's health and safety staff.
- Compile and organize compliance related data into semi-annual, annual reports for WDNR and EPA
- Compile and prepare data for required GEMS submittals-groundwater, private well, gas system, condensate system, methane probes, settlement hubs, stormwater
- Coordinate gathering of data of various dynamic landfill systems including leachate systems, gas systems, storage tanks, vegetative areas, and storm-water infrastructure
- Assist operations manager with WDNR during site inspections to answer technical questions and communicate site information relating to regulations and compliance
- Evaluate safety issues with traffic, customers, and waste placement and implement innovative solutions and best management practices.
- Train, direct, and oversee 1 seasonal employee and 3 college interns
- Participate on multiple committees and boards that will contribute to industry leading ideas and statewide governance (AROW, SWANA, WCSWMA)

Additional Duties as needed

- Waste compaction and daily cover operations assistance.
- Serve as backup to the scale

- Implementation of erosion control on landfill slopes and ditches.
- Wetland integrity and condition monitoring/maintenance.
- Improvement of site aesthetics including planting, painting, and mowing.
- Storm-water diversion and sediment control.
- Provide support to landfill construction activities.
- Gas well monitoring with Gas Extraction Monitor (GEM).
- Landfill gas system repair including HDPE pipe welding.
- Leachate tank, leachate pumps, and side-slope riser monitoring.
- Leachate seep excavation and repair.
- Collect, sort, bulk, and ship Household Hazardous Waste.
- Assist customers with Hazardous, Universal, Medical, and Special Waste.
- Operate various types of heavy machinery for landfill management including: dozer, compactor, excavator, haul truck, end loader, water tanker, & skid-steer.
- Utilize GPS rover for surveying locations on landfill grades and roadways.
- Work with WDNR, engineers, and contractors during site inspections.
- Scale operation for weighing incoming/outgoing landfill customers.
- Assist with tours to educate public on recycling and landfill operations.

KNOWLEDGE, SKILLS & ABILITIES:

- State and federal waste management regulations
- Knowledge of landfill and recycling statutes and regulations.
- Knowledge of state and federal health and safety regulations.
- Understanding of bid process, contracts, and legal language
- Knowledge of landfill operating systems and various data collection systems
- Ability to read and understand engineering drawings
- Knowledge of materials management related to household hazardous waste
- Ability to review, categorize, prioritize, and/or analyze data and exercise discretion in interpreting data and implementing a course of action in response to changes that occur
- Ability to read and interpret engineering drawings
- Knowledge of soil types and impact of soils on waste and vegetation
- Strong motivation and leadership skills
- Public speaking and team meeting administration
- Very strong written and oral communication skills
- Knowledge in core values of an efficient and productive government organization
- Knowledge in recognizing unsafe practices and implementing action for change
- Knowledge of employee performance and accountability
- Constructive criticism and positive feedback strategies
- Ability to work in adverse environments and inclement weather

- Knowledge of soil types and impact of soils on landfill operations.
- Effective in organizing and conducting formal meetings
- Skilled in operating all equipment used in performing essential functions
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information to problem solve
- Ability to establish effective working relationships with other employees, customers, and the public
- Ability to effectively share information with other staff and work as part of a team
- Time management, record keeping, and organizational skills
- Ability to plan, execute, and finalize projects adhering to strict guidelines and budgets
- Ability to operate a GPS system and other computerized systems.
- Ability to climb, crawl, bend, and stretch. Ability to lift, carry, push, or pull objects or materials weighing up to 75 pounds.

Working Conditions

- May be exposed to high decibel noise and will be required to wear hearing protection, as needed.
- May be exposed to household hazardous waste and will be required to wear proper Personal Protective Equipment when necessary.
- May be exposed to high concentrations of landfill gasses in gas recovery building and will be required to use air quality monitors and follow site safety procedures.
- May be exposed to vectors, vermin, snakes and other wild animals.
- May be exposed to extreme temperatures and weather conditions.
- May be exposed to other hazards common to an operational landfill and will be expected to use safe practices at all times.

