



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING AGENDA

Date & Time of Meeting: **Monday, December 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
3. Approval of the Minutes of the November 11 and 14, 2019 Human Resources, Finance and Property Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports
 - A. 2020 HRFC Timetable-Palmer
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 November 2019 Claims and Questioned Costs-Palmer
 2. County Strategic Plan Update-McEwen
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 1. Indepartmental Budget Transfers-Palmer
 2. Resolution in Support of the Elimination of the excise tax "Cadillac Tax" on employer-sponsored health benefits under the Affordable Care Act-Gibbs
 3. Create 1 FTE Social Service Coordinator, B23 (Child Support Grant Coordinator) position. 100% "ELEVATE" Grant funded-Matel
 4. Create 1 FTE CPZ Conservation Specialist, B25. 100% Grant funded-Matel
 5. Abolish 2 FTE Park & Recreation Manager, C52 and Create 1 FTE Assistant Park & Recreation Manager, C42 and Create 1 FTE Senior Park and Recreation Manager, D61-Matel
 6. Witter Farm Located on County Road "U" Land Purchase for Future County Facilities-Griesbach
6. Policy Issues Discussion and Committee Determination
 - A. Discussion of Indirect Costs and Cost Recovery of Services-Karger
 - B. Feedback on the 2020 budget Process-Karger
7. Announcements:
 - Next Meeting Date-January 13, 2019 at 3:00 p.m.
 - 2020 HRFC Meeting Calendar
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 12/4/2019 1:00 pm
Posted to the County Website:

NOTICE POSTED AT THE COURTHOUSE
By/Date/Time: K Palmer 12/4/2019 1:00 pm
www.co.marathon.wi.us



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, November 11, 2019; 3:00 p.m.**

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

Others: Kristi Palmer, Alicia Richmond, Scott Corbett, Emily Ley from the Village of Kronenwetter

1. Call to Order by Chairman Stark
2. Public Comment Period -None
3. Approval of the Minutes of the October 14, 2019 Human Resources, Finance and Property Committee Meeting
Motion by Buttke and seconded by Miller to approve the minutes from October 14; vote unanimous
4. Educational Presentations/Outcome Monitoring Reports
 - A. 2019 Audit preparation, timeline and review of procedures-Palmer
Marathon County audit work will start with the auditors in December and we are moving to getting the internal control letter items taken care of with the assistance of the departments listed in the letter. No formal action taken
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Human Resources and Finance and Property Committee
 1. Approval of the October 2019 Claims and Questioned Costs-Palmer
Motion by Miller and second by Durham to approve the claims and costs for October 2019; vote unanimous
Stark-There is a check that jumped out at me. The check is for \$61,571.65 and it goes to the Children's service society. There are several non-profits that we use for Start Right. There is a large amount spend with these non-profits for Start Right. I am going to bring a resolution to reduce start right and there is a contract for services from Children's Service Society and the Health Department is looking at reducing staff as part of the reduction to Start Right.
 2. Budget Transfers-Social Services
Motion by Gibbs and Seconded by Buttke to approve the budget transfer; vote unanimous
 - B. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 1. Resolution in Support of Wisconsin Assembly Bill 301/Senate Bill 268-Palmer
Emily Ley from the Village of Kronenwetter attended to explain why the Village of Kronenwetter requests that the County support this resolution. The City of Wausau and Village of Weston has all had similar legislation passed. What is the anticipated additional revenues and expenditures for the next 5 years? Most industrial development on the 8 lots. I assume of 2.5% growth and believe that we can develop the 8 industrial lots. The project plan would include additional infrastructure including paving Beranek Rd and signage enhancements to be seen from I39. The TID will be debt free in 2022.
Motion by Miller and seconded by Buttke to provide our support to the Village of Kronenwetter and forward to the full County Board; vote unanimous
 2. Resolution Awarding the Sale of \$9,590,000 General Obligation Promissory Notes, Series 2019A-Palmer
Motion by Gibbs and seconded by Buttke to postpone the awarding of the sale of the \$9,590,000 until the HRFC meet at 6:30 pm on November 14, 2019; vote unanimous
 6. Policy Issues Discussion and Committee Determination
 - A. Discussion of Indirect Costs and Cost Recovery of Services-Karger
Motion by Gibbs and seconded by Durham to postpone discussion on the Indirect Cost Recovery and how they are to the next regular meeting; vote unanimous
 7. Announcements:

Next Meeting Date-November 14, 2019 at 6:30 p.m.
Durham-Today was originally Armistice Day. One of the main watershed moments of our time was World War I. This changed the hold balance of power. This is a very significant day.
 8. Adjourn-motion by Buttke and second by Durham to adjourn at 3:43pm



MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Thursday, November 14, 2019; 6:30 p.m.**

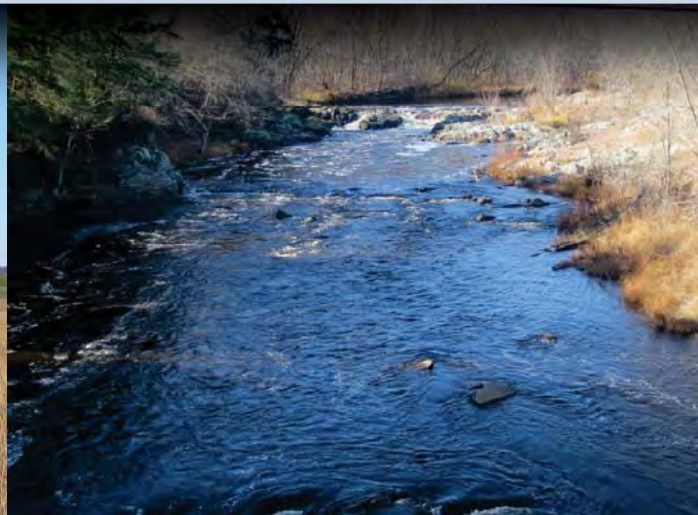
Meeting Location: **Marathon County Courthouse, Room C149 Employee Resources Conference Room 500 Forest Street, Wausau WI 54403**

Members: EJ Stark, Chair; Bill Miller-excused, Vice-Chair; Tim Buttke, John Durham-excused, Kurt Gibbs, Yee Leng Xiong, Jeff Zriny
Others: Kristi Palmer, Kristin Hanson, Scott Corbett

1. Call to Order by Supervisor Stark at 6:30 pm
2. Public Comment Period-None
3. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. Discussion and Possible Action by Committee to Forward to the County Board for its consideration
 1. Resolution Awarding the Sale of \$9,590,000 General Obligation Promissory Notes, Series 2019A-
Postponed from November 11, 2019
Kristin Hanson from PFM discussed the note sales from bids taken earlier day.
Motion by Gibbs and seconded by Buttke to award the bid of the sale of notes to FHM Capital Market at the True Interest Cost (TIC) as stated 1.74% and move to the full board for approval; vote unanimous
4. Announcements:
Next Meeting Date-November 18, 2019 at 3:00 p.m. has been cancelled
5. Adjourn-Motion to adjourn by Gibbs and seconded by Buttke to adjourn at 6:40 pm; vote unanimous



Marathon County Strategic Plan 2018–2022



STRATEGIC PLAN FRAMEWORK

The Strategic Plan Framework in Figure 1 captures how Marathon County's Vision and Mission drive our planning efforts, which then serve to assist our elected officials as they provide policy guidance to County Administration and each of Marathon County's respective operational departments.



Figure 1

Strategy A

Consider the potential to consolidate emergency service agencies.

Strategy B

Respond to maltreatment allegations and provide protective services for vulnerable populations.

Strategy C

Report every 2 years on the response time with advice for municipalities (ex: consolidation, realignment, or targeted education).



OBJECTIVE 7.1: Provide cost-effective and high quality public safety services.

By December 31, 2022, emergency response times for public safety services (law enforcement, fire, and emergency medical services) will decrease.

Baseline: To Be Determined
Source: Emergency Management & Sheriff's Office

Outcome Measure 1

Departments Contributing

- Central WI Airport
- Corporation Counsel
- County Administration
- Emergency Management
- Finance
- Library
- North Central Health Care
- Sheriff's Office
- Social Services

Strategy A

Maintain a safe highway network to provide access to all communities in the County.

Strategy B

Support technology in the workplace, particularly through access to broadband.

Strategy C

Work with municipalities to maintain a competitive inventory of serviced industrial land and office sites.

Strategy D

Provide appropriate access for trucks and employees for all business and industrial park sites.

Strategy E

Pursue federal & state funding to develop a county-wide revolving loan fund to assist communities with cleanup of contaminated sites.

Strategy F

Secure state and federal funding to maintain infrastructure and support economic growth.



OBJECTIVE 10.12: Maintain infrastructure to support economic growth.

Through December 31, 2022, the county highway overall Pavement Surface Evaluation and Rating Score will maintain an average annual rating of 7.0.

Baseline: 7.03 in 2018
Source: Marathon County Highway Department

Outcome Measure 1

By December 31, 2022, the total automobile crash rate will be reduced by 5% in Marathon County to improve traffic flow, efficiency, and safety.

Baseline: New Measure
Source: Wausau Area Metropolitan Planning Organization

Outcome Measure 2

Departments Contributing

- Central WI Airport
- City-County IT Commission
- Conservation, Planning & Zoning
- County Administration
- Facilities & Capital Management
- Highway

Strategy A

Support efforts by local municipalities to establish cooperative service and joint facility arrangements.

Strategy B

Continue to enhance E-911 dispatch services for all police, fire, and EMS* agencies in Marathon County.

Strategy C

Work with local municipalities and other government agencies to explore opportunities to share costs and/or consolidate public services.

Strategy D

Address solid waste management issues on a regional basis, cooperating with other counties.

Strategy E

Implement a plan to increase the number and nature of services accessible to the public online and identify achievable measures to track our progress at engaging the public.



OBJECTIVE 12.3: Promote cost-effective public services.

By December 31, 2020, all county departments will have employees with knowledge of continuous improvement and skills for facilitating improvement.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 1

By December 31, 2022, the number of county employees who have completed the Marathon County Leadership Development Program will increase by 25%.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 2

By December 31, 2020, a framework will be developed to share services with a local municipality, nearby county, or non-governmental entity to reduce cost and increase effectiveness, and thereafter meet at least once a year to discuss joint ventures.

Baseline: To Be Determined
Source: Marathon County Administration

Outcome Measure 3



* Emergency Medical Services

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: Emergency Management

BUDGET YEAR: 2019

TRANSER FROM:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|--------------------------------|-----------|
| Revenue Increase | 476-88282419 | OTH GEN GOVT SUPPORT-ST GRANTS | 17,300.00 |
| Expenditure Decrease | 101-24593143 | OFFICE EQUIPMENT | 5,200.00 |
| Expenditure Decrease | 101-24595393 | RENT | 6,850.00 |
| Expenditure Decrease | 101-24593490 | OTHER OPERATING SUPPLIES | 250.00 |
| Expenditure Decrease | 101-24893424 | LAB/MEDICAL SUPPLIES | 5,000.00 |

TRANSER TO:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|--------------------------------|-----------|
| Expenditure Increase | 476-88292492 | WARNING SYSTEM MAINTENANCE SRV | 34,600.00 |

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

Requested By: Phil Rentmeester

Date Completed: 11/13/2019

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)
lamResponding grant reimbursement
- 2) Provide a brief (2-3 sentence) description of what this program does.
lamResponding grant reimbursement, 50% is covered by Emergency Management.
- 3) This program is: (Check one)
 An Existing Program.
 A New Program.
- 4) What is the reason for this budget transfer?
 Carry-over of Fund Balance.
 Increase/Decrease in Grant Funding for Existing Program.
 Increase/Decrease in Non-Grant Funding (such as tax levy, donations, or fees) for Existing Program.
 Set up Initial Budget for New Grant Program.
 Set up Initial Budget for New Non-Grant Program
 Other. Please explain: [Click here to enter description](#)
- 5) If this Program is a Grant, is there a "Local Match" Requirement?
 This Program is not a Grant.
 This Program is a Grant, but there is no Local Match requirement.
 This Program is a Grant, and there is a Local Match requirement of: (Check one)
 Cash (such as tax levy, user fees, donations, etc.)
 Non-cash/In-Kind Services: (Describe) [Click here to enter description](#)
- 6) Does this Transfer Request increase any General Ledger 8000 Account Codes? (Capital Outlay Accounts)
 No.
 Yes, the Amount is Less than \$30,000.
 Yes, the Amount is \$30,000 or more AND: (Check one)
 The capital request HAS been approved by the CIP Committee.
 The capital request HAS NOT been approved by the CIP Committee.

COMPLETED BY FINANCE DEPARTMENT:

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

MARATHON COUNTY
Budget Transfer Authorization Request Form

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

DEPARTMENT: Highway

BUDGET YEAR: 2019

TRANSFER FROM:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|----------------------------------|---------|
| Expenditure Decrease | 801-278 9 4590 | Co Maint: Other Raw Matls (624B) | 135,000 |

TRANSFER TO:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|-----------------------------------|---------|
| Expenditure Increase | 801-280 9 4590 | Co Winter: Other Raw Matls (624B) | 135,000 |

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

Requested By: Mary Rosensprung

Date Completed: 12/2/2019

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)
County Winter Maintenance

- 2) Provide a brief (2-3 sentence) description of what this program does.
Provides labor, equipment and materials for clearing snow/ice from County Trunk Highways.
This transfer will be for additional purchase of 1500 ton of county salt.

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

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

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

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

COMPLETED BY FINANCE DEPARTMENT:

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

MARATHON COUNTY
Budget Transfer Authorization Request Form

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

DEPARTMENT: Sheriff

BUDGET YEAR: 2019

TRANSFER FROM:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|---------------------|--------|
| Expenditure Decrease | 101-25092940 | Boarding Prisoners | 6,149 |

TRANSFER TO:

| Action | Account Number | Account Description | Amount |
|----------------------|----------------|---------------------|--------|
| Expenditure Increase | 101-22592920 | Radio Service | 6,149 |

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

Requested By: Kristin Williams – Administrative Services Manager

Date Completed: 11/11/2019

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)

With approval of County Administrator, transfer of funds to complete 911 center upgrades for Audio Logger.
Provide a brief (2-3 sentence) description of what this program does.

Due to cost savings realized by Sheriff's Office efforts to reduce jail population, Sheriff's Office funds are being utilized to further 911 center enhancements in anticipation of new technology. Initial estimates were much higher for this portion of the project. Captain Millhausen has negotiated a three year contract resulting in significant savings, forgoing a potential CIP request and project.

2) This program is: (Check one)

An Existing Program.

A New Program.

3) 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 of funds

4) 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](#)

5) 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

CADILLAC TAX FACT SHEET



INFORMED ON REFORM

Overview

On January 22, 2018, Congress passed and the president signed a two-year delay of the 40% excise tax on high-cost employer-sponsored health plans, also known as the “Cadillac Tax.” This delay was part of a short-term federal spending bill and changes the effective date from 2020 to 2022. The tax was delayed once before through the Consolidated Appropriations Act of 2016.

No regulations have been issued to date. In February and July 2015, the Internal Revenue Service (IRS) issued notices covering a number of questions concerning the Cadillac Tax, and requested comments on the possible approaches that could ultimately be incorporated into proposed regulations. While the tax was originally non-tax deductible, the December 2015 changes make it tax deductible for employers who pay it.

| CADILLAC TAX | |
|-------------------------------------|--|
| What it is/ fee duration | Permanent, annual tax beginning in 2022 on high-cost employer-sponsored health coverage. |
| Purposes | <ul style="list-style-type: none">› Reduce tax-preferred treatment of employer-provided health care.› Reduce excess health care spending by employees and employers.› Help finance the expansion of health coverage under the Affordable Care Act (ACA). |
| Amount | <ul style="list-style-type: none">› The tax is 40% of the cost of health coverage that exceeds predetermined threshold amounts.› Cost of coverage includes the total contributions paid by both the employer and employees, but not cost-sharing amounts such as deductibles, coinsurance and copays when care is received.› For planning purposes, the thresholds for high-cost plans are currently \$10,200 for individual coverage and \$27,500 for family coverage.› These thresholds will be updated before the tax takes effect in 2022 and indexed for inflation in future years.› The thresholds will also be increased:<ul style="list-style-type: none">- If the majority of covered employees are engaged in specified high-risk professions such as law enforcement and construction.- For group demographics, including age and gender. (The December 2015 law called for a study on how to determine these adjustments.)› For pre-65 retirees and individuals in high-risk professions, the threshold amounts are currently \$11,850 for individual coverage and \$30,950 for family coverage. These amounts will also be indexed before the tax takes effect. |

Together, all the way.®



| CADILLAC TAX | |
|---|---|
| Who calculates and pays | <p>Insured: Employers calculate and insurers pay.</p> <p>Self-funded: Employers calculate and “the person who administers the plan benefits” pays.</p> <p>Health Savings Accounts (HSAs) and Archer Medical Savings Accounts (MSAs): Employers calculate and employers pay.</p> |
| How a group health plan’s cost is determined | <ul style="list-style-type: none"> › The tax is based on the total cost of each employee’s coverage above the threshold amount. › The cost includes contributions toward the cost of coverage made by employers and employees. › The statute states that costs of coverage will be calculated under rules similar to the rules for calculating COBRA premium. |
| How the tax will be paid | Forms and instructions for paying the tax are not yet available. |
| Tax implications | Based on the December 2015 changes, Cadillac Tax payments will be deductible for federal tax purposes. |
| Applicable types of coverage | <ul style="list-style-type: none"> › Insured and self-insured group health plans (including behavioral, and prescription drug coverage) › Wellness programs that are group health plans (most wellness programs) › Health Flexible Spending Accounts (FSAs) › HSAs, employer and employee pre-tax contributions* › Health Reimbursement Accounts (HRAs)* › Archer MSAs, all pre-tax contributions* › Onsite medical clinics providing more than de minimis care* › Executive physical programs* › Pre-tax coverage for a specified disease or illness › Hospital indemnity or other fixed indemnity insurance › Federal/State/Local government-sponsored plans for its employees › Retiree coverage › Multi-employer (Taft-Hartley) plans |
| Excluded types of coverage | <ul style="list-style-type: none"> › U.S.-issued expatriate plans for most categories of expatriates › Coverage for accident only, or disability income insurance, or any combination thereof › Supplemental liability insurance › Liability insurance, including general liability insurance and automobile liability insurance › Workers’ compensation or similar insurance › Automobile medical payment insurance › Credit-only insurance › Other insurance coverage as specified in regulations under which benefits for medical care are secondary or incidental to other insurance benefits › Long-term care › Stand-alone dental and vision* › Coverage for the military, sponsored by federal, state or local governments* › Employee Assistance Programs* › Employee after-tax contributions to HSAs and MSAs* › Coverage for a specified disease or illness, and hospital indemnity or other fixed indemnity insurance if payment is not excluded from gross income |

* As indicated by IRS notice issued on February 23, 2015 and subject to future regulatory clarification.

How it works: Examples based on current threshold amounts

Note: These threshold amounts will be indexed before the tax takes effect in 2022.



Self-only coverage

A \$12,000 individual plan would pay an excise tax of \$720 per covered employee:

$$\mathbf{\$12,000 - \$10,200 = \$1,800 \text{ above the } \$10,200 \text{ threshold}}$$

$$\$1,800 \times 40\% = \$720$$



Family coverage

A \$32,000 family plan would pay an excise tax of \$1,800 per covered employee:

$$\mathbf{\$32,000 - \$27,500 = \$4,500 \text{ above the } \$27,500 \text{ threshold}}$$

$$\$4,500 \times 40\% = \$1,800$$

These charts show how the tax increases as the plan's cost increases

Self-only coverage

| | | | | | |
|-----------|----------|----------|----------|----------|----------|
| Plan cost | \$11,000 | \$12,000 | \$13,000 | \$14,000 | \$15,000 |
| Tax | \$320 | \$720 | \$1,120 | \$1,520 | \$1,920 |

Family coverage

| | | | | | |
|-----------|----------|----------|----------|----------|----------|
| Plan cost | \$28,000 | \$30,000 | \$32,000 | \$34,000 | \$36,000 |
| Tax | \$200 | \$1,000 | \$1,800 | \$2,600 | \$3,400 |



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TEXT OF LETTER

[November XX, 2019]

Dear Majority Leader McConnell and Minority Leader Schumer,

The undersigned organizations—a diverse group of employers, industries, health care stakeholders, unions, patient and disease groups—urge you to take immediate action to protect the health care of the more than 178 million Americans who receive health care coverage through an employer. We are asking you to swiftly, and fully, repeal the impending 40% tax on employer-provided health care before this onerous tax increase hits the pocketbooks of hardworking Americans.

In July, the House passed a bill fully repealing this tax by an overwhelming vote of 419 to 6 and that bill is currently awaiting action in the Senate.

The consequences of inaction are serious for hardworking American families. Employers are making decisions today to avoid this looming tax. Many millions of working Americans will pay more out of pocket for medical treatment or face reduced health coverage in narrower networks. According to Kaiser Family Foundation 2018 data, since 2010, health care deductibles have risen 89%, while wage growth has remained comparatively flat.

To avoid the huge “Cadillac Tax” hikes coming in 2022, many employers are altering their benefit packages now. Employers that offer non-calendar year health plans, could begin, as early as next year, enrolling people into health plans that could be subject to the tax.

While this tax was intended to only hit Americans with “gold-plated” plans, the reality is that very modest plans covering low- and moderate-income working families are projected to trigger the tax simply because they incur greater health expenses. The tax will disproportionately affect the health plans of women, seniors, rural communities, the sick, and the disabled. Small businesses that already struggle to offer health care coverage will also be heavily penalized. This tax has real and harmful consequences—Americans cannot afford to pay more for their health care.

Employer-provided coverage is the backbone of our health care system and the primary source of coverage for more than half of all Americans. According to recent polling, 86% of voters oppose taxing employer-provided health coverage.

The 40% “Cadillac Tax” on employer-provided health coverage is widely opposed by both Republicans and Democrats. Along with the 419 members of the House that voted to fully repeal this tax, there are 63 bipartisan Senate cosponsors of S. 684, the Middle-Class Health Benefits Tax Repeal Act of 2019.

Working families are already stretched too thin. They need a meaningful WIN—one that cuts taxes,

lowers health care costs, and protects employer-provided health care coverage. It all starts with repealing the “Cadillac Tax.”

Let’s work together to keep health care affordable and available for 178 million Americans.

Sincerely,

* Required

2020 - Monthly Health & Dental Premiums by Employment Allocation

Marathon County Health Plan

Aspirus Narrow Network

| Single | | | | | Employee + 1 | | | | | Family | | | | |
|--------------------|----------|----------|----------------------------|----------|--------------------|------------|----------|----------------------------|----------|--------------------|------------|----------|----------------------------|----------|
| 2020 Total Premium | | | With 5% Wellness Incentive | | 2020 Total Premium | | | With 5% Wellness Incentive | | 2020 Total Premium | | | With 5% Wellness Incentive | |
| \$ 709.40 | Employer | Employee | Employer | Employee | \$ 1,702.54 | Employer | Employee | Employer | Employee | \$ 2,000.57 | Employer | Employee | Employer | Employee |
| 100 % FTE | \$603.00 | \$106.40 | \$638.46 | \$70.94 | 100 % FTE | \$1,447.16 | \$255.38 | \$1,532.30 | \$170.24 | 100 % FTE | \$1,700.49 | \$300.08 | \$1,800.51 | \$200.06 |
| 95 % FTE | \$572.85 | \$136.55 | \$608.31 | \$101.09 | 95 % FTE | \$1,374.80 | \$327.74 | \$1,459.94 | \$242.60 | 95 % FTE | \$1,615.47 | \$385.10 | \$1,715.49 | \$285.08 |
| 90 % FTE | \$542.70 | \$166.70 | \$578.16 | \$131.24 | 90 % FTE | \$1,302.44 | \$400.10 | \$1,387.58 | \$314.96 | 90 % FTE | \$1,530.44 | \$470.13 | \$1,630.46 | \$370.11 |
| 85 % FTE | \$512.55 | \$196.85 | \$548.01 | \$161.39 | 85 % FTE | \$1,230.09 | \$472.45 | \$1,315.23 | \$387.31 | 85 % FTE | \$1,445.42 | \$555.15 | \$1,545.44 | \$455.13 |
| 80 % FTE | \$482.40 | \$227.00 | \$517.86 | \$191.54 | 80 % FTE | \$1,157.73 | \$544.81 | \$1,242.87 | \$459.67 | 80 % FTE | \$1,360.39 | \$640.18 | \$1,460.41 | \$540.16 |
| 75 % FTE | \$452.25 | \$257.15 | \$487.71 | \$221.69 | 75 % FTE | \$1,085.37 | \$617.17 | \$1,170.51 | \$532.03 | 75 % FTE | \$1,275.37 | \$725.20 | \$1,375.39 | \$625.18 |

**Employee contribution is 15% of the total premium. The contribution for employees who qualify for the Wellness Incentive is 10% of the total premium*

NEHA Broad Network

| Single | | | | | Employee + 1 | | | | | Family | | | | |
|--------------------|----------|----------|----------------------------|----------|--------------------|------------|----------|----------------------------|----------|--------------------|------------|----------|----------------------------|-----------|
| 2020 Total Premium | | | With 5% Wellness Incentive | | 2020 Total Premium | | | With 5% Wellness Incentive | | 2020 Total Premium | | | With 5% Wellness Incentive | |
| \$ 769.90 | Employer | Employee | Employer | Employee | \$ 1,849.40 | Employer | Employee | Employer | Employee | \$ 2,173.37 | Employer | Employee | Employer | Employee |
| 100 % FTE | \$603.00 | \$166.90 | \$638.46 | \$131.44 | 100 % FTE | \$1,447.16 | \$402.24 | \$1,532.30 | \$317.10 | 100 % FTE | \$1,700.49 | \$472.88 | \$1,800.51 | \$ 372.86 |
| 95 % FTE | \$572.85 | \$197.05 | \$608.31 | \$161.59 | 95 % FTE | \$1,374.80 | \$474.60 | \$1,459.94 | \$389.46 | 95 % FTE | \$1,615.47 | \$557.90 | \$1,715.49 | \$ 457.88 |
| 90 % FTE | \$542.70 | \$227.20 | \$578.16 | \$191.74 | 90 % FTE | \$1,302.44 | \$546.96 | \$1,387.58 | \$461.82 | 90 % FTE | \$1,530.44 | \$642.93 | \$1,630.46 | \$ 542.91 |
| 85 % FTE | \$512.55 | \$257.35 | \$548.01 | \$221.89 | 85 % FTE | \$1,230.09 | \$619.31 | \$1,315.23 | \$534.17 | 85 % FTE | \$1,445.42 | \$727.95 | \$1,545.44 | \$ 627.93 |
| 80 % FTE | \$482.40 | \$287.50 | \$517.86 | \$252.04 | 80 % FTE | \$1,157.73 | \$691.67 | \$1,242.87 | \$606.53 | 80 % FTE | \$1,360.39 | \$812.98 | \$1,460.41 | \$ 712.96 |
| 75 % FTE | \$452.25 | \$317.65 | \$487.71 | \$282.19 | 75 % FTE | \$1,085.37 | \$764.03 | \$1,170.51 | \$678.89 | 75 % FTE | \$1,275.37 | \$898.00 | \$1,375.39 | \$ 797.98 |

Marathon County Dental Plan

| Single | | | Employee + 1 | | | Family | | |
|--------------------|----------|----------|--------------------|----------|----------|--------------------|----------|----------|
| 2019 Total Premium | | | 2019 Total Premium | | | 2019 Total Premium | | |
| \$ 32.20 | Employer | Employee | \$ 64.51 | Employer | Employee | \$ 120.64 | Employer | Employee |
| 100 % FTE | \$16.10 | \$16.10 | 100 % FTE | \$32.25 | \$32.26 | 100 % FTE | \$60.32 | \$60.32 |
| 95 % FTE | \$15.29 | \$16.91 | 95 % FTE | \$30.64 | \$33.87 | 95 % FTE | \$57.30 | \$63.34 |
| 90 % FTE | \$14.49 | \$17.71 | 90 % FTE | \$29.02 | \$35.49 | 90 % FTE | \$54.29 | \$66.35 |
| 85 % FTE | \$13.68 | \$18.52 | 85 % FTE | \$27.41 | \$37.10 | 85 % FTE | \$51.27 | \$69.37 |
| 80 % FTE | \$12.88 | \$19.32 | 80 % FTE | \$25.80 | \$38.71 | 80 % FTE | \$48.26 | \$72.38 |
| 75 % FTE | \$12.07 | \$20.13 | 75 % FTE | \$24.19 | \$40.32 | 75 % FTE | \$45.24 | \$75.40 |

**Employee contribution is 50% of the total premium*

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Social Services Date: November 5, 2019
Position Requested: Five County Demonstration Grant (ELEVATE) Coordinator FT PT
FTE _____ %
(If unsure of classification, indicate "To be determined") Number of Positions: 1

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

Projected Start Date of Position: As soon as possible Priority Number of This Position: First Priority
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

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

The intent of this position is to lead the coordination of all services offered through the 5 year grant that Marathon County DSS – Child Support Unit has received. This coordinator will work directly with partners and participants to determine potential eligibility, enrollments, and connection to needed services within the community.

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

Our mission is to strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and health community. The purpose of this grant, and thus the position coordinating elements of this grant, are clearly completely aligned with our department's mission. The very basis of this need is to create a more robust approach to services we currently offer and increase our support of families effectively and long term.

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

The very purpose of seeking the grant itself is aligned with the reasons we are asking for this position. We are positioned to take the next steps to fill "gaps" in services available in our region. Under the grant, we intend to accomplish the following:

- To build more comprehensive and sustainable connections with community service providers and local businesses to provide transportation options, educational opportunities, and other basic needs for securing and maintaining employment for our paying parents.
- To develop the relationships to be an integral part of a comprehensive support system for parents involved with AODA and Mental Health issues.
- To develop a more comprehensive collaboration with the courts and appropriate community supports for parenting skills and custody and placement issues.

Child Support fully manages approximately 5,700 cases on a monthly basis and over 20% of them have compliance issues with Child Support reflecting the need for additional services. Although we have a very low unemployment rate and demand by employers is high, we continue to see parents struggle with employment and compliance due to the following factors:

- AODA/Mental Health Issues
- High rate of physical disability potentially due to a predominately manufacturing workforce
- Lack of a relationship with their child

- Reduction in full-time hours with local employers – with the advent of the Affordable Care Act- especially and the rising costs of health insurance, we have seen a practice of not offering full-time employment or considering full-time at 32-36 hours.
- Seasonal employees and subcontract work paid in cash
- Adverse childhood experiences that result in difficulty demonstrating independent living skills in general

Under the grant, we will be enrolling parents who are struggling with compliance in addition to those seeking additional supports such as developing parenting skills, obtaining education, training and/or certification or vocational rehabilitation services. Our team is currently undergoing training to develop our skills in mediation and motivational interviewing in addition to identifying the resources within our community. With our current infrastructure, we do not have the ability at this point to develop and coordinate all of the needed resources we will need to be successful in the provision of the extra services and support. This position will enable us to develop our skills and build the necessary infrastructure to successfully transition the supportive services across the team once our five-year grant is termed.

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

This biggest benefit of this position will be the resultant enhancement and expansion of services across our community more timely and effectively. The Child Support unit has the ability to put this together and create the needed infrastructure, but will continue to do so on a part-time basis as the other demands of the caseload and current job functions are still a concurrent priority. The additional skilled coordinator will manage this successful transition without a loss of services or the creation of competing prioritization across the unit.

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

The only alternative is to attempt to manage the large scope of the grant with existing employees and as noted above this is not tenable. Two of our five county partners traversed through the first generation of this grant, and they both identified this coordination as an important component to their success. Both of these counties are very aligned with our vision of the supports and connections required to become successful, and we see the value in using their strategies as a solid platform to build upon in this area.

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

We are confident we have the skills to succeed without this position as we are passionate about transforming our program in the direction we are already traveling. However, especially in the beginning years of the grant, we would not have the time to devote fully to the implementation of the grant, especially with the amount of energy required to connect to community partners to reach the outcomes we desire. To reach our fullest potential delivering the highest outcomes to our community, the grant requires significant amounts of data to be collected across the five counties so that in five years a newly developed model can be applied across the entire statewide child support program; potentially even at the national level. We will be much better served to fully participate in the work of the grant with a dedicated expert on board to facilitate this process more efficiently to help cement our success for Marathon County.

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

Overall, we anticipate being able to see an increase in our performance across the current four federal measures: Paternity Establishment, Support Order Establishment, Child Support Collections, and Arrears Collections. These measures are tracked monthly by the state and are utilized to determine our funding each year and also result in better customer service. We will also be solidly in compliance with meeting the data metrics required by the grant.

Additional metrics that have been identified at this time are as follows:

- Total number of participants being served
- Total number of new participants enrolled

- Average pay rate for participants
- Average time to first child support payment following enrollment
- Additional metrics being identified as needed both across the Elevate Program and within our county child support unit

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.
- 5% - Establish relationships with community partners
 - 10% - Coordinate training sessions, events and seminars; examples include collaborating with W-2 and Job Center for job fairs
 - 10% - Promote services and awareness through various forums throughout the community
 - 10% - Meets with clients to provide an overview of the basic services available through the ELEVATE program
 - 10% - Interview clients for enrollment purposes inclusive of screening for domestic violence
 - 10% - Refer clients to appropriate community and Child Support Unit resources
 - 25% - Oversees case management to track participation and progress in the ELEVATE program
 - 10% - Liaison with Child Support Team Lead and Manager to address administrative enforcement and other child support issues that arise during the overseeing of case management.
 - 10% - Support other functions as assigned

- 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?

Potentially another department could use this expertise. We would envision this to be more comparable to needs within Probation and Parole and the Courts which are State entities.

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

The grant is a new opportunity in 2019, so the work has not yet been done although we have throughout time prepared ourselves with system changes internally to be ready for this current opportunity.

There is some overarching of envisioned services within our Department as we have an independent living coordinator and social worker who facilitates the Community Response services who will support the work of the grant.

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.) -

Anticipated it will be between \$81,000 - \$85,000 for the position and fringe benefits. An additional \$5,000 - \$10,000 for furniture and computer equipment may be required.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$0.00 % of total costs:

Amount of any outside funding: \$250,000.00 for the first 18 mos* % of total costs: 100%

Source of outside funding: fully funded through grant money

Length of outside funding: 5 years

Likelihood of funding renewal: Not anticipated at this time beyond 5 years. The position would be sunset when funds were no longer available or absorbed through attrition, but no levy will be requested for this position.

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

*This is a 5 year grant that will have additional funding each year after the first 18 months.

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

If we are successful in increasing performance, we would anticipate seeing an increase in revenues due to performance funding from the State and Federal levels that could further offset existing county levy in the Child Support budget.

- 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?

Currently, we are utilizing the grant and the position funded through the grant to determine a successful model to provide both preventive services, increase services permanently and invest in the future of our families.

- Preventive Services – We anticipate we will see success in early intervention when barriers or potential barriers are initially identified with new cases. The ideal is to have supports in place to offer initially that will provide sustainability in the family connections and prevent or minimize future compliance issues.
- Increased Services – We intend to permanently offer increased case management services when deemed appropriate as it is more aligned with the direction of our unit and department’s mission. We anticipate that, between forming more substantial and positive connections early in our relationship with the family and continued appropriate services as necessary throughout the life of case, we will see more emotional and physical support and positive parental interactions.

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

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

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

Signature of Supervisor/Manager Completing Request

Date

Department Head Signature

Date

ELEVATE Child Support Grant Overview

Child Support Program Overview:

The Child Support Program, operated by the Marathon County Department of Social Services, is a cooperative county, state, and federal mandated effort designed to ensure that all children are financially and medically supported by their parents. Through the collection of both financial and medical support, the program helps to ensure the economic well-being of the children who reside in single parent households and strives to reduce their welfare dependence and the costs related to welfare. In addition, the Child Support program provides mediation to parents regarding custody and placement and collects parental contributions towards court-ordered out-of-home care placements when necessary.

Grant History:

In 2012, the federal Office of Child Support Enforcement selected Wisconsin and 7 other states to participate in a national project aimed to examine and pilot new ways of operating the child support programs by providing employment services to non-custodial parents. This was a purposeful endeavor to change the way we do business to better engage parents and address barriers proactively versus to focus exclusively on enforcement tools.

Between 2018 and 2019, the two original counties selected in Wisconsin, Brown and Kenosha, continued to develop the Wisconsin model by experimenting with adding enhanced services including case management, employment services, fatherhood and parenting activities, and debt reduction.

In 2019, the State obtained another \$4 million grant that allowed for three other counties to apply for participation. Marathon, Racine and Wood Counties were selected to work alongside Brown and Kenosha to develop a more positive model for the future of the child support program.