Compliance & Environmental Health & Safety Specialist - B23
Solid Waste
FTE = 1.0

2020 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2020 Rates	Minimum	Mid-Point	Maximum
DBM B23		\$39,837	\$46,809	\$53,781
Health - Family	\$1,766.22	\$21,195	\$21,195	\$21,195
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,470	\$2,902	\$3,334
FICA Medicare Rate	1.45%	\$578	\$679	\$780
Unemployment Insurance	0.10%	\$40	\$47	\$54
Retirement - Employer	6.75%	\$2,689	\$3,160	\$3,630
Worker's Comp - Municipal	1.78%	\$709	\$833	\$957
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost for 1 FTE:		\$68,788	\$76,895	\$85,001

		FUNDING SOURCES										
Type	Department	Project Request Cost	PROJECT DESCRIPTION	2019 Modified	CIP Fund Balance	Tax Levy	Grant Funding	Borrowing	Registration Fees	Other	Un-Funded	TOTAL
2020 CIP PROJECT REQUESTS												
PROJECTS NOT FUNDED BY CIP												
Imp	HWY	\$6,350,000	Bituminous Surfacing. This is the 279 HWY Fund Balance	801	\$200,000	\$1,800,000			\$3,000,000		\$1,350,000	\$6,350,000
Imp	HWY	\$225,000	Replace and Rehabilitate County Bridges and Culverts. In 284	801							\$225,000	\$225,000
Imp	HWY	\$300,000	Replace and Rehabilitate Federally Funded Bridges and Culverts. In 284	801						\$300,000		\$300,000
Imp	HWY	\$145,599	Replace and Rehabilitate Municipally Funded Bridges and Culverts. Bridge Aid	801		\$145,599						\$145,599
Imp	CWA	\$17,500,000	Airport Improvement Program / Passenger Facility Charge.	701						\$17,500,000		\$17,500,000
Imp	Solid Waste	\$1,510,000	Phase 5A of Bluebird Ridge. In 758	758						\$1,510,000		\$1,510,000
Imp	Solid Waste	\$4,750,000	Area B Closure Construction-2019	758						\$550,000	\$4,200,000	\$4,750,000
	Sub Total	\$30,780,599										\$30,780,599
RECURRING PROJECTS												
Imp	FCM	\$50,000	County Facility Parking Lot Fund s/b @ \$50,000.		\$50,000							\$50,000
Imp	HWY	\$300,000	Right-of-Way Fund s/b @ \$300,000. request \$20,595		\$0	\$9,824					\$290,176	\$300,000
	Sub Total	\$350,000										\$350,000
TECHNOLOGY PROJECTS @ 30% \$537,176												
Equip	CCIT	\$166,000	PC Upgrade Fund.		\$166,000							\$166,000
Equip	CCIT	\$101,000	Network / Server Upgrade Fund.		\$101,000							\$101,000
Equip	CCIT	\$40,000	Video Equipment Upgrade Fund.		\$40,000							\$40,000
Equip	CCIT	\$40,000	Voice Equipment / Phone System Upgrade Fund.		\$40,000							\$40,000
Equip	CCIT	\$200,000	Small Capital Technology Projects.		\$141,176						\$58,824	\$200,000
Equip	CCIT	\$1,500,000	New Financial Management Solution \$350,000 in 2019, \$650,000/\$500,000 in 2020/2021		\$0					\$350,000	\$1,150,000	\$1,500,000
	Sub Total	\$2,047,000										\$2,047,000
ROLLING STOCK												
Equip	FCM	\$51,395	Rolling Stock Replace Enterprise Fleet Management	29,789.00	\$21,606					\$29,789		\$51,395
Equip	CPZ	\$0	Rolling Stock Replace Enterprise Fleet Management-This is in with FCM	(3,394.00)	\$3,394					-\$3,394		\$0
Equip	NCHC	\$197,000	Rolling Stock Replace.		\$197,000							\$197,000
Equip	PR&F	\$173,460	Rolling Stock Fund s/b @ \$173,460.		\$173,460							\$173,460
Equip	Sheriff	\$333,696	Rolling Stock Fund s/b @ \$333,696.	106,455.00	\$106,455			\$227,241				\$333,696
Equip	HWY	\$957,600	Rolling Stock Fund s/b @ \$957,600		\$0		\$957,600					\$957,600
	Sub Total	\$1,713,151										\$1,713,151
PROJECTS RANKED IN PRIORITY ORDER BY CIP COMMITTEE												
Imp	Sheriff	\$210,000	Communications Center Work Station Replacement.					\$210,000				\$210,000
Imp	PR&F	\$75,000	Playground Safety Surfacing.					\$75,000				\$75,000
Imp	HWY	\$407,174	County Road Q - Mole Creek Bridge Replacement.					\$407,174				\$407,174
Imp	UWMC	\$67,100	Fieldhouse Bleacher Replacement.	67,100.00	\$67,100			\$0				\$67,100
Imp	FCM	\$181,000	Emergency Management Office Build-Out and New Courthouse Hearing Room.					\$181,000				\$181,000
Imp	UWMC	\$291,730	Fieldhouse Plumbing and Pool Piping Replacement.	291,730.00	\$291,730			\$0				\$291,730
Imp	PR&F	\$195,000	Ice Arena Improvements.	195,000.00	\$195,000			\$0				\$195,000
Imp	FCM	\$175,000	Courthouse/Jail Boiler Gas Burner Upgrades.					\$175,000				\$175,000
Imp	FCM	\$67,000	Social Services Building Boiler Replacement.								\$67,000	\$67,000
Imp	HWY	\$48,250	Mosinee Shop Parking Lot Repave. In Highway B&G							\$48,250		\$48,250
Imp	FCM	\$122,000	LVPP VAV Replacement.								\$122,000	\$122,000
Imp	PR&F	\$87,000	Pickle Ball Courts.								\$87,000	\$87,000
	OTHER APPROVED PROJECTS	\$1,926,254										
Imp	Sheriff	\$328,000	Courthouse Remodel-Sheriff	328,000						\$328,000		\$328,000
	AMENDED CIP	\$328,000										\$328,000
	2019 Total of All Project Requests	\$37,145,004			\$1,793,921	\$1,955,423	\$957,600	\$1,275,415	\$3,000,000	\$20,612,645	\$7,550,000	\$37,145,004
Type: Equip = Equipment Imp = Improvement Bldg = Building					Total Amount Funded from 2019 CIP	Total Amount from Tax Levy	Total Amount from Grant Funding	Total Amount from Borrowing	Total Amount from Registration Fees	Total Amt from Other Funding Sources	Total Amount Not Funded	Total Amount of all Project Requests (Funded & Un-Funded)

2020 CIP PROJECT REQUESTS

Type	Department	Project Request Cost	Years Previously Funded	ASSIGNED #	PROJECT DESCRIPTION	Project Rank	TOTAL
PROJECTS NOT FUNDED BY CIP							
Imp	HWY	\$6,600,000	Continuous	N/A	Bituminous Surfacing.	N/A	\$0
Imp	HWY	\$550,000	Continuous	N/A	Replace and Rehabilitate County Bridges and Culverts.	N/A	\$0
Imp	HWY	\$587,480	Continuous	N/A	Replace and Rehabilitate Federally Funded Bridges and Culverts.	N/A	\$0
Imp	HWY	TBD	Continuous	N/A	Replace and Rehabilitate Municipality Funded Bridges and Culverts (Bridge Aid).	N/A	\$0
Imp	CWA	\$1,490,000	N/A	N/A	Airport Improvement Program / Passanger Facility Charge. \$1,490,000.	N/A	\$0
Imp	CWA	\$300,000	N/A	N/A	General Aviation Development. \$300,000.	N/A	
Imp	CWA	\$1,400,000	N/A	N/A	CWA Automated Parking Lot System. \$1,400,000.	N/A	
Imp	Solid Waste	\$1,400,000	N/A	N/A	HHW Facility and Repair Shop. \$1,400,000.	N/A	\$0
Imp	Solid Waste	\$130,000	N/A	N/A	Bluebird Ridge Gas System Expansion. \$130,000.		
Imp	Solid Waste	\$4,750,000	N/A	N/A	Area B Closure. \$4,750,000.		
Imp	Solid Waste	\$60,000	N/A	N/A	Solar Array Installation. \$60,000.	N/A	\$0
	Sub Total	\$17,267,480					\$0
RECURRING PROJECTS							
Imp	FCM	\$50,000	Recurring	8269	County Facility Parking Lot Fund s/b @ \$50,000.	N/A	\$0
Imp	HWY	\$300,000	Recurring	N/A	Right-of-Way Fund s/b @ \$300,000.	N/A	\$0
	Sub Total	\$350,000					\$0
PROPOSE PROJECT TO ADD							
Imp	SHERIFF	\$280,500			Jail Roof Project		
Imp	LIBRARY	\$150,000			Library Stonework Repair		
		\$430,500					
TECHNOLOGY PROJECTS @ 30% \$537,176							
Equip	CCIT	\$166,000	Recurring	8137	PC Upgrade Fund.	N/A	\$0
Equip	CCIT	\$101,000	Recurring	8136	Network / Server Upgrade Fund.	N/A	\$0
Equip	CCIT	\$40,000	Recurring	8108	Video Equipment Upgrade Fund.	N/A	\$0
Equip	CCIT	\$40,000	Recurring	8422	Voice Equipment / Phone System Upgrade Fund.	N/A	\$0
Equip	CCIT	\$1,500,000	2019 / \$350k	20IT-01C	Financial / Human Resource Management Solution. 650,000/500,000 in 2020/2021.	N/A	
Equip	CCIT	\$250,000	2019 / \$141,176	20IT-02C	Technology Small Capital.	N/A	\$0
Equip	CCIT	\$38,000	2013	20IT-03C	Laserfiche Licenceing.	N/A	\$0
	Sub Total	\$2,135,000					\$0
ROLLING STOCK							
Equip	FCM		N/A	20BM-01R	Rolling Stock Replace Enterprise Fleet Management. Central Service Lease.	N/A	\$0
Equip	CPZ		N/A	20CP-01R	Rolling Stock Replace Enterprise Fleet Management.	N/A	\$0
Equip	CWA		N/A		Rolling Stock Replace Enterprise Fleet Management.	N/A	
Equip	EM	\$280,000	N/A	20EM-01R	Rolling Stock Replace (\$280,500).	N/A	
Equip	FCM	\$40,000	N/A	20BM-02R	Rolling Stock Replace (\$40,000).	N/A	
Equip	NCHC	\$28,000	N/A	20NC-01R	Rolling Stock Replace (\$28,000).	N/A	\$0
Equip	PR&F	\$173,460	Recurring	20PO-01R	Rolling Stock Fund s/b @ \$173,460.	N/A	\$0
Equip	Sheriff	\$333,696	Recurring	20SH-01R	Rolling Stock Fund s/b @ \$333,696.	N/A	\$0
Equip	HWY	\$957,600	Recurring	20HI-01R	Rolling Stock Fund s/b @ \$957,600.	N/A	\$0
	Sub Total	\$1,812,756					\$0