Elevate Grant 2019:

The Five County Demonstration Project is a 5 year grant, and has been named ELEVATE - Empowering Lives through Education, Vocational Assessment, Training, and Employment.

The goals of Elevate are as follows:

- Underlying goal: Increase Paying Parents' compliance with child support orders
- Strategic goal: Increase Parents' participation in the workforce
- Operational goal: Shift the child support culture from traditionally enforcement-focused to a more supportive and engaging approach
- Social goal: Increase Parents' engagement in the lives of their children as a means to increase social and economic well-being

Under the Elevate Model, there are four main quadrants of support:

1. Enhanced Case Management
 - Increase screenings for barriers – Domestic Violence, AODA, Mental Health, Educational
 - Increase collaboration with community partners to address these concerns more proactively and earlier in our relationship to prevent compliance issues
2. Enhanced Child Support Services – examples include:
 - Expedite modifications
 - Specialized position to address substitute care cases
 - Redirection language
 - Incarceration modifications/transitions
 - Increase collaboration with judiciary to further evaluate suspensions/reductions that will assist with compliance in the long term
3. Employment Services – examples include:

- Assist parents in obtaining resources for identified issues such as connecting them to training and educational supports, partnering with the job center, referring to Division of Vocational Rehabilitation, etc.
- Increase the collaboration and seek to fill gaps in services needed such as internal work supports
- Collaborate and provide transportation options

4. Parenting Education and Services – examples include:

- Seeking to offer additional services to assist with pro se court paperwork
- Increase access to parenting classes including targeting specific supports such as new fatherhood basic skills, independent living
- Increase mediation services to assist in overcoming disagreement between parents in establishing and modifying orders
- Other supports such as connections to anger/stress management, financial management, and communication skills

Child Support Grant Coordinator - B23
 Social Services
 FTE = 1.0

BUDGET PLANNING - NEW POSITION COST

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|---------------------------------|-------------------------|----------|-----------|----------|
| DBM B23 | | \$39,837 | \$46,809 | \$53,781 |
| Health - Family | \$1,700.49 | \$20,406 | \$20,406 | \$20,406 |
| 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: | | \$67,322 | \$75,310 | \$83,298 |

APPENDIX A
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Conservation, Planning and Zoning (CPZ)_____ Date: December 5th, 2019_____

Position Requested: Conservation Specialist **To be determined, we are thinking B25** FT X___ PT _ FTE
(If unsure of classification, indicate "To be determined") Number of Positions: 1_____

Division Position Will Be Assigned To: Land and Water Program Director_____ (Indicate NA if not applicable)

Projected Start Date of Position: 01/01/2020_____ Priority Number of This Position: N/A_____

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, this position is in alignment with not only the mission of the County by directly cooperating with our Federal USDA partners to bring high quality technical assistance to the farmers in the Fenwood Creek Watershed to reduce runoff pollution.

It is also consistent with the County Comprehensive and Strategic Plans.

Comprehensive Plan: Natural Resources Goal: The natural resources of Marathon County are managed in a balanced way (so they are protected and preserved) for current and future generations' health, enjoyment, and benefit.

Strategic plan objective 5.2: Promote sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth. Outcome #1: "By December 31st, 2022, phosphorus from cropland and farmsteads in the Fenwood Creek Watershed will be reduced by 20%."

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

The Conservation, Planning and Zoning Department's mission is to protect our community's land and environment because the economic strength and vitality of our community is dependent on the quality of our resources. Through leadership, accountability, community engagement and collaborative partnerships we promote thoughtful and deliberate use of resources and innovative solutions to ensure Marathon County has healthy people, a healthy economy and a healthy environment today and tomorrow.

Our department's strategic plan is linked to the county's comprehensive plan as stated above. The Land and Water Resource Management plan, (a subset of the comprehensive plan) identifies the reduction of agricultural nonpoint runoff to reduce the discharge of soil, nutrients, organic materials and pesticides into surface and ground water. This new position will direct support implementation of this objective in the Fenwood Creek Watershed Project.

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

The purpose of this position is to provide on farm technical and education assistance for the landowners and operators in Marathon County, specifically the Fenwood Creek Pilot Watershed Project. The rationale for the position was put forth in the development of the Fenwood Creek Watershed Plan

http://www.co.marathon.wi.us/Portals/0/Departments/CPZ/Documents/FenwoodCreekWatershedPlan_2016.pdf), which was developed by CPZ and has been approved by both the DNR and EPA for implementation to reduce runoff pollution. The plan identifies the need for 1.25 full time positions to meet the plan goals.

The plan identifies that implementation of up to seven different cropland practices on 9344 acres are needed to meet plan goals, over the next several years.

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

This position will directly help to implement Strategic plan objective 5.2: “By December 31st, 2022, phosphorus from cropland and farmsteads in the Fenwood Creek Watershed will be reduced by 20%.” It is going to be a challenge to meet this objective. Without the approval of this position and the technical and educational assistance to farmers, landowners, contractors, elected officials, and the general public, it is unlikely this goal will be met by CPZ.

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

Alternatives to this position included the following:

- 1. Amending the strategic plan to reduce the goal of objective 5.2 to reduce or eliminate the phosphorus reduction goal of 20%. (Note: Recently adopted strategic plan is consistent with long standing county plans and efforts.)*
- 2. Seeking assistance from conservation partners, other than the United States Natural Resources Conservation Service (NRCS), who have funding available to the county to meet the existing needs and plan objectives. (Note: no other partners are offering this type of funding at this time.)*
- 3. Seeking the assistance of non-profit agencies in filling this position and providing it to Marathon County. (Note: no other agencies are offering this type of funding at this time.)*
These options were carefully considered and the proposal to create this new position was deemed to be the most efficient and effective option to achieve goal 5.2 of the Strategic plan.

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

In all likelihood, if this position is not created the goal to meet objective 5.2 of the strategic plan will fall short of the goal of reducing phosphorus runoff by 20%. The current effort in the Fenwood Creek Watershed is understaffed.

- 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?)

Annual measures are in place to measure the progress in the Fenwood in achieving its stated goals. Annually phosphorus and sediment reductions are calculated using WI DNR models that provide estimates of the reduction of both phosphorus and sediment. At the end of the ten year implementation period, in field water quality monitoring will be completed on the Fenwood to verify if goals have been met. The NRCS contract with Marathon County will include specific language for outputs (example: number of farmer contacts, number of landowner conservation practice contracts, number, type and delivery of educational sessions) in order to receive the funding. The monitoring will include customer surveys and interviews to determine effectiveness of program delivery.

III. SPECIFIC DUTIES OF NEW POSITION

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

Primary service and responsibilities:

1. *Education: (30%) Implement the communication, education, and community capacity*

model developed for the Fenwood Creek along and Big Eau Pleine River, in coordination with the Eau Pleine Partnership for Integrated Conservation (EPPIC) the plan includes engaging primary stakeholders in local water quality activities in the community at a much higher level than has been done in the past.

In addition, meet with landowners, individually and/or in groups, to educate them about the various county, state and federal programs to implement conservation on the land thereby meeting locally identified land and water resource concerns. Priority work area is the Fenwood Creek watershed, but not limited to the broader Eau Pleine watershed and work within Marathon County. Primary practices will focus on cropland practices to reduce sediment and nutrient runoff.

2. *Conservation Planning (30%):*

Works with farmers and landowners to develop conservation plans addressing resource concerns; provides information concerning conservation program opportunities, recommends superior farming systems that have been proven to drastically reduce sediment and phosphorus. Performs on-site inventory and evaluations; recommends and assists in conducting necessary preliminary surveys; and provides recommendations for feasible practices to solve resource concerns. Recommends practices to farmers which help control erosion, and conserve soil and water resources.

3. *Best Management Practice Implementation (40%): Planning, design, layout, construction staking and inspection of land use practices. Reviews practice designs for complete as-built documentation and oversees that all components of the design are completed according to standards and specifications prior to certification and payment recommendation.*

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

This is a professional level technical position and the expertise is specific to the duties. It is not anticipated that the duties could be performed by staff from another county department nor could this expertise be utilized by another department. With additional training, the skills are transferable to other duties within the Conservation, Planning and Zoning Department.

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?

Currently, it will be a challenge the goals of the Fenwood Creek Watershed Plan. Where there are currently overlapping duties within the Fenwood Creek Watershed, current staff have been working with landowners to implement conservation. For example, if a landowner has an idle manure storage facility and is required to properly close the facility by ordinance, current staff will utilize cost share funding from the DNR to implement the practice. This position is needed enhance services to meet the plan goals and the goals of the strategic plan.

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.)

Salary: \$48,401.60 per year

Benefits: \$31,657 included are as follows:

Life insurance, WRS, PEHP, EAP, PTO, Holidays, Funeral Leave

No additional costs will occur as there is a current office space, vehicle, equipment and furniture available for this position.

B. Explain specifically how position will be funded.

Amount of County tax levy: 0%

Amount of any outside funding: 100% grant funded position % of total costs: 100%

Source of outside funding: United States Department of Agriculture-Natural Resources Conservation Service.

Length of outside funding: Three years, with possible extension for two additional years.

Likelihood of funding renewal: highly likely

Would this outside funding be used to offset the levy if not used for this position? *No, the grant is contingent upon the **addition** of a new conservation position at CPZ.*

C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how? *Yes, the new employee can help generate additional cost share agreements through county or state sources, the department charges an 8% technical assistance fee for cost share reimbursement projects. The additional revenue could amount to \$5,000 to \$8,000 per year, which will help cover department overhead.*

D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? No?

Yes, this position is critical to the shaping of future priority watershed projects in Marathon County. In approving this position, it will be an investment in the Fenwood Creek Pilot Watershed project. If this project is successful it can serve as a model to help decrease levels in the 250 miles of phosphorus impaired streams and rivers in Marathon County. The investment will potentially provide the greater benefit to the public with higher quality streams and rivers for current and future generations' health, enjoyment, and benefit.

E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain. No? *It is unknown at this point in time. Until priority based budgeting is fully implemented it would be a subjective decision to reduce or eliminate one program at the cost of another. In addition, the grant requires that CPZ add a dedicated Conservation position to carry out the identified work in the contract.*

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Standing committee:

Environmental Resources Committee, CPZ staff will bring the position request to the committee at their December 2, 2019 meeting date for affirmation or denial.

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

Paul Daigle

11/12/2019

Signature of Supervisor/Manager Completing Request

Date

Rebecca J. Frisch

11/20/2019

Department Head Signature

Date

Marathon County

Position Description

Class Code

| | | | |
|---------------|-------------------------|--------------------|-----------------------------------|
| Title: | Conservation Specialist | Department: | Conservation, Planning and Zoning |
|---------------|-------------------------|--------------------|-----------------------------------|

Purpose of Position

The purpose of this position is to provide professional technical conservation planning and support to Marathon County landowners. This support includes all county, state and federal land conservation programs that result in the implementation of best management practices, thereby protecting the environmental resources of Marathon County. Position will provide assistance to landowners throughout Marathon County with the priority work area being the Fenwood Creek watershed and the Eau Pleine watershed.

Essential Duties and Responsibilities

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

- Works with farmers and landowners (individually and/or in groups) to voluntarily develop, maintain and implement conservation plans addressing resource concerns, focusing on cropland practices to reduce sediment and nutrient runoff; provides information regarding county, state and federal conservation program opportunities. Performs on-site inventory and evaluations; assists in conducting necessary preliminary surveys; recommends practices to farmers which help control erosion, conserve soil and water resources.
- Monitors and evaluates runoff from agricultural fields and/or barnyards for pollution potential. Evaluates the effects of alternative conservation practices on soil and water resources.
- Provides follow-up to ensure implementation and maintenance of soil conservation practices in accordance with plan and contract schedules and provides technical guidance and assistance in making needed revisions to their conservation plans and contracts. This includes design, layout, construction staking, and inspection of land use practices. Reviews practice designs for complete as-built documentation and oversees that all components of the design are completed according to standards and specifications prior to certification and payment recommendation.
- Develops contracts for various county, state and federal programs to implement conservation plans. Gathers required information for the submittal of permits that are to be reviewed by other staff.
- Designs, prepares, and delivers land and water conservation related educational programs and materials, including newsletters, educational presentations, and local conservation conferences.
- Leads community stakeholder discussions and efforts to improve understanding and increase levels of implementation of various conservation practices.
- Works directly and alongside various state and local partners to attain common resource management goals.

Conservation Specialist

- Prepares a variety of maps using Geographical Information System (GIS) technology.
- Communicates regularly and clearly with applicable staff regarding work schedule, project tasks being performed and landowner contacts/implementation status. Provides detailed quarterly report of completed work to the United States Natural Resource Conservation Service (NRCS) for data entry into performance tracking software.

Preferred experience to Perform Essential Job Functions

- Thorough knowledge of the principles and practices of soil and water conservation as well as soils, regional agriculture, geography and natural resources.
- Strong verbal and written communication and citizen engagement skills. Ability to establish and maintain effective working relationships with farmers, landowners, developers, contractors, elected officials, employees, cooperating agency staff and the general public.
- Considerable knowledge of NRCS, Wisconsin Department of Agriculture, Trade and Consumer Protection and Department of Natural Resources standards and specifications pertaining to conservation practices.
- Basic knowledge of surveying and drafting principles.
- Knowledge of computer applications including, but not limited to Microsoft packages, GIS, basic knowledge of Global Positioning System (GPS), hydrologic modeling software and AutoCAD.
- Ability to maintain records and prepare clear and detailed reports.

Education and experience: Bachelor's degree in natural resource related field, soils, agronomy, conservation, or closely related major; an Associate's degree in natural resources related field with 2-3 years' experience OR equivalent combination of closely related education and/or work experience. Prefer at least two years' experience in related field of work.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication (Sue can you be sure this whole section matches with Specialist position)

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures, and standards to specific situations.

Requires the ability to utilize a wide variety of reference and descriptive, advisory and /or design data and information such as statutes, procedures, ordinances, technical standards and non-routine correspondence.

Requires the ability to communicate orally and in writing with other professionals, other County employees,

Conservation Specialist

and the public.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division and calculate percentages, and decimals. Requires the ability to perform mathematical operations with fractions and algebra.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria in addition to clearly measurable and verifiable information.

Physical Requirements

Requires the ability to operate a variety of office equipment such as computer, telephone, multifunction device, and calculator.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements, such as typing.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling and lifting, carrying, pushing and pulling moderately heavy objects and materials, 20 to 50 pounds.

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposures to irate individuals or violence pose a limited risk of injury.

Ability to work under conditions that require exposure to a variety of environmental factors including varying weather conditions (cold, heat, dust, etc.).

Marathon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

CPZ Conservation Specialist (Watershed)

CPZ

FTE = 1.0

BUDGET PLANNING - NEW POSITION COST

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|---------------------------------|-------------------------|----------|-----------|----------|
| DBM B25 | | \$48,408 | \$56,878 | \$65,350 |
| Health - Family | \$1,800.51 | \$21,606 | \$21,606 | \$21,606 |
| Dental - Family | \$60.32 | \$724 | \$724 | \$724 |
| FICA Retirement Rate | 6.20% | \$3,001 | \$3,526 | \$4,052 |
| FICA Medicare Rate | 1.45% | \$702 | \$825 | \$948 |
| Unemployment Insurance | 0.10% | \$48 | \$57 | \$65 |
| Retirement - Employer | 6.75% | \$3,268 | \$3,839 | \$4,411 |
| Worker's Comp - Municipal | 1.78% | \$862 | \$1,012 | \$1,163 |
| PEHP | \$21 | \$546 | \$546 | \$546 |
| Total Estimated Cost for 1 FTE: | | \$79,165 | \$89,013 | \$98,865 |

APPENDIX B NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Parks, Recreation & Forestry Date: November 25, 2019

Position Requested: Abolish two C52's and create one D61 and one C42 FT PT FTE _____ %
(If unsure of classification, indicate "To be determined") Number of Positions: 2

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

Projected Start Date of Position: December 30, 2019 Priority Number of This Position: D61 -1, C42 - 2
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 abolishing two positions in one category and replacing those two positions with two different level positions better aligns the structure of the department to provide efficiencies to the work place as well as the department operations. This realignment will make Marathon County a preferred place to live, work, visit and do business.

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

Our mission statement is to adaptively manage our park and forest lands for natural resource sustainability while providing healthy recreational opportunities and unique experiences making Marathon County the preferred place to live, work and play. These positions support our Department's mission statement by providing more stability to the department and providing assistance where the staff is currently stretched very thin. Dividing up the responsibilities of the Assistant Director will allow for more experience and focus on specific areas of expertise such as recreation or park operations. This will also allow for more streamline assistance to the Director increasing the efficiency in how we deliver services. Adding the C42 position will alleviate the strained workload of two other C42 positions allowing for greater customer service and attention to detail.

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 a new Director I have been able to evaluate the operations of the PRF Department and take time to determine where we are very strong and where we have some areas of improvement. In my first year and a half our department has had four retirements with another one set for January of 2020. These retirements have given me the chance to realign the department in a way that I feel will be more efficient and effective in managing day to day activities and providing services to the community.

I am proposing to abolish two C52 positions which are known to us as Parks and Recreation Managers and create one D61 or Assistant Director position and one C42 or Assistant Parks and Recreation Manager position. At the present time there are six direct reports to the Director with the Assistant Director position overseeing one individual with no full time direct reports. With the creation of a second Assistant Director position we can realign areas of expertise. One Assistant Director will oversee programs and management of the department focusing on customer service and one Assistant Director will oversee park operations. Each Assistant Director will then work closely with the Director on management and policy decisions of the department. A draft copy of each Assistant Director's position

description is attached.

Creating another Assistant Parks and Recreation Manager is warranted based on the work load of the two current Assistant Parks and Recreation Managers. Over the past few years a number of new facilities and programs have become part of our day to day routines and the department has become more involved with customer service. We no longer only manage facilities. We strive to provide well maintained facilities, programs and customer service however the increased amount of responsibilities that the department has taken on have been becoming increasingly more difficult to manage with two managers. The third manager will be hired to focus on events and facility management of those facilities used heavily by the public. A task list for the new, third, Assistant Parks and Recreation Manager is attached.

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

The positions will both benefit the County by streamlining the operations of the department and providing focused expertise on the areas they are responsible for. The Assistant Director position will improve customer service and address community needs by working closely with the Director on department planning and operations. This position will continue to work with community members and local organizations on park projects that enhance our parks and provide new experiences for the community.