DRAFT 2018 CIP PROJECT REQUESTS

PAGE 2 OF 2

PROJECTS RANKED IN PRIORITY ORDER BY CIP COMMITTEE							
Imp	Highway	\$153,400		20HI-02C	County road M - Fenwood Creek.	616	
Imp	Highway	\$299,305		20HI-01C	County Road G - Branch Trappe River.	583	
Imp	Parks	\$150,000		20PO-01C	Playground Replacement.	568	
Imp	Highway	\$128,620		20HI-03C	County Road Y - Plover River.	554	
Imp	FCM	\$84,000		20BM-01C	Social Services Boiler Replacement.	544	
Imp	FCM	\$84,000		20BM-02C	Sheriff Dept. Boiler Replacement.	544	\$0
Imp	CPZ	\$64,730		20CP-02C	Stormwater Quality Plan Updates.	542	\$0
Imp	UWSP-Wausau	\$114,500		20UM-01C	Roof Replacement - Academic and Heating Plant Buildings.	536	
Imp	Parks	\$45,000		20PO-05C	Ice Arena Refrigeration Controller Replacement.	533	
Imp	CPZ	\$160,000	2015 / \$150k	20CP-01C	2020 Marathon County Digital Orthophoto Acquisition.	516	\$0
Imp	FCM	\$302,000		20BM-03C	Lake View Professional Plaza Boiler Install.	505	\$0
Imp	UWSP-Wausau	\$89,000		20UM-02C	Carpet and Vinyl Flooring Replacement.	502	
Imp	Parks	\$150,000	2018 / \$150k	20PO-06C	Big Eau Pleine Road Repairs.	464	
Imp	FCM	\$298,000		20BM-04C	LVPP Elevator Replacement.	431	\$0
Imp	Parks	\$80,600		20PO-04C	Big Eau Pleine Campground Electrical Upgrade.	427	
Imp	FCM	\$148,000		20BM-05C	Social Services Roof Replacement.	404	\$0
Imp	FCM	\$465,600		20BM-07C	Juvenile Roof Replacement.	382	\$0
Imp	FCM	\$640,000		20BM-08C	LVPP Window Replacement.	365	\$0
Imp	FCM	\$75,000		20BM-06C	West Street fire and Security System Replacement.	361	\$0
Imp	Parks	\$50,000		20PO-07C	Marathon Park Master Plan.	349	
Imp	Parks	\$35,000		20PO-08C	Marathon Park Marquee.	342	
	Sub Total	\$3,616,755					\$0
	2020 Total of All Project Requests	\$25,612,491					\$0
Type: Equip = Equipment Imp = Improvement Bldg = Building							Total Amount of all Project Requests (Funded & Un-Funded)

Marathon County Jail Budget for Additional Finish Work While Inmates are Offsite Sept. 9, 2019

Item #	Task	Estimated Cost
1	Replace (4) Shower Towers in L,M,N,O	\$ 39,800.00
2	Replace Bathroom Partitions	\$ 48,063.00
3	Huber Countertop Replacement	\$ 10,000.00
4	Misc. Painting	\$ 5,000.00
5	Misc. Flooring	\$ 2,000.00
6	HVAC Duct Cleaning	\$ 47,137.00
7	Relamping of 2nd Floor A+B Units to LED	\$ 48,000.00
8	10% Contingency	\$ 20,000.00
	Total Costs	\$ 220,000.00