The Assistant Parks and Recreation Manager will benefit the County by providing a front line person to work with the events and facilities that the community sees and utilizes on a regular basis. This position will also alleviate the work load of the two other Assistant Managers allowing for increased productivity and attention to detail. Having a dedicated staff to work closely with event sponsors will increase the department's customer service of the event giving them a contact before, during and after an event.

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

Over the past year and a half, following the first retirement of the department, multiple scenarios have been considered. With the announcement of the fourth and fifth retirements additional opportunities were recognized. This position request is believed to provide the most efficiency to the department.

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

Position descriptions will be further reviewed to determine the best direction of the department. Retirements require a fresh look at operations. In addition many of the staff will continue to be spread very thin limiting our ability to do some things to the highest standard and limiting our ability to do more.

- 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?)

Both of these positions will be evaluated heavily on improved customer service and enhanced services. More attention will be available to give to the customer on a daily basis. The Assistant Directors will also be evaluated on improved efficiencies and planning for the department as well as possible increases in revenue and decreases in operating costs.

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.

Assistant Director (D61)

Develops Capital Improvement Projects budget evaluating facilities, identifying deficiencies, makes recommendations concerning parks system developments, facilities, improvements, and program services to provide more efficient maintenance and parks systems usage and assists with design of new facilities, prepares project cost estimates; creates financial spreadsheets; monitors, oversees and authorizes expenditures.; (15%)

Plans, directs, manages, and administers a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our customers. (17%)

Planning, scheduling and oversight of construction, repair, and preventative maintenance services: electrical, HVAC, carpentry, plumbing, masonry, horticultural, road maintenance, refrigeration systems, pools, trail management, turf management, snow removal, urban forestry, painting, welding, automotive and equipment repair, for facilities throughout Marathon County. (15%)

Administers, organizes and schedules Park Operations work orders, projects and general maintenance; coordinates maintenance and construction activities with operation schedules of park facilities and staff. Construction and development projects for the County Parks System that may include remodeling, layout improvements, municipal water systems, irrigation systems, private well systems and mechanical replacements for buildings and grounds at all venues. (10%)

Supervises Park Operations Managers, Park Storekeeper, and Mechanics; assists in interviewing and hiring new personnel; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; approves leave; evaluates performance and recommends transfers, promotions, discharges, disciplinary action or salary increases. . Also responsible for park operations seasonal workforce selection, training, and supervision. (10%)

Prepares specifications for contractual services. Administers and monitors contractual services. Develops bidding proposals, solicits proposals, awards and monitors contracts for the following: Park improvement and construction projects, playground replacement, Vehicle and Equipment Purchasing, inventory supply, waste removal, uniforms, fuel, chemicals, herbicide application, painting, etc.. (5%)

Develops and recommends annual Park Operations Budget for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures of Park Operation funds; prepares material and cost estimates for park construction and maintenance projects. (5%)

Administers the Vehicle and Equipment Program. Evaluates and assesses current and future equipment needs. Prepares specifications, bid documents and makes purchases. Establishes and maintains a record keeping/inventory system for all equipment. Tracks costs associated with vehicle and equipment repair. Establishes schedules for equipment maintenance and replacement. (5%)

Oversees vehicle and equipment use and maintenance; establishes, maintains and modifies record keeping system on all equipment; evaluates and assesses current and future needs for equipment; establishes schedules for equipment maintenance and replacement; researches equipment and products for purchase; prepares equipment specifications, solicits and recommends the awarding of bids to vendors. (5%)

Develops and administers operational policies on employee safety and performance; plans and conducts safety sessions for employees; ensures compliance with regulatory mandates and standards for health and safety. (5%)

Participates in the development of master plans and long and short range operation plans and objectives that relate to program development of parks, recreation, ice arenas, and sports complexes. (5%)

Assumes the responsibility for the Park Department in the absence of both the Director and Assistant Director of Community Services including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence. (3%)

Assistant Parks and Recreation Manager (C42)

Responsible for the oversight and management of rental facilities, Serves as the department contact for customers who desire to rent facilities for special events and activities. (30%)

Coordinates, schedules and supervises Ice Arena and Sylvan Hill operations and maintenance (20%)

Manage operations of campground and shooting range. (10%)

Directs, coordinates, supervises, trains and evaluates staff involved in facilities and special events. (15%)

Works with special interest and event groups by meeting, coordinating and supplying services for programs. (10%)
 Manage fee collection and compliance with city and county ordinances, rules and policies. Coordinated work with Recreation Deputy when needed. (10%)
 Coordinates and oversees winter storage program. (5%)

- 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?

At this time I do not believe another County department could use or provide the expertise of these positions. Both positions will work closely with other County Departments on specific projects.

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

The work is currently being completed by current employees. Currently employees are not aligned efficiently within the department. In the case of the Assistant Parks and Recreation Manger, current staff is overseeing and trying to complete too many tasks that some tasks are not being completed to a high level.

IV. POSITION COSTS AND FUNDING SOURCES

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

- B. Explain specifically how position will be funded. **Positions are already funded by the tax levy. There is no additional requests for funds with the restructuring of the department.**

Amount of County tax levy: _____ % of total costs: 100 % _____

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

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? _____

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

No however efficiencies will be recognized to decrease expenditures and if recreation programs are increased due to community demand increased revenue will be generated.

- C. 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, both positions will provide preventative services that will lead to cost avoidance or more extensive services in the future by efficient facility planning, decreased deferred maintenance and better customer service. Both positions will also increase efficiencies when working with the community resulting in better communication and higher productivity.

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

Yes the costs for the requested positions are already in the budget for the two C52 positions. Eliminating two C52 positions and creating one D61 and one C42 will not require additional funding beyond what is

currently budgeted.

V. COMMITTEE OF JURISDICTION

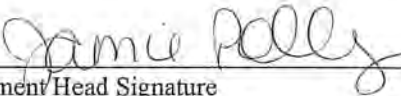
What is the recommendation of the committee of jurisdiction?

Presented to Parks and Recreation Committee, Tuesday, December 3rd and Environmental Resources Committee on Thursday, December 5th. Human Resources, Finance and Property Committee on December 10th and County Board on December 17th, 2019.

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

C52 - Dan Fiorenza
Parks, Recreation & Forestry
FTE = 1.0

ABOLISH

| Item | Current Rates | |
|------------------------------------|---------------|-----------|
| DBM C52 | \$38.78 | \$80,662 |
| Health - Family | \$1,722.40 | \$20,669 |
| Dental - Family | \$60.32 | \$724 |
| FICA Retirement Rate | 6.20% | \$5,001 |
| FICA Medicare Rate | 1.45% | \$1,170 |
| Unemployment Insurance | 0.10% | \$81 |
| Retirement - Employer | 6.75% | \$5,445 |
| Worker's Comp - Municipal | 1.78% | \$1,436 |
| PEHP | \$21 | \$546 |
| Total Estimated Savings for 1 FTE: | | \$115,734 |

Park Operations Supervisor - C42
Parks, Recreation & Forestry
FTE = 1.0

NEW POSITION

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|---------------------------------|----------------------|----------|-----------|-----------|
| DBM C42 | | \$54,263 | \$65,116 | \$75,968 |
| Health - Family | \$1,700.49 | \$20,406 | \$20,406 | \$20,406 |
| Dental - Family | \$60.32 | \$724 | \$724 | \$724 |
| FICA Retirement Rate | 6.20% | \$3,364 | \$4,037 | \$4,710 |
| FICA Medicare Rate | 1.45% | \$787 | \$944 | \$1,102 |
| Unemployment Insurance | 0.10% | \$54 | \$65 | \$76 |
| Retirement - Employer | 6.75% | \$3,663 | \$4,395 | \$5,128 |
| Worker's Comp - Municipal | 1.78% | \$966 | \$1,159 | \$1,352 |
| PEHP | \$21 | \$546 | \$546 | \$546 |
| Total Estimated Cost for 1 FTE: | | \$84,773 | \$97,392 | \$110,012 |

C52 - Greg Freix
Parks, Recreation & Forestry
FTE = 1.0

ABOLISH

| Item | Current Rates | |
|------------------------------------|---------------|-----------|
| DBM C52 | \$40.43 | \$84,094 |
| Health - Family | \$1,465.81 | \$17,590 |
| Dental - Family | \$60.32 | \$724 |
| FICA Retirement Rate | 6.20% | \$5,214 |
| FICA Medicare Rate | 1.45% | \$1,219 |
| Unemployment Insurance | 0.10% | \$84 |
| Retirement - Employer | 6.75% | \$5,676 |
| Worker's Comp - Municipal | 1.78% | \$1,497 |
| PEHP | \$21 | \$546 |
| Total Estimated Savings for 1 FTE: | | \$116,644 |

PRF Assistant Director - D61
Parks, Recreation & Forestry
FTE = 1.0

NEW POSITION

| Item | Projected 2020 Rates | Minimum | Mid-Point | Maximum |
|---------------------------------|----------------------|----------|-----------|-----------|
| DBM C42 | | \$66,738 | \$83,422 | \$100,106 |
| Health - Family | \$1,700.49 | \$20,406 | \$20,406 | \$20,406 |
| Dental - Family | \$60.32 | \$724 | \$724 | \$724 |
| FICA Retirement Rate | 6.20% | \$4,138 | \$5,172 | \$6,207 |
| FICA Medicare Rate | 1.45% | \$968 | \$1,210 | \$1,452 |
| Unemployment Insurance | 0.10% | \$67 | \$83 | \$100 |
| Retirement - Employer | 6.75% | \$4,505 | \$5,631 | \$6,757 |
| Worker's Comp - Municipal | 1.78% | \$1,188 | \$1,485 | \$1,782 |
| PEHP | \$21 | \$546 | \$546 | \$546 |
| Total Estimated Cost for 1 FTE: | | \$99,280 | \$118,679 | \$138,080 |

Position Description

Class Code 2502

| | | | |
|--------------------|--|----------------------|------------------------|
| Title: | Assistant Parks Director - Operations | Department: | Park Department |
| Covered By: | Management Personnel Ordinance | Pay Grade: 18 | FLSA: E |
| Date: | Revised: November 2019 | Reports To: | Park Director |

Purpose of Position

The purpose of this position is to support the County's mission, vision and strategic plan initiatives and provide start to finish leadership and management of park operations and maintenance. The Assistant Director, in collaboration with the Department Director, oversees long range planning for the department and capital project management. This position will plan, direct, manage, and administer a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our external and internal customers. The position provides services for multiple entities, develops and administers maintenance/operational budgets, oversees the workforce, administers policies and procedures, and works closely with all department staff so goals are accomplished.

Qualifications:

Bachelor's degree from an approved college/university in Park Administration, Recreation Management or a related field and four years of progressively responsible supervisory/administrative experience planning and directing park-related construction, maintenance or horticulture operations or any combination of education and experience that provides equivalent knowledge, skills and abilities. Requires the possession of a valid Wisconsin driver's license.

Examples of Work Performed:

Develops Capital Improvement Projects budget evaluating facilities, identifying deficiencies, makes recommendations concerning parks system developments, facilities, improvements, and program services to provide more efficient maintenance and parks systems usage and assists with design of new facilities, prepares project cost estimates; creates financial spreadsheets; monitors, oversees and authorizes expenditures.;

Plans, directs, manages, and administers a vast array of maintenance, construction, mechanical, and horticultural operations, to ensure services are provided to our customers.

Planning, scheduling and oversight of construction, repair, and preventative maintenance services: electrical, HVAC, carpentry, plumbing, masonry, horticultural, road maintenance, refrigeration systems, pools, trail management, turf management, snow removal, urban forestry, painting, welding, automotive and equipment repair, for facilities throughout Marathon County.

Administers, organizes and schedules Park Operations work orders, projects and general maintenance; coordinates maintenance and construction activities with operation schedules of park facilities and staff. Construction and development projects for the County Parks System that may include remodeling, layout improvements, municipal water systems, irrigation systems, private well systems and mechanical replacements for buildings and grounds at all venues.

Supervises Park Operations Managers, Park Storekeeper, and Mechanics; assists in interviewing and hiring new personnel; provides training and instruction; plans, coordinates, assigns and reviews work; acts on problems and concerns; approves leave; evaluates performance and recommends transfers, promotions, discharges, disciplinary action or salary increases. . Also responsible for park operations seasonal workforce selection, training, and supervision.

Prepares specifications for contractual services. Administers and monitors contractual services. Develops bidding proposals, solicits proposals, awards and monitors contracts for the following: Park improvement and construction projects, playground replacement, Vehicle and Equipment Purchasing, inventory supply, waste removal, uniforms, fuel, chemicals, herbicide application, painting, etc..

Develops and recommends annual Park Operations Budget for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures of Park Operation funds; prepares material and cost estimates for park construction and maintenance projects.

Oversees the operation of the greenhouse and evaluates methods, materials and equipment used in the operation and maintenance of the horticulture program.

Administers the Vehicle and Equipment Program. Evaluates and assesses current and future equipment needs. Prepares specifications, bid documents and makes purchases. Establishes and maintains a record keeping/inventory system for all equipment. Tracks costs associated with vehicle and equipment repair. Establishes schedules for equipment maintenance and replacement.

Oversees vehicle and equipment use and maintenance; establishes, maintains and modifies record keeping system on all equipment; evaluates and assesses current and future needs for equipment; establishes schedules for equipment maintenance and replacement; researches equipment and products for purchase; prepares equipment specifications, solicits and recommends the awarding of bids to vendors.

Develops and administers operational policies on employee safety and performance; plans and conducts safety sessions for employees; ensures compliance with regulatory mandates and standards for health and safety.

Investigates accidents. Reports and determines methods to reduce City and County Risk

Participates in the development of master plans and long and short range operation plans and objectives that relate to program development of parks, recreation, ice arenas, and sports complexes.

Assumes the responsibility for the Park Department in the absence of both the Director and Assistant Director of Community Services including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence.

Establishes and maintains effective working relationships with staff, other departments, state and local government officials, community groups, and the general public.

Investigates public complaints and delegates work to resolve problems.

Performs other duties as required.

Knowledge, Skills and Abilities:

- Knowledge of current methods of development, operation, maintenance, management and care of park systems and related areas.
- Ability to establish and maintain effective working relationships with staff, other departments, state and local officials, community groups, and the general public.
- Knowledge of federal, state and local laws, codes and regulations related to park development and operation activities.
- Knowledge of administrative, managerial, budgeting, and supervisor principles and practices.
- Knowledge of accounting principles, budget preparation, analysis of numerical data, financial forecasting, cost estimating, monitoring and evaluation of expense reports.
- Knowledge and skills in developing and administering operational policies and procedures on employee safety. Must be able to plan and conduct training for employees to ensure compliance with regulatory mandates and standards for health and safety.
- Knowledgeable and skilled in supervision of employees, conducting training and orientation, performance appraisals, encouraging employee professional development, establishing performance improvement plans and when appropriate enforce employee disciplinary procedure.
- Ability to utilize a variety of reference, descriptive and advisory data and information such as; job applications, personnel reports, expense and budget reports, architectural drawings, equipment and contract specifications, inspection reports, related guides, manuals, guidelines and profession publications, OSHA regulations, statutes, procedures, guidelines and non-routine correspondence.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Knowledge of vehicles and equipment as it pertains to functionality, mechanical systems, preventative maintenance, and repair. Must be able to evaluate current and future needs, understand and establish maintenance schedules, and design specifications for new purchases.
- Ability to actively seek continuing education in Park and Recreation Management field and should be aligned in the Park and Recreation Series.
- Ability to maintain recreational facilities, grounds, and equipment and plan and coordinate recreational programs and events.
- Skill in identifying solutions and increasing efficiencies.
- Skill in managing projects and keeping costs and timelines on target.
- Knowledge of required training and safety principles and practices.
- Ability to conduct meetings to identify needs and the ability to coordinate department operations to meet obligations and ensure a positive experience at park venues.

Rev. 11/19/2019

Marathon County

Position Description

Class Code 2502

| | | | |
|--------------------|--|----------------------|------------------------|
| Title: | Assistant Parks Director – Community Services | Department: | Park Department |
| Covered By: | Management Personnel Ordinance | Pay Grade: 18 | FLSA: E |
| Date: | Revised: November 2019 | Reports To: | Park Director |

Purpose of Position

The purpose of this position is to support the County's mission, vision and strategic plan initiatives, and work alongside the Director to develop and implement department-wide goals, objectives, policies and priorities. The Assistant Director, in collaboration with the Department Director, oversees park development and planning, strategic and long range planning for the department, and Recreation Program development. This position will develop and manage assigned budgets and revenue, prepare and administer department grants, grant programs, and sponsorships. This position provides cooperation with user groups and special event organizers and work directly with the Recreation Deputies.

Essential Duties and Responsibilities

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

- Assists the Director in the development and implementation of department goals, objectives, work plans and long range plans; develops and prepares department five-year plan; prepares long-range development plans and Park master plan; plans annual construction project load; and assists with departmental project presentations
- Advocates and works closely with citizens and other service providers in a cooperative community response to recreation, park use, facilities, programs, and addressing concerns.
- Supervises acquisition, planning, design and construction of park projects; makes recommendations regarding land acquisitions.
- Interviews and hires architectural and engineering consultants; reviews and approves consultant work product; directs the activities of consultants; approves billings; maintains architectural and engineering files and records. Acts as owner's agent on contracted construction projects; schedules design and construction projects; directs contractors on field changes/initiates change orders; monitors and accepts contractors work product and monitors compliance with building and safety codes; completes local, state and federal permit applications when necessary
- Meets with park user groups, local and state agency representatives, local elected officials, school district officials, park staff and managers; conducts public meetings regarding Park issues; represents the Park Department with the local media; makes presentation at meetings of local elected officials; responds to inquiries regarding park policies, procedures, plans and activities.
- Prepares, writes and administers various public and private grants for park and recreation facility development, programs, proposals, evaluations and acknowledgements.
- Supervises department staff; assists in recruitment and interviewing and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work; acts on problems and concerns; maintains standards; approves leave and recommends disciplinary action as needed.
- Develops and recommends annual budget for areas of responsibility for Wausau and Marathon County; Analyzes and evaluates monthly expense reports; authorizes and monitors expenditures; prepares material and cost estimates for program, special events and projects.

Works collaboratively with other agencies on program development and implementation, project development and implementation, coordination of services, program offerings and multi-jurisdictional issues.

Research current parks and recreation trends to develop activities, programs and policies that are driven by market needs which will provide the maximum recreational opportunities for the community; incorporate new trends and/or local needs into short and long range plans for the department.

Contact management of ongoing facility users; Woodchucks, River Wolves, school districts, etc.

Prepares reports and recommendations to the department Director on policy issues relating to departmental operations.

Works with the public on gifting opportunities.

Investigates and responds to complaints and questions regarding facilities, programs, instructors and staff.

Assumes the responsibility for the Park Department in the absence of the Director including representing the department at City and County meetings; preparing and presenting staff reports and other necessary correspondence.

Purchases large- to-mid capital equipment.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs clerical functions as needed.

Performs other related functions as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from an approved college/university in Park and/or Recreation Management, Natural Resources Management, Landscape Architecture, or a related field with an emphasis in Project Administration and four years professional experience in park planning, and construction with two years of supervisory/administrative responsibility or any combination of education and experience that provides equivalent knowledge, skills and abilities. Requires possession of a valid Wisconsin driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as plans, specifications, cost estimates, contracts, soil testing reports, subdivision plats, Federal Register ADA guidelines, architectural and site planning standards, product information, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Requires the ability to communicate orally and in writing with supervisor and subordinate staff; County administrator, planning director, board members, highway commissioner and other County departments and staff, elected officials, architects, engineers, contractors, vendors and the public.

Mathematical Ability

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra, geometry and trigonometry.

Judgment and Situational Reasoning Ability

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, various vehicles, boat, transit, drafting equipment/artist tools, soil bore, a plotter and/or materials used in performing essential functions.

Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as traversing rough terrain, climbing ladders and scaffolding, and typing.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes, strong odors, disease and/or pathogens or explosives may cause discomfort and poses a limited risk of injury.

Marathon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

Assistant Parks and Recreation Manager (Working Title: **Events Manager**)

Payroll Occ Code:

DBM Rating:

FLSA:

Reports to:

Position Summary:

This position has direct responsibility for supervision of facilities and event management personnel, direct management of special events and facility rentals, program and facility planning, facility maintenance, and working with customer coordinating events utilizing the department facilities. Manages programs, personnel and events at the various venues.

Qualifications:

Bachelor's degree from an approved college/university in Park and Recreation Administration, or a related field with a minimum two years of progressively responsible supervisory/administrative experience planning and directing park-related construction, maintenance or horticulture operations. OR other combination of education and experience that provides equivalent knowledge, skills and abilities. Requires the possession of a valid Wisconsin driver's license. Evening and weekend work required.

Examples of Work Performed:

- Responsible for the oversight and management of rental facilities.
- Coordinates, schedules and supervises Ice Arena and Sylvan Hill operations and maintenance
- Manage operations of campground and shooting range.
- Serves as the department contact for customers who desire to rent facilities for special events and activities.
- Directs, coordinates, supervises, trains and evaluates staff involved in facilities and special events.
- Works with special interest and event groups by meeting, coordinating and supplying services for programs.
- Manage fee collection and compliance with city and county ordinances, rules and policies.
Coordinated work with Recreation Deputy when needed.
- Establishes and maintains effective working relationships with staff, other departments, state and local government officials, community groups, and the general public.
- Coordinates and oversees winter storage program.
- Conducts building, facility and grounds inspections to ensure compliance.
- Perform snow removal operations utilizing dump truck, pickup trucks, plows, broom, shovel, etc.
- Responds to questions, comments, or complaints from public; investigates and resolves issues.
- Performs other duties as required.

Knowledge, Skills and Abilities:

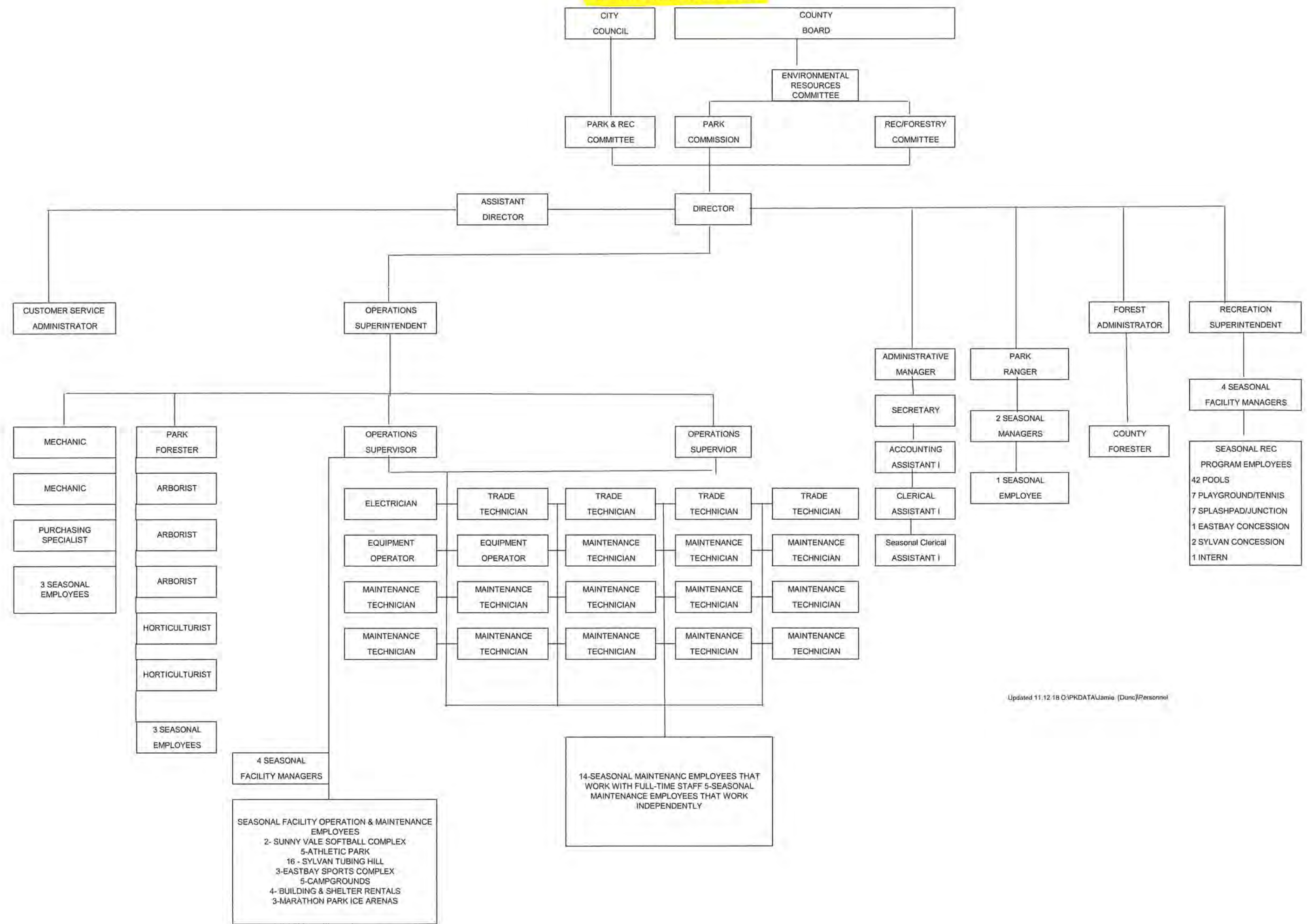
- Knowledge of current methods of operation, maintenance, management and care of park systems and related areas.
- Ability to establish and maintain effective working relationships with staff, other departments, state and local officials, community groups, and the general public.

- Knowledge of federal, state and local laws, codes and regulations related to park operation activities.
- Knowledge of, managerial and supervisor principles and practices.
- Ability to develop planning, performance management, and program evaluation mechanisms.
- Ability to plan, organize, assign, and evaluate the work of others.
- Ability to maintain recreational facilities, grounds, and equipment and plan and coordinate recreational programs and events.
- Skill in identifying solutions and increasing efficiencies.
- Skill in managing projects and keeping costs and timelines on target.
- Knowledge of required training and safety principles and practices.
- Ability to conduct meeting to identify needs and the ability to coordinate department operations to meet obligations and ensure a positive experience at park venues.

Rev. 11/11/19

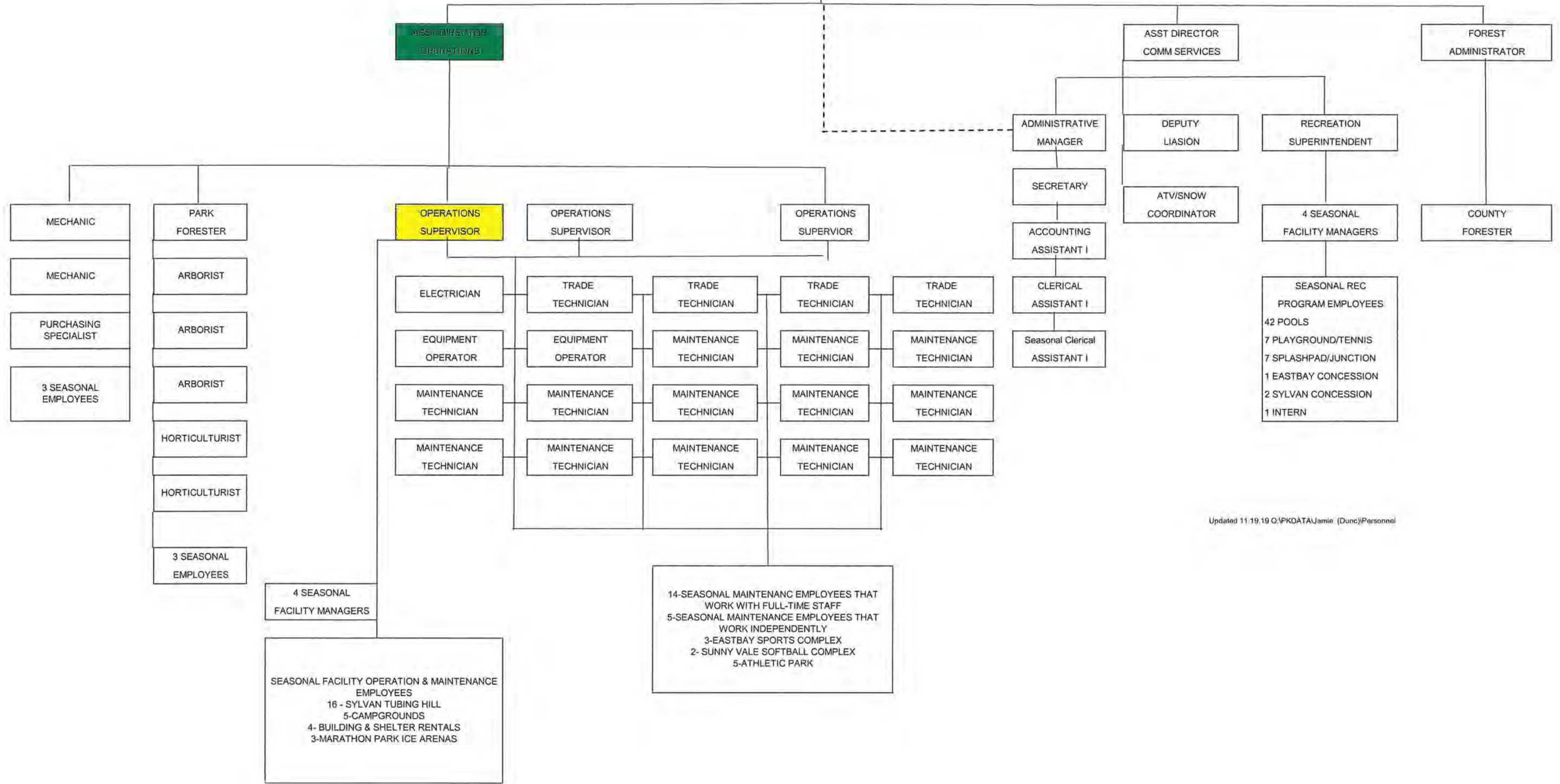
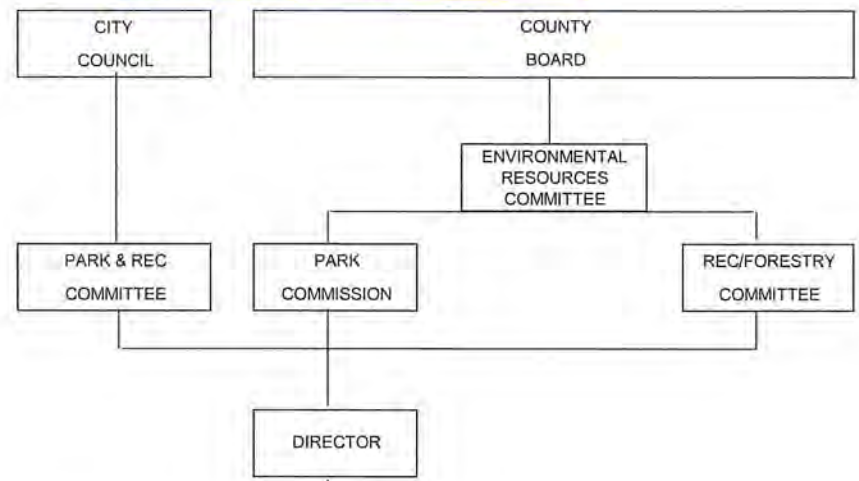
DRAFT

Current PRF Department Organizational Chart



Updated 11.12.18 O:\PKDATA\Jamie (Dunc)\Personnel

2019 Proposed PRF Department Restructure



Updated 11.19.19 O:\PKDATA\Jamie (Dunc)\Personnel

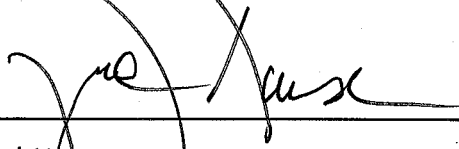
SECOND AMENDMENT TO RESIDENTIAL OFFER TO PURCHASE

The Offer to Purchase that was accepted by both parties, as of October 25, 2019, is hereby amended as follows:

1. Line 116 of the accepted Offer is changed to read: **CLOSING**. This transaction is to be closed no later than **December 20, 2019**.
2. Terms and conditions of the Offer not specifically modified above remain in full force and effect.

This second amendment changes the closing date from December 15 to December 20. This change is being made so that the Marathon County Board of Supervisors may consider approval of this Offer to Purchase at its December Board meeting, which is currently scheduled for December 17, 2019. Delay of the closing date will permit completion of an appraisal of the property and an Environmental Site Assessment prior to the meeting,

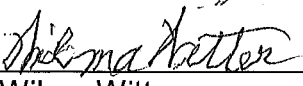
Dated this ~~12th~~ day of November, 2019.



Brad Karger

Marathon County Administrator

Dated this 15 day of Nov, 2019.



Wilma Witter

Individual
Sole Surviving Trustee of
Witter Revocable Trust
Eugene Witter, deceased

Pin Nos.:

146-2907-222-0990 (6.0)

146-2907-222-0986 (6.4)

146-2907-222-0985 (6.5)

146-2907-222-0984 (6.6)

Dated this 16 day of November, 2019.

Diana Witter Thomas Witter
Thomas Witter
Diana Witter
Diana

291-2907-222-0972 (City)

Dated this 18 day of November, 2019.

Thomas Witter
Thomas Witter
On behalf of:
GWTW LLC and
GWTC II LLC

146-2907-222-0987 (6.3)

MARATHON COUNTY

Multi-Department Facility Study

OCTOBER 18, 2016
FINAL REPORT



AYRES
ASSOCIATES

 **BARRIENTOS**
design & consulting

Table of Contents

Marathon County Multi-Department Study
2016 Facilities Need Study
Barrientos Design & Consulting, Inc.
With Ayres Associates

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5. Optimal Square Footage Recommended
 - a. Tabulation of recommended square feet by room or function
 - b. Optimal facility design criteria narrative
 - c. Comparison of existing square feet to optimal square feet.
6. Concept Building and Site Plans
 - a. Optimal Hypothetical Site Plan
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SECTION 1

EXECUTIVE SUMMARY

SCOPE OF STUDY

The focus of this study is to assess the spatial building and site needs for a new facility that would include the Highway, Parks, Sheriff and Maintenance Departments. The study identifies the existing and optimal spatial needs for the four departments and looks at how all of these departments could come together in one building. Additionally, space on the site was allocated for a medical examiner's office and emergency management department.

EXISTING SPACE COMPOSITION

As a part of this study we looked at the existing facilities for the Highway, Parks, Sheriff and Maintenance Departments, however, existing condition reports for each building were not required. The following sites and buildings were evaluated

- **Highway Department** – The main highway garage site in Wausau and all associated buildings, including the vehicle storage garage, repair garage, administrative offices, cold storage and salt storage.
- **Parks Department** – The main parks garage, cold storage buildings and greenhouse on West Pardee Street. We did not walk through the administrative building however it is included in this study.
- **Sheriff Department** – The sheriff currently has space for some staff and repair garage space for their vehicles at 500 Forest Street in downtown Wausau.
- **Maintenance Department** – The Maintenance Department has a facility that is located on the Southeast corner of the Highway Department site.

All off the Existing Spaces in these departments were reviewed and existing programs were developed to highlight all existing square footages.

OPTIMAL SPACE RECOMMENDED

Based on the "Highway Department Facility Space Needs Analysis Study" that we completed for Marathon County prior to this study it was determined that approximately 145,000 SF would be required for the new main garage. An additional 90,000 SF of

cold and tempered storage would be required for other site structures.

Similarly to how we determined the optimal square footages for the highway department we met with each the Parks, Maintenance and Sheriff Departments on multiple occasions to discuss their facility needs. Below please find the square footage comparison chart between each departments existing and optimal square footages.

Optimal Room Program for Central Highway Garage

Consolidated Building Square Footage Comparison

10/19/2016

MAIN SHOP BUILDING - COMPARISON CHART

| FUNCTIONAL AREA | Existing SF | Optimal SF | % of Change |
|----------------------------------|----------------|----------------|---------------|
| Main Building | | | |
| Highway | 61,285 | 146,381 | 138.85% |
| Maintenance | 21,947 | 24,298 | 10.71% |
| Parks | 48,302 | 51,655 | 6.94% |
| Sheriff | 4,220 | 9,726 | 130.49% |
| Yard Buildings | | | |
| Highway | 44,392 | 90,661 | 104.23% |
| Maintenance | N/A | N/A | |
| Parks | 15,233 | 15,292 | 0.39% |
| Sheriff | N/A | 4,048 | |
| Grand Total Main Building | 135,753 | 232,059 | 70.94% |
| Grand Total All Buildings | 195,378 | 342,060 | 75.08% |

Using the optimal square footage room programs that can be found in their entirety later in this report we created a floor plan that effectively captures appropriate departmental adjacencies. This led to a building that has a two story administrative office component, Parks, Highway and Maintenance sharing the main heated vehicle garage and a Sheriff shop located near the main repair garage.

OPTIMAL YARD REQUIREMENTS

All the recommended optimal building footprints were then sized to scale and arranged for traffic flow, parking, loading space and allowances for expansion. Each yard building was thoughtfully located nearest the department, in the main

building, that it serves. The Highway and Parks Departments follows a set sequence of events for the trucks at night and a separate one for the morning. This sequencing drove the layout and clustering of the site facilities to enhance operations.

Including the Main Shop, the ideal site will have two access drives to an arterial road, two fueling stations, truck scale, salt sheds, salt brine, construction material storage areas, recycling and asphalt sheds, stockpiling bins, trash dumpsters and room to stage loadings.

In addition to the four departments co-locating on this 40 acre site 2 acres could be made available for the Medical Examiner and Emergency Management Department.

From this analysis, we recommend that the new site have at least 40 acres of developable land. Site and building plans can be found later in this report.

CONSTRUCTION COSTS

Based on the conceptual building and site plans the Architect estimates the construction costs as follows:

Marathon County Multi-Department Public Works Facility

Schematic Design - Construction Cost Estimate for 2020

Barrientos Design & Consulting, Inc.

| Main Building | SF/Quantity | Cost per SF | Total |
|---|-------------------|----------------------|----------------------|
| Shared - Vehicle Parking Garage | 105,890 | 120 \$ | 12,706,800 |
| Shared - Vehicle Wash Bay | 3,960 | 160 \$ | 633,600 |
| | 109,850 | Shared Subtotal | \$ 13,340,400 |
| Highway | | | |
| Highway - Repair Garage | 23,964 | 170 \$ | 4,073,880 |
| Highway - Parts Storage | 14,462 | 130 \$ | 1,880,060 |
| Highway - Repair Shops | 21,322 | 160 \$ | 3,411,520 |
| Highway - Crew Support and Admin | 16,853 | 180 \$ | 3,033,540 |
| | 76,601 | Highway Subtotal | \$ 12,399,000 |
| Parks | | | |
| Parks - Repair Garage & Shops | 5,750 | 170 \$ | 977,500 |
| Parks - Shops & Shop Offices | 7,832 | 160 \$ | 1,253,120 |
| Parks - Crew Quarters | 2,701 | 180 \$ | 486,180 |
| Parks - Offices | 2,784 | 180 \$ | 501,120 |
| Parks - Second Floor Storage | 11,296 | 90 \$ | 1,016,640 |
| | 30,363 | Parks Subtotal | \$ 4,234,560 |
| Facilities Maintenance | | | |
| Maintenance - Storage | 12,240 | 110 \$ | 1,346,400 |
| Maintenance - Administration | 4,418 | 180 \$ | 795,240 |
| Maintenance - Service Crew | 1,042 | 160 \$ | 166,720 |
| Maintenance - Storage/Future County Admin | 4,800 | 110 \$ | 528,000 |
| | 22,500 | Maintenance Subtotal | \$ 2,836,360 |
| Sheriff | | | |
| Sheriff - Repair Garage | 4,224 | 170 \$ | 718,080 |
| Sheriff - Repair Shops | 2,074 | 160 \$ | 331,840 |
| Sheriff - Shop Offices & Parts Storage | 3,428 | 140 \$ | 479,920 |
| | 9,726 | Sheriff Subtotal | \$ 1,529,840 |
| Total Main Building SF & Costs | \$ 249,040 | \$ 137.89 | \$ 34,340,160 |

SECTION 2

STUDY SCOPE AND METHODOLOGY

We understand that a Master Plan, completed in 2007, identified the need for a larger parcel of land for the Highway Department's primary garage and shop operations. After we completed the initial study of the Highway Department Marathon County asked that we add the Parks, Maintenance and Sheriff Departments to the scope of the study. The goal of this new study would be to consolidate all of these Departments onto one site.

Primarily, this Multi-Departmental Space Needs study examines the spatial needs for each group in their main facility and yard facility and set the design criteria for a future site selection process. For this effort Barrientos Design provided architectural and engineering planning services and tasks as follows:

Space Needs Assessment

1. Conduct onsite interviews with key Department staff.
2. Document existing facility data: existing building and site plans, current square footage, staffing organization, major equipment usage, relationship and traffic patterns and expansion needs.
3. Identify all functions that need rooms. Document the major activities, clearances, heights, equipment pieces, and staff count for each. This includes office areas, equipment storage, shops, crew quarters and cold/bulk storage.
4. For personnel, identify which positions can be open workstations and which need private offices.
5. Identify common support functions such as staff meeting rooms, conference rooms, restrooms, copy room, break rooms and lobbies, recommend an appropriate sizing and distribution.
6. Examine potential to share rooms between Departments. Identify those functions that need separation physically, acoustically and for management purposes.
7. Identify security and chain of custody sequences.
8. Identify site or yard functions for each of the Departments. Assess where these functions can be shared with other Departments. Compare the recommend square footage with the existing SF allocations.

9. Summarize space needs in a room tabulation that lists each room and assigned sizes. The tabulation will account for circulation and mechanical spaces.
10. Review with Highway Department, the impact of co-locating functions under one-roof. Identify where Highway functions can be shared with the other Departments. Also, identify functions that are best kept separated from Highway's.
11. Develop up to three alternate floor plan arrangements for this combined Department Maintenance Facility.
12. Set the size and configuration for Cold Storage building and Yard facilities.
13. Set site design requirements: parking counts, accessibility, security, delivery, loading, staging and other site facilities. Provide a rough estimate for sizing a stormwater detention pond.
14. Develop up to three alternate site arrangement plans illustrating how all the Departments use the Yard. Make a recommendation on the overall Parcel size.
15. Compare increases in building square feet and yard area between existing conditions and proposed recommended facility.
16. Present findings in a report format with space tabulations, relationship diagrams, building plans, site plans, cost estimate and technical narrative describing key features. The report will be provided a PDF format along with 10 printed copies.
17. We will provide up to two technical presentations. We will provide up to five days of working and progress meetings on site.

Our scope did not include the following:

1. Identifying and assessing new sites
2. Combining the other Highway Department Satellite Shops into this program
3. 3D renderings of the site concepts
4. Detailed site design including grading, stormwater, utilities and lighting
5. Wetland identification and permitting
6. Traffic studies
7. Environmental studies
8. Landscape Architecture
9. Brownfield development analysis
10. Extensive engineering reviews
11. Detailed existing condition drawings of the building or site features
12. Meeting with City planning officials

SCHEDULE

Barrientos Design provided this study starting in August of 2016 and completed the work end of October 2016. Meetings were held bi-weekly for onsite interviews, study updates and input on the plans developed. Only County staff had input into the planning process along with our consultants.

SECTION 3

TEAM PARTICIPANTS

The creation of this study was conducted with the participation of the following team members:

Architect: Barrientos Design & Consulting, Inc.

Norman Barrientos, AIA Lead Planner/Principal

Doug Forton, Barrientos Design, Associate Architect Planner

Engineer: Ayres Associates

Michael Stoffel, PE, Civil Engineer Sr. Project Manager

Jim Griesbach, Marathon Co. Highway Commissioner

Jeff Koppa Marathon Co. Equipment Supervisor

Todd Evers, Marathon Co. Lead Mechanic Foreman

Jeff Hahn Marathon Co. Purchasing Specialist

Mickey Krautkramer, Marathon Co. Welder

Michael Lotter, Marathon Co. Facilities Director

Troy Torgerson, Marathon Co. Facilities Planner

Dan Fiorenza, Marathon Co. Parks Operations Superintendent

Jason Plaza, Marathon Co. Sheriff Department

SECTION 4

EXISTING BUILDING PROGRAM SPACES

Existing Room Program for Wausau Highway Garage

Marathon County Highway Department

MAIN HIGHWAY SHOP BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | Gross SF | Occupancy Notes Room Configuration | | |
|---|-------------|----|-------------------|--------------|-------------------|-------------------------------------|---------------|---------------------------------------|------------|--|
| | X' | Y' | | | | | | X' | Y' | |
| HEATED VEHICLE GARAGE | | | | | | | | | | |
| Main Heated Vehicle Garage | | | 12255 | 1 | 12,255 | | | | | |
| Yard Heated Parking Building | | | 16800 | 1 | 16,800 | | | | | |
| Truck Wash | | | 950 | 1 | 950 | | | | | |
| SUBTOTAL | | | | 3 | 30,005 | - | 30,005 | 200 | 150 | |
| REPAIR GARAGE | | | | | | | | | | |
| Service Area | | | 14685 | 1 | 14,685 | | | | | |
| Tire Room | | | 345 | 1 | 345 | | | | | |
| Oil Room | | | 475 | 1 | 475 | | | | | |
| Tool Room | | | 1200 | 1 | 1,200 | | | | | |
| Mezzanine - Storage | | | 480 | 1 | 480 | | | In Service Area | | |
| Mezzanine - Storage | | | 2095 | 1 | 2,095 | | | Above Tool Oil and Tire | | |
| SUBTOTAL | | | | 6 | 19,280 | - | 19,280 | 130 | 148 | |
| SHOP OFFICES & PARTS STORAGE | | | | | | | | | | |
| | | | | | | 10% | | | | |
| Stock Room | | | 2266 | 1 | 2,266 | | | | | |
| Reference Room | | | 136 | 1 | 136 | | | | | |
| Records | | | 263 | 1 | 263 | | | | | |
| SUBTOTAL | | | | 3 | 2,665 | 267 | 2,932 | 90 | 33 | |
| CREW QUARTERS | | | | | | | | | | |
| | | | | | | 10% | | | | |
| Men's Locker Rooms | | | 937 | 1 | 937 | | | | | |
| Women's Locker Rooms | | | 227 | 1 | 227 | | | | | |
| Lunch Room | | | 1148 | 1 | 1,148 | | | | | |
| Janitor's Closet/Supplies | | | 50 | 1 | 50 | | | | | |
| SUBTOTAL | | | | 4 | 2,362 | 709 | 3,071 | 80 | 38 | |
| ADMINISTRATION & ENGINEERING | | | | | | | | | | |
| | | | | | | 20% | | | | |
| Highway Commissioner | | | 255 | 1 | 255 | | | | | |
| Conference Room | | | 369 | 1 | 369 | | | | | |
| Files | | | 115 | 3 | 345 | | | | | |
| General Office | | | 873 | 1 | 873 | | | | | |
| Office | | | 234 | 1 | 234 | | | | | |
| Office | | | 174 | 1 | 174 | | | | | |
| Office | | | 224 | 1 | 224 | | | | | |
| Office | | | 238 | 1 | 238 | | | | | |
| Cadd | | | 141 | 1 | 141 | | | | | |
| Engineering | | | 479 | 1 | 479 | | | | | |
| Break Room | | | 267 | 1 | 267 | | | | | |
| Storage- Basement | | | 1010 | 1 | 1,010 | | | | | |
| Vestibule | | | 75 | 1 | 75 | | | | | |
| Men's Restroom | | | 70 | 1 | 70 | | | | | |
| Women's Restroom | | | 78 | 1 | 78 | | | | | |
| SUBTOTAL | | | | 17 | 4,832 | 966 | 5,798 | 90 | 64 | |

| BUILDING SERVICES | | | | | | | 10% | |
|---------------------------|-----|----------|------------|-----------|------------|-----------|-----------|--|
| Mechanical Room | 121 | 1 | 121 | | | | | |
| Electrical Panel, Closets | 60 | 1 | 60 | | | | | |
| SUBTOTAL | | 2 | 181 | 18 | 199 | 20 | 10 | |

Total Main Shop Building Square Footage **61,285** 400 153

YARD BUILDINGS

| FUNCTION AREA/ Room | Station Config. | | # of Stations | SF for Stations | Internal Circulation SF | Room Total SF | Room Config. X' | Y' |
|------------------------|-----------------|--|------------------|--------------------|----------------------------|------------------|--------------------|----|
|------------------------|-----------------|--|------------------|--------------------|----------------------------|------------------|--------------------|----|

| YARD BUILDINGS | | | | | | | 10% | |
|-----------------------|--------------|----------|---------------|--------------|---------------|------------|------------|--|
| Sign Shop | 1408 | 1 | 1,408 | | | | | |
| Storage #2 | 10000 | 1 | 10,000 | | | | | |
| Storage #3 | 9000 | 1 | 9,000 | | | | | |
| Storage #4 | 1406 | 1 | 1,406 | | | | | |
| Storage #5 | 4292 | 1 | 4,292 | | | | | |
| Salt Shed #1 | 12000 | 1 | 12,000 | | | | | |
| Salt Shed #2 | 2250 | 1 | 2,250 | | | | | |
| SUBTOTAL | 40356 | 7 | 40,356 | 4,036 | 44,392 | 120 | 370 | |

TOTAL SQUARE FOOT BUILDING SPACE **44,392**

Existing Room Program for Parks Department

Marathon County Parks Department

MAIN PARKS SHOP BUILDING

| FUNCTION AREA/ Room | Station Cor X' Y' | Net SF/Station | # of Sta. | Net Useable SF | Circulation & Wall Allow. | Gross SF | Occupancy Notes |
|------------------------------------|----------------------|-------------------|--------------|-------------------|------------------------------|---------------|---------------------------------|
| HEATED VEHICLE GARAGE | | | | | | | |
| Storage Bay 1 | 60 100 | 6000 | 1 | 6,000 | | | |
| Storage Bay 1 - Mezzanine | | 2737 | 1 | 2,737 | | | |
| Storage Bay 2 | 55 45 | 2475 | 1 | 2,475 | | | |
| Storage Bay 2 - Mezzanine | | 3398 | 1 | 3,398 | | | |
| Storage Bay 3 | 95 62 | 5890 | 1 | 5,890 | | | |
| Storage Bay 4 | 92 72 | 6624 | 1 | 6,624 | | | |
| Drive Thru Wash Bay | 65 24 | 1560 | 1 | 1,560 | | | |
| SUBTOTAL | | | 7 | 28,684 | | 28,684 | |
| REPAIR GARAGE & SHOPS | | | | | | | |
| Welding/Metal Fabrication | 30 30 | 900 | 1 | 900 | | | |
| Vehicle Service | 74 50 | 3700 | 1 | 3,700 | | | 1 Heavy Duty, 3 Light Duty |
| Vehicle Service - Mezzanine | 47 11 | 517 | 1 | 517 | | | |
| Oil Storage | 11 10 | 110 | 1 | 110 | | | |
| SUBTOTAL | | | 4 | 5,227 | | 5,227 | |
| SHOPS & SHOP OFFICES | | | | | | | |
| Parts Storage | 50 40 | 2000 | 1 | 2,000 | | | |
| Stock Clerk | 12 10 | 120 | 1 | 120 | | | |
| Paint Shop and Paint Storage | 40 25 | 1000 | 1 | 1,000 | | | |
| Carpentry Shop | 60 50 | 3000 | 1 | 3,000 | | | |
| Carpentry Shop - Mezzanine | 50 20 | 1000 | 1 | 1,000 | | | |
| SUBTOTAL | | | 5 | 7,120 | | 7,120 | |
| CREW QUARTERS | | | | | | | |
| Men's Locker Rooms | 25 22 | 550 | 1 | 550 | | | 45 (18" wide lockers), 1 shower |
| Women's Locker Rooms | 21 18 | 378 | 1 | 378 | | | 13 lockers, 1 shower |
| Lunch Room | 25 34 | 850 | 1 | 850 | | | Seat 36 ppl, 2 PC's, 2 Vending |
| Janitor's Closet/Supplies | 10 8 | 80 | 1 | 80 | | | |
| SUBTOTAL | | | 4 | 1,858 | | 1,858 | |
| OFFICES | | | | | | | |
| Parks Superintendent | 15 12 | 180 | 1 | 180 | | | Private |
| Open Office | 32 15 | 480 | 1 | 480 | | | Manager Offices / Meeting |
| Conference | 18 12 | 216 | 1 | 216 | | | |
| Ranger | 26 12 | 312 | 1 | 312 | | | Office and Storage |
| Cooridor and Entry Vestibule | 50 8 | 400 | 1 | 400 | | | Office and Storage |
| SUBTOTAL | | | 5 | 1,588 | | 1,588 | |
| PARKS AND REC ADMIN OFFICES | | | | | | | |
| Admin Offices | | 3825 | 1 | 3,825 | | | Office Space at 212 River Drive |
| SUBTOTAL | | | 1 | 3,825 | | 3,825 | |

Total Main Shop Building Square Footage

48,302

400

121

YARD BUILDINGS

| FUNCTION AREA/ Room | Station Config. | | SF for Stations | # of Stations | SF for Stations | Internal Circulation SF | Room Total SF | Room Config. | |
|------------------------|-----------------|----|--------------------|------------------|--------------------|----------------------------|------------------|--------------|----|
| | X' | Y' | | | | | | X' | Y' |

| COLD STORAGE BUILDING | | | | | | | | | |
|------------------------------|----|----|-------------|----------|--------------|--|--------------|------------|-----------|
| Cold Storage 1 | 55 | 31 | 1705 | 1 | 1,705 | | | | |
| Cold Storage 2 | 60 | 40 | 2400 | 1 | 2,400 | | | | |
| Wood Storage Lean-to | 50 | 20 | 1000 | 1 | 1,000 | | | | |
| SUBTOTAL | | | 5105 | 3 | 5,105 | | 5,105 | 120 | 43 |

| PARKING GARAGE | | | | | | | | | |
|-----------------------|-----|----|-------------|----------|--------------|--|--------------|------------|-----------|
| Parking Garage | 101 | 60 | 6060 | 1 | 6,060 | | | | |
| SUBTOTAL | | | 6060 | 1 | 6,060 | | 6,060 | 120 | 51 |

| CONSTRUCTION SUPPLY AND GREEN HOUSE | | | | | | | | | |
|--|----|----|----------|----------|--------------|--|--------------|--|--|
| Green House | 28 | 32 | 896 | 1 | 896 | | | | |
| Office | 12 | 10 | 120 | 1 | 120 | | | | |
| Toilet Room | 8 | 8 | 64 | 1 | 64 | | | | |
| Storage | 14 | 10 | 140 | 1 | 140 | | | | |
| Mechanical | 6 | 8 | 48 | 1 | 48 | | | | |
| Storage | 30 | 15 | 450 | 1 | 450 | | | | |
| Garage | 30 | 25 | 750 | 1 | 750 | | | | |
| Construction Supply | 40 | 40 | 1600 | 1 | 1,600 | | | | |
| SUBTOTAL | | | 0 | 8 | 4,068 | | 4,068 | | |

TOTAL SQUARE FOOT BUILDING SPACE **63,535**

Existing Room Program for Facilities Maintenance

Marathon County Highway Department

FACILITIES MAINTENANCE BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | | Gross SF | Occupancy Notes |
|------------------------|-------------|----|-------------------|--------------|-------------------|----------------------------------|--|-------------|-----------------|
| | X' | Y' | | | | | | | |

| HEATED VEHICLE GARAGE | | | | | | | | | |
|------------------------------|--|--|------|----------|--------------|----|----------|--------------|--------------|
| | | | | | | 0% | | | |
| Parking and Storage | | | 8690 | 1 | 8,690 | | | | Moving Truck |
| SUBTOTAL | | | | 1 | 8,690 | | - | 8,690 | |

| REPAIR SHOPS | | | | | | | | | |
|---------------------|--|--|------|----------|--------------|----|----------|--------------|--|
| | | | | | | 0% | | | |
| Heated Workshop | | | 1307 | 1 | 1,307 | | | | |
| SUBTOTAL | | | | 1 | 1,307 | | - | 1,307 | |

| MEZZANINE STORAGE | | | | | | | | | |
|---------------------------------|--|--|------|----------|--------------|----|----------|--------------|-----------|
| | | | | | | 0% | | | |
| County Record Storage - Heated | | | 4430 | 1 | 4,430 | | | | Mezzanine |
| County Record Storage - Cold | | | 4430 | 1 | 4,430 | | | | Mezzanine |
| Long Term Plan Storage - Heated | | | 1000 | 1 | 1,000 | | | | Mezzanine |
| SUBTOTAL | | | | 3 | 9,860 | | - | 9,860 | |

| ADMINISTRATION | | | | | | | | | |
|--------------------------------|--|--|-----|----------|--------------|-----|------------|--------------|----------------------------|
| | | | | | | 10% | | | |
| Facilities Director | | | 190 | 1 | 190 | | | | Private |
| Facility Planner | | | 350 | 1 | 350 | | | | Private |
| General Office | | | 300 | 1 | 300 | | | | Open |
| Office Supply / Copy | | | 100 | 1 | 100 | | | | |
| Conference Room / Lunch | | | 550 | 1 | 550 | | | | CIP Committee (15-20 Seat) |
| Vestibule | | | 115 | 1 | 115 | | | | |
| Network, Communications Closet | | | 95 | 1 | 95 | | | | |
| Men's Restroom | | | 130 | 1 | 130 | | | | |
| Women's Restroom | | | 70 | 1 | 70 | | | | |
| SUBTOTAL | | | | 9 | 1,900 | | 190 | 2,090 | |

Total Main Shop Building Square Footage

21,947

Existing Room Program for Sheriff Department

Marathon County Multi Department Study

SHERIFF BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | | Gross SF | Occupancy Notes |
|------------------------|-------------|----|-------------------|--------------|-------------------|-------------------------------------|--|-------------|-----------------|
| | X' | Y' | | | | | | | |

| REPAIR GARAGE | | | | | | | | | | |
|-------------------------|--|--|----------|--------------|------------|--------------|--|--|--|--|
| 20% | | | | | | | | | | |
| Light Duty Service Bays | | | 425 | 4 | 1,700 | | | | | |
| SUBTOTAL | | | 4 | 1,700 | 340 | 2,040 | | | | |

| REPAIR SHOPS | | | | | | | | | | |
|------------------------|--|--|----------|------------|------------|------------|--|--|--|--------------------------|
| 20% | | | | | | | | | | |
| Radio Technologies | | | 380 | 1 | 380 | | | | | Workbench/Office/Storage |
| Mechanic's PC Stations | | | 64 | 2 | 128 | | | | | Mechanics offices |
| SUBTOTAL | | | 3 | 508 | 102 | 610 | | | | |

| SHOP OFFICES & PARTS STORAGE | | | | | | | | | | |
|---|--|--|----------|--------------|------------|--------------|--|--|--|--|
| 20% | | | | | | | | | | |
| Storage | | | 600 | 1 | 600 | | | | | |
| Parts Storage Ground Level | | | 600 | 1 | 600 | | | | | |
| SUBTOTAL | | | 2 | 1,200 | 240 | 1,440 | | | | |

| CREW QUARTERS | | | | | | | | | | |
|----------------------|--|--|----------|------------|-----------|------------|-----------|----------|--|---|
| 30% | | | | | | | | | | |
| Toilet/Locker Room | | | 100 | 1 | 100 | | | | | Single toilet room with lockers in hall |
| SUBTOTAL | | | 1 | 100 | 30 | 130 | 80 | 2 | | |

Total Main Shop Building Square Footage **4,220**

SECTION 5

OPTIMAL SQUARE FOOTAGE RECOMMENDED

In the following documents, Barrientos Design analyzed what rooms were needed, their sizing, equipment to be housed, and how many people would occupy the spaces. Presented in a spreadsheet form the Room Tabulation thoroughly lists every room needed for all departments as well as the sizing of the Storage structures.

Vehicle storage is a major component for all departments and therefore in the optimal programs we identified all heavy, medium and light duty vehicles as well as any small equipment storage needs.

Using the Highway Department plan from the Highway Department study as the basis to further develop a plan with an expanded program we added each department.

The large heated parking garage was expanded to include space for Parks and Maintenance vehicles. The Parks administrative offices and shops were then located adjacent to the majority of their vehicle parking. The Maintenance administrative offices were located with their long term storage needs on the second floor above the Highway department offices and an elevator and stairs were added as required. The Maintenance department has easy access to their vehicles however they do handle several deliveries per day out of their office and the distance from the offices to their garage space is significantly further than the current configuration of their building.

The Sheriff repair shops and vehicle bays are located at the end of the Highway repair garage. Locating this group here will allow for sharing of certain tools, air compressors and cranes if necessary.

The site layout was driven by department adjacencies and the sequence that highway and parks vehicles take at the start and end of each day. Maintaining enough clearance for vehicles to pass one another and allowing appropriate turning radii for larger vehicles to enter and exit not only the building but remote portions of the site.

OPTIMAL FACILITY DESIGN CRITERIA NARRATIVE

HIGHWAY DEPARTMENT

General Facility Functions

The Wausau Highway Garage acts as the central Shop for the County's Highway Department building facilities. The main functions that are performed here are grouped as follows:

Parking Garage: Parking of fleet vehicles including tri-axle plow trucks, single-axle plow trucks, specialized trucks, graders, loaders, one-ton trucks with a drive-thru configuration.

Repair Garage: Repair and preparation of all Highway vehicles and equipment.

Welding and Fabrication: Metals welding and fabrication shop adjacent to repair garage including material storage and equipment area.

Repair Shops: including shops for Tires, Hydraulic/Hoses, Sign/Carpentry Shop, Sign & Marking Shop and Stock Storage.

Wash Bay: Truck and other vehicle wash bay, drive-through approach.

Shop Offices and Parts Storage: Workstations for Shop and Parts staff, loading area, vehicle parts, field equipment, tool storage, parts ordering and vendor vestibule.

Crew Quarters: Vehicle operator and mechanics locker rooms, lunch room, assembly and safety training.

Administrative and Engineering Offices: Reception, accounting, Commissioner, engineering and records storage and public meeting rooms.

Highway Operations: Offices for Patrol Superintendents, record storage and control center.

Facility Area 145,038 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count

Heated Parking Vehicle Stall Count:

1. Heavy parking stalls, 17
2. Medium parking stalls, 19
3. Light duty parking stalls, 31

Tempered Storage Stall Count:

1. Heavy parking stalls, 13
2. Medium parking stalls, 2
3. Light duty parking stalls, 8

Cold Storage Stall Count:

1. Heavy parking stalls, 17
2. Medium parking stalls, 2
3. Light duty parking stalls, 46

Department Staffing Count, whole Department

1. Operators & Field Crew, Sign Marking, 56
2. Highway Patrol Supervisors, 5
3. Equipment Supervisor & Parts Clerks, 3
4. Mechanics & Welders, Fuel man, 11
5. Highway Engineering, 1
6. Commissioner and Administrative, 4

Total Department staff: 80

Lockers needed for Operators, field crews, sign marking, Patrol Supervisors, Shop Supervisors, Parts Clerks, Mechanics and Welder. Total locker count for Highway Department main shop at Wausau is 54.

Site Facilities

1. Salt Storage Buildings: one 8,000 ton
2. Salt Brine Mixing Facility.
3. Tempered Storage Buildings, heated to 55 degrees minimum
4. Cold Storage Building, no heating
5. Fueling Stations, Diesel, Unleaded, dispensing stations for each with canopies.
6. Truck Scale. Wash Pad, at entry and exit

- of Truck Wash
- 7. Material Storage Bins with concrete surrounds and shed roof.
- 8. Construction material storage
- 9. Miscellaneous equipment parking
- 10. Visitor Parking.
- 11. Staff Parking.
- 12. Perimeter Fencing and entry gates.
- 13. Stormwater detention system
- 14. Entry landscaping and Flagpole

**Exterior
Personnel
Vehicle
Parking**

Provide parking for Wausau staff of 58 plus 12 Committee/Public Visitors and 9 for visiting Satellite Shop staff. Total of 79 parking stalls outside

**Allowance
for Future
Growth**

Factors that will affect the mix of staff, fleet and repair equipment are driven by any changes in lane miles or level of services for particular road segments. To a lesser degree population counts and road traffic counts can also affect the Highway Department operations.

Through discussions with County Highway personnel, it was gathered the number of lane miles and level of service will not change significantly for the next two decades. No more 4-lane developments are planned but there will be more conversion of rural roads to urban roads.

On the other hand population and traffic counts will rise over the next two decades. Based on Wisconsin DOA projections, Marathon County will see a population increase of 13% over the next thirty years. Today's population is approximately 135,000 while in 1960 it was around 88,000 and then in 1980 it jumped to 110,000 people.

The DOA projection for the population in 2040, some 24 years out, is 142,000. From 1960 to 2040, there will have been a 61% increase in population for the County. As the bulk of the Main Shop was already built out by 1960, the Main Shop today is serving a constituency with 54% more people in the County.

Regarding the mix of fleet and staff it is expected that there will be up to 4 new patrol trucks acquired and that two new positions will be filled in the next three years.

In this industry, what we are seeing is lean staffing that is leveraged with more equipment to perform a greater variety of tasks. Not only have patrol trucks grown in size but there is a greater variety of vehicles and equipment pieces to perform specific functions. To allow for these future changes, it is best to have flexible vehicle parking space combined with a mix of cold storage space.

We believe that a parking garage designed to hold 65 pieces of equipment will handle future growth and allow for flexible parking arrangements. For the equipment storage needs, we recommend the County provide 62,000 SF of storage space: with 24,000 SF being tempered heated storage and 38,000 SF being cold storage.

PARKS DEPARTMENT

General Facility Functions

The Parks Garage on Pardee Street acts as the central Parks location for the County and City Parks Department building facilities. The main functions that are performed here are grouped as follows:

Parking Garage: Heated Parking of fleet vehicles primarily including one-ton trucks with trailers, several larger dump/plow vehicles, and smaller equipment such as mowers.

Repair Garage: Repair and preparation of all Parks vehicles and equipment. One heavy-duty bay and three light-duty bays.

Welding and Fabrication: Metals welding and fabrication shop adjacent to repair garage including material storage and equipment area.

Repair Shops: including shops for Sign/Carpentry and Paint Shop

Wash Bay: Truck and other vehicle wash bay, drive-through approach.

Shop Offices and Parts Storage: Workstations for Shop Clerk, loading area, vehicle parts, field equipment, tool storage, parts ordering and vendor vestibule.

Crew Quarters: Staff locker rooms, lunch room, assembly and safety training.

Administrative and Engineering Offices: Reception, superintendent, asst. director, recreation superintendent, recreation manager, ranger, forestry department, office administrative staff, records storage and public meeting rooms.

Facility Area 51,655 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count Heated Parking Vehicle Stall Count:
1. Heavy parking stalls, 5 (plus 1 future)
2. Light duty parking stalls, 46
3. Small equipment bays, 10

Tempered Storage Stall Count:
1. Light duty parking stalls, 10

Department Staffing Count, whole Department
1. Trade Tech, 6
2. Mechanics, 2
3. Park Maintenance, 15
4. Electrician, 1
5. Inventory Clerk, 1
6. Seasonal, 35
7. Administrative Staff, 14

Total Department staff: 74

Lockers needed for trade tech, mechanics, parks maintenance and season staff, electrician, and inventory clerk. Total locker count for Parks Department is 60.

| | |
|------------------------|--|
| Site Facilities | <ol style="list-style-type: none"> 1. Cold Storage Buildings: 4,800 SF 2. Tempered Parking Garage: 6,000 SF 3. Tempered Heated Storage Buildings, heated to 55' minimum 4. Greenhouse with construction supply and workroom 5. Material Storage Bins with concrete surrounds. 6. Lean-to storage 7. Construction material storage 8. Miscellaneous equipment parking 9. Visitor Parking. 10. Staff Parking. 11. Perimeter Fencing and entry gates. 12. Stormwater detention system |
|------------------------|--|

Exterior Personnel Vehicle Parking Provide parking for Parks staff of 74 plus 6 Visitors. Total of 80 parking stalls outside

Allowance for Future Growth Significant future growth of the parks department staff and fleet is not expected in the next 20 years however a changing balance of male and female employees may require a change in required locker counts over time.

MAINTENANCE DEPARTMENT

General Facility Functions The Facilities Maintenance Department is responsible for providing preventative maintenance and custodial services for all county owned buildings. The main functions that are performed here are grouped as follows:

Administrative Offices: Facilities director, planners and accounting offices as well as plan & record storage, collaborative space and a conference room for CIP committee meetings.

Parking Garage: Parking of fleet vehicles including a moving truck, eight light-duty vehicles and space for some small equipment.

Repair Shops: A heated workshop for general maintenance and repair of county equipment, machinery and furnishings.

Crew Quarters: Space for crew locker rooms, multi-purpose room for assembly and safety training and storage for uniforms.

Storage: Facilities maintenance is responsible for the storage of furniture and equipment, long term county records for many departments and short and long term plan record storage.

Facility Area 24,298 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count Heated Parking Vehicle Stall Count:
1. Medium parking stalls, 1
2. Light duty parking stalls, 8
3. Small equipment stalls, 2

Department Staffing Count, whole Department
1. Facilities Director, 1
2. Deputy Director Healthcare, 1
3. Facility Planner, 2
4. Accounting, 2
5. Maintenance Tech, 3
6. HVAC Specialists, 2

Total Department staff: 11

Lockers needed for Maintenance Tech and HVAC Specialists as well as 4 additional for future growth. Total locker count is 9.

Site Facilities

1. Parking for 15 staff and 5 visitors
2. Dedicated entry door for visitors that need access to long term storage with a key card.
3. Allocated space for deliveries of custodial and other maintenance supplies.

Allowance for Future Growth

The primary growth that is seen in this department is not in personnel but in the long term storage needs of all county departments. As such addition space for future growth in this area has been accounted for in the square footage as seen in the optimal square footage room tabulations.

SHERIFF DEPARTMENT

General Facility Functions

The Sheriff Department repair garage facility maintains and prepares squad vehicles for department use. The main functions that are performed here are grouped as follows:

Repair Garage: Repair and preparation of all squad vehicles and equipment. Four service bays and three lifts are required

Shop Offices and Parts Storage: Workstations for mechanics, storage of vehicle parts, tool storage, parts ordering and vendor vestibule.

Radio Technologies: Includes an office workbench and storage for a radio technician.

Repair Shops: including shops for tires, bulk fluids, Parts Stock Storage and long term storage on a mezzanine.

Vehicle Inventory Parking: Parking of 8 to 10 vehicles in a tempered environment.

Offices: Two offices for patrol officers to work and wait while vehicles are having routine maintenance performed.

Facility Area

9,726 GSF required to house all these main building functions. A yard building of approximately 4,000 GSF for impound is also required. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

**Staff and
Vehicle
Count**

Heated Repair Bay Stall Count:

1. Light duty parking stalls, 4

Tempered Storage Stall Count:

1. Light duty parking stalls, 10

Department Staffing Count, whole Department

1. Mechanics, 2
2. Radio Technician, 1

Total Department staff: 3

Four gun lockers are required to safely store firearms from the squad cars while being serviced.

**Site
Facilities**

1. Tempered Heated Storage Garage, for 10 squad vehicles
2. Visitor Parking.
3. Staff Parking.

**Exterior
Personnel
Vehicle
Parking**

Provide parking for three staff plus two vendors. Total of 5 to 7 parking stalls outside

**Allowance
for Future
Growth**

The Sheriff repair garage facility will not see much future growth. Perhaps an additional mechanic in the future could work out of this facility however it will probably not change the required square footage.

Optimal Room Program for Wausau Highway Garage

Marathon County Highway Department

MAIN HIGHWAY SHOP BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | | Gross SF | Occupancy Notes Room Configuration | |
|---|-------------|-----|-------------------|--------------|-------------------|-------------------------------------|--|---------------|---------------------------------------|------------|
| | X' | Y' | | | | | | | X' | Y' |
| HEATED VEHICLE GARAGE 20% | | | | | | | | | | |
| Heavy Parking Stall | 41 | 16 | 656 | 16 | 10,496 | | | | | |
| Medium Parking Stall | 32 | 14 | 448 | 19 | 8,512 | | | | | |
| Light Parking Stall | 20 | 10 | 200 | 25 | 5,000 | | | | | |
| Small Equipment Stall | 5 | 5 | 25 | 6 | 150 | | | | | |
| Future Heavy Parking Stall | 40 | 16 | 640 | 1 | 640 | | | | | |
| Drive Aisle | 28 | 400 | 11200 | 2 | 22,400 | | | | | |
| Field Storage | 70 | 100 | 7000 | 1 | 6,953 | | | | | |
| Truck Wash | 100 | 40 | 4000 | 1 | 4,000 | | | | | |
| SUBTOTAL | | | | 71 | 58,151 | 11,630 | | 69,781 | 200 | 349 |
| REPAIR GARAGE - Assumed Pull-Thru 20% | | | | | | | | | | |
| Heavy Duty Service Bays | 58 | 28 | 1624 | 8 | 12,992 | | | | | |
| Light Duty Service Bays | 40 | 28 | 1120 | 2 | 2,240 | | | | | |
| Parts Washer | 14 | 47 | 658 | 1 | 658 | | | | | |
| Drive/Walking Aisles | 120 | 10 | 1200 | 1 | 1,200 | | | | | |
| Tool Box Storage | 20 | 144 | 2880 | 1 | 2,880 | | | | | |
| SUBTOTAL | | | | 13 | 19,970 | 3,994 | | 23,964 | 130 | 184 |
| REPAIR SHOPS 20% | | | | | | | | | | |
| Welding/Metal Fabrication | 60 | 30 | 1800 | 2 | 3,600 | | | | | |
| Stock Storage | 40 | 30 | 1200 | 1 | 1,200 | | | | | |
| Hydraulics & Hose Repair | 30 | 30 | 900 | 1 | 900 | | | | | |
| Tools & Machining Shop | 30 | 30 | 900 | 1 | 900 | | | | | |
| Sign/Carpentry Shop | 90 | 60 | 5400 | 1 | 5,400 | | | | | |
| Bridge Shop | 90 | 60 | 5400 | 1 | 5,400 | | | | | |
| Mechanic Foreman | 12 | 10 | 120 | 1 | 120 | | | | | |
| Mechanic's PC Stations | 8 | 8 | 64 | 2 | 128 | | | | | |
| Reference Catalogue Room | 12 | 10 | 120 | 1 | 120 | | | | | |
| SUBTOTAL | | | | 11 | 17,768 | 3,554 | | 21,322 | 160 | 133 |
| SHOP OFFICES & PARTS STORAGE 20% | | | | | | | | | | |
| Equipment & Facilities Supervisor | 20 | 20 | 400 | 1 | 400 | | | | | |
| Purchasing Agent | 14 | 14 | 196 | 1 | 196 | | | | | |
| Stock Clerk | 14 | 14 | 196 | 1 | 196 | | | | | |
| Field Crew Parts Counter | 10 | 10 | 100 | 2 | 200 | | | | | |
| Mechanic's Parts Counter | 10 | 10 | 100 | 2 | 200 | | | | | |
| Parts Storage Ground Level | 60 | 60 | 3600 | 1 | 3,600 | | | | | |
| Parts Storage Mezzanine | 50 | 50 | 2500 | 1 | 2,500 | | | | | |
| Loading | 20 | 20 | 400 | 1 | 400 | | | | | |
| Tire Storage | 80 | 20 | 1600 | 1 | 1,600 | | | | | |
| Power Tools & Secured Equipment | 34 | 30 | 1020 | 1 | 1,020 | | | | | |
| Field Tools | 30 | 30 | 900 | 1 | 900 | | | | | |
| Bulk Fluids | 30 | 28 | 840 | 1 | 840 | | | | | |
| SUBTOTAL | | | | 14 | 12,052 | 2,410 | | 14,462 | 90 | 161 |

Main Floor Shelving:
 12# of 2' x 20' shelving rows
 4# 4' x 20' shelving rows
 Plus 12" deep bullpen shelving along walls

| CREW QUARTERS | | | | | | 30% | |
|---------------------------|----|----|------|----------|--------------|--------------|----------------------------------|
| Men's Locker Rooms | 50 | 30 | 1500 | 1 | 1,500 | | 54 lockers, 2 showers |
| Women's Locker Rooms | 18 | 14 | 252 | 1 | 252 | | 6 lockers, 1 shower |
| Lunch Room | 50 | 30 | 1500 | 1 | 1,500 | | Seat 50 ppl, 4 PC's, 3 Vending |
| Safety Training Room | 24 | 30 | 720 | 1 | 720 | | Seat 20 people in Seminar format |
| Janitor's Closet/Supplies | 12 | 10 | 120 | 1 | 120 | | |
| SUBTOTAL | | | | 5 | 4,092 | 1,228 | 5,320 80 66 |

| ADMINISTRATION & ENGINEERING | | | | | | 40% | |
|---|----|----|------|-----------|--------------|--------------|--------------------------------------|
| Highway Commissioner | 18 | 18 | 324 | 1 | 324 | | Private |
| Project Engineer | 16 | 14 | 224 | 1 | 224 | | Private |
| Admin Coordinator | 12 | 10 | 120 | 1 | 120 | | Open |
| Accountant | 12 | 10 | 120 | 1 | 120 | | Open |
| Admin Specialist | 12 | 10 | 120 | 1 | 120 | | Open |
| Seasonal Acct/Clerk | 12 | 10 | 120 | 1 | 120 | | Open |
| Copy, Office Equipment, Files | 16 | 16 | 256 | 1 | 256 | | |
| Records Annual | 18 | 18 | 324 | 1 | 324 | | |
| Historical Records | 24 | 18 | 432 | 1 | 432 | | |
| Plan & Record Archives | 30 | 24 | 720 | 1 | 720 | | |
| Network, Communications Closet | 12 | 10 | 120 | 1 | 120 | | |
| Reception, Entry Vestibule | 16 | 12 | 192 | 1 | 192 | | |
| Committee Meeting Room | 38 | 28 | 1064 | 1 | 1,064 | | Seat 12 pple at Table, 30 pple total |
| Work Meeting Room | 20 | 24 | 480 | 1 | 480 | | Seat 6 pple at Table |
| Admin Breakroom | 24 | 18 | 432 | 1 | 432 | | Seat 12 pple at lunch table |
| Men's Restroom | 12 | 8 | 96 | 1 | 96 | | |
| Women's Restroom | 12 | 8 | 96 | 1 | 96 | | |
| SUBTOTAL | | | | 17 | 5,240 | 2,096 | 7,336 90 82 |

| PATROL OPERATIONS | | | | | | 40% | |
|-----------------------------|----|----|-----|-----------|--------------|--------------|--------------------|
| Patrol Supt. | 16 | 26 | 416 | 1 | 416 | | Private |
| Bridge/State Supt. | 16 | 26 | 416 | 1 | 416 | | Private |
| Highway Supervisors | 12 | 10 | 120 | 2 | 240 | | Private |
| Lead Foreman PC's | 10 | 10 | 100 | 3 | 300 | | Private |
| Team Collaboration Area | 24 | 24 | 576 | 1 | 576 | | |
| Roadway Monitoring Consoles | 16 | 14 | 224 | 1 | 224 | | |
| Files, Record Storage | 30 | 14 | 420 | 1 | 420 | | |
| SUBTOTAL | | | | 10 | 2,592 | 1,037 | 3,629 50 73 |

| BUILDING SERVICES | | | | | | 10% | |
|---------------------------|----|----|-----|----------|------------|-----------|------------------|
| Mechanical Room | 18 | 14 | 252 | 1 | 252 | | |
| Electrical Panel, Closets | 12 | 12 | 144 | 1 | 144 | | |
| Water, Fire Protection | 12 | 10 | 120 | 1 | 120 | | |
| SUBTOTAL | | | | 3 | 516 | 52 | 568 20 28 |

| | | | |
|--|----------------|----|-----|
| Total Main Shop Building Square Footage | 146,381 | X' | Y' |
| | 400 | | 366 |

YARD BUILDINGS

| FUNCTION AREA/ Room | Station Config. | | # of Stations | SF for Stations | Internal Circulation SF | Room Total SF | Room Config. | |
|------------------------|-----------------|----|------------------|--------------------|----------------------------|------------------|--------------|----|
| | X' | Y' | | | | | X' | Y' |

| TEMPERED STORAGE BUILDING | | | | | | | | | |
|----------------------------------|----|-----|------|----|--------|-------|---------------|-----|-----|
| 10% | | | | | | | | | |
| Heavy Parking Stall | 41 | 16 | 656 | 13 | 8,528 | | | | |
| Medium Parking Stall | 32 | 14 | 448 | 2 | 896 | | | | |
| Light Parking Stall | 20 | 10 | 200 | 6 | 1,200 | | | | |
| Small Equipment Stall | 5 | 5 | 25 | 10 | 250 | | | | |
| Future Medium Parking Stall | 32 | 14 | 448 | 1 | 448 | | | | |
| Drive Aisle | 24 | 180 | 4320 | 1 | 4,320 | | | | |
| Patrol Equipment | 52 | 50 | 2600 | 1 | 2,600 | | | | |
| SUBTOTAL | | | 8697 | 34 | 18,242 | 1,824 | 20,066 | 120 | 167 |

| COLD STORAGE BUILDING | | | | | | | | | |
|------------------------------|----|-----|-------|----|--------|-------|---------------|-----|-----|
| 10% | | | | | | | | | |
| Heavy Parking Stall | 41 | 16 | 656 | 7 | 4,592 | | | | |
| Medium Parking Stall | 32 | 14 | 448 | 15 | 6,720 | | | | |
| Light Parking Stall | 20 | 10 | 200 | 46 | 9,200 | | | | |
| Small Equipment Stall | 5 | 5 | 25 | 10 | 250 | | | | |
| Future Medium Parking Stall | 32 | 14 | 448 | 1 | 448 | | | | |
| Drive Aisle | 28 | 180 | 5040 | 1 | 5,040 | | | | |
| Snow Patrol Equipment | 52 | 50 | 2600 | 1 | 2,600 | | | | |
| Bulk Materials | 52 | 50 | 2600 | 1 | 2,600 | | | | |
| SUBTOTAL | | | 12017 | 82 | 31,450 | 3,145 | 34,595 | 120 | 288 |

| UTILITY STRUCTURES | | | | | | | | | |
|-----------------------------|-----|-----|-------|---|--------|--|---------------|--|--|
| Salt Shed, 10,000 Ton | 190 | 100 | 19000 | 1 | 19,000 | | | | |
| Salt Brine Shed & Tank Yard | 40 | 30 | 1200 | 1 | 1,200 | | | | Tank Yard behind in open |
| Fuel Station & Canopy | 0 | 0 | 0 | 0 | 0 | | | | One Island, 2 dispensers, 4 hoses |
| Bridge Crew Shed | 90 | 60 | 5400 | 1 | 5,400 | | | | 15000 deisel, 10,000 Unleaded above ground |
| 200 Ton Asphalt Shed | 60 | 40 | 2400 | 1 | 2,400 | | | | |
| Patch Bins | 40 | 40 | 1600 | 5 | 8,000 | | | | structured bins, lean to cover |
| Truck Scale | 120 | 12 | 1440 | 0 | 0 | | | | |
| SUBTOTAL | | | 0 | 9 | 36,000 | | 36,000 | | |

TOTAL SQUARE FOOT BUILDING SPACE 237,042

Optimal Room Program for Parks Department

Marathon County Parks Department

MAIN PARKS BUILDING

| FUNCTION AREA/ Room | Station X' | Cor Y' | Net SF/Station | # of Sta. | Net Useable SF | Circulation & Wall Allow. | Gross SF | Occupancy Notes |
|------------------------|---------------|-----------|-------------------|--------------|-------------------|------------------------------|-------------|-----------------|
|------------------------|---------------|-----------|-------------------|--------------|-------------------|------------------------------|-------------|-----------------|

| HEATED VEHICLE GARAGE | | | | | | | | 10% | |
|----------------------------|----|-----|------|-----------|---------------|--------------|---------------|--|------------|
| Heavy Parking Stall | 41 | 16 | 656 | 5 | 3,280 | | | Plow trucks, dump truck and trailer, aerial truck Pickups with trailer Mower Shared | |
| Light Parking Stall | 35 | 10 | 350 | 45 | 15,750 | | | | |
| Small Equipment Stall | 8 | 8 | 64 | 10 | 640 | | | | |
| Future Heavy Parking Stall | 41 | 16 | 656 | 1 | 656 | | | | |
| Drive Aisle | 5 | 260 | 1300 | 1 | 1,300 | | | | |
| Field Storage | 80 | 30 | 2400 | 1 | 2,400 | | | | |
| Mezzanine | 80 | 70 | 5600 | 1 | 5,600 | | | | |
| Truck Wash | 60 | 30 | 1800 | 0 | 0 | | | | |
| SUBTOTAL | | | | 64 | 29,626 | 2,963 | 32,589 | 200 | 163 |

| REPAIR GARAGE & SHOPS | | | | | | | | 10% | |
|-----------------------------|----|----|------|----------|--------------|------------|--------------|----------------------------|--|
| Welding/Metal Fabrication | 30 | 30 | 900 | 1 | 900 | | | 1 Heavy Duty, 3 Light Duty | |
| Vehicle Service | 74 | 50 | 3700 | 1 | 3,700 | | | | |
| Vehicle Service - Mezzanine | 47 | 11 | 517 | 1 | 517 | | | | |
| Oil Storage | 11 | 10 | 110 | 1 | 110 | | | | |
| SUBTOTAL | | | | 4 | 5,227 | 523 | 5,750 | | |

| SHOPS & SHOP OFFICES | | | | | | | | 10% | |
|------------------------------|----|----|------|----------|--------------|------------|--------------|-----|--|
| Parts Storage | 50 | 40 | 2000 | 1 | 2,000 | | | | |
| Stock Clerk | 12 | 10 | 120 | 1 | 120 | | | | |
| Paint Shop and Paint Storage | 40 | 25 | 1000 | 1 | 1,000 | | | | |
| Carpentry Shop | 60 | 50 | 3000 | 1 | 3,000 | | | | |
| Carpentry Shop - Mezzanine | 50 | 20 | 1000 | 1 | 1,000 | | | | |
| SUBTOTAL | | | | 5 | 7,120 | 712 | 7,832 | | |

| CREW QUARTERS | | | | | | | | 10% | |
|---------------------------|----|----|-----|----------|--------------|------------|--------------|--|--|
| Men's Locker Rooms | 35 | 25 | 875 | 1 | 875 | | | 45 lockers (24" wide), 1 shower 13 lockers (24" wide), 1 shower Seat 40 ppl, 2 PC's, 2 Vending | |
| Women's Locker Rooms | 30 | 20 | 600 | 1 | 600 | | | | |
| Lunch Room | 30 | 30 | 900 | 1 | 900 | | | | |
| Janitor's Closet/Supplies | 10 | 8 | 80 | 1 | 80 | | | | |
| SUBTOTAL | | | | 4 | 2,455 | 246 | 2,701 | | |

| OFFICES | | | | | | 20% | |
|------------------------------|----|----|-----|-----------|--------------|------------|--|
| Parks Superintendent | 15 | 12 | 180 | 1 | 180 | | Private |
| Parks Assistant Director | 12 | 10 | 120 | 1 | 120 | | Private |
| Recreation Superintendent | 12 | 10 | 120 | 1 | 120 | | Private |
| Parks and Recreation Manager | 12 | 10 | 120 | 1 | 120 | | Private |
| Ranger | 12 | 10 | 120 | 1 | 120 | | Private |
| Forestry Administrator | 12 | 10 | 120 | 1 | 120 | | Private |
| Forester | 12 | 10 | 120 | 1 | 120 | | Private |
| Office Administrator | 12 | 10 | 120 | 1 | 120 | | Private |
| Manager Office | 12 | 10 | 120 | 3 | 360 | | Open Office |
| Clerical | 10 | 10 | 100 | 3 | 300 | | Open Office |
| Conference | 30 | 18 | 540 | 1 | 540 | | 20 to 25 ppl Parks Commission Committee Room |
| Entry Vestibule | 10 | 10 | 100 | 1 | 100 | | |
| SUBTOTAL | | | | 16 | 2,320 | 464 | 2,784 |

Total Main Shop Building Square Footage 51,655

YARD BUILDINGS

| FUNCTION AREA/ Room | Station Config. | | # of Stations | SF for Stations | Internal Circulation SF | Room Total SF | Room Config. X' | Y' |
|------------------------|-----------------|--|------------------|--------------------|----------------------------|------------------|--------------------|----|
|------------------------|-----------------|--|------------------|--------------------|----------------------------|------------------|--------------------|----|

| COLD STORAGE BUILDING | | | | | | | | |
|------------------------------|----|----|-------------|----------|--------------|--------------|--|--|
| Cold Storage 1 | 80 | 60 | 4800 | 1 | 4,800 | | | |
| SUBTOTAL | | | 4800 | 1 | 4,800 | 4,800 | | |

| PARKING GARAGE (TEMPERED STORAGE) | | | | | | | | |
|--|-----|----|-------------|----------|--------------|--------------|--|--|
| Parking Garage | 100 | 60 | 6000 | 1 | 6,000 | | | |
| SUBTOTAL | | | 6000 | 1 | 6,000 | 6,000 | | |

| CONSTRUCTION SUPPLY AND GREEN HOUSE | | | | | | | | |
|--|----|----|----------|----------|--------------|--------------|--|--|
| Green House | 30 | 40 | 1200 | 1 | 1,200 | | | |
| Office | 14 | 12 | 168 | 1 | 168 | | Tank Yard behind in open | |
| Toilet Room | 8 | 8 | 64 | 1 | 64 | | One Island, 2 dispensers, 4 hoses | |
| Storage | 14 | 14 | 196 | 1 | 196 | | 15000 deisel, 10,000 Unleaded above ground | |
| Mechanical | 8 | 8 | 64 | 1 | 64 | | | |
| Storage | 30 | 15 | 450 | 1 | 450 | | | |
| Garage | 30 | 25 | 750 | 1 | 750 | | | |
| Construction Supply | 40 | 40 | 1600 | 1 | 1,600 | | | |
| SUBTOTAL | | | 0 | 8 | 4,492 | 4,492 | | |

TOTAL SQUARE FOOT BUILDING SPACE 66,947

Optimal Room Program for Facilities Maintenance

Marathon County Highway Department

FACILITIES MAINTENANCE BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | | Gross SF | Occupancy Notes |
|------------------------|-------------|----|-------------------|--------------|-------------------|-------------------------------------|--|-------------|-----------------|
| | X' | Y' | | | | | | | |

| HEATED VEHICLE GARAGE | | | | | | | | | |
|------------------------------|----|-----|------|-----------|--------------|------------|--|--------------|--|
| | | | | | 20% | | | | |
| Medium Parking Stall | 32 | 14 | 448 | 1 | 448 | | | | Moving Truck |
| Light Parking Stall | 20 | 10 | 200 | 8 | 1,600 | | | | (5) 1/2 ton, (1) 3/4 ton, (2) Passenger Vehicles |
| Small Equipment Stall | 10 | 5 | 50 | 1 | 50 | | | | |
| Drive Aisle | 24 | 100 | 2400 | 1 | 2,400 | | | | |
| SUBTOTAL | | | | 11 | 4,498 | 900 | | 5,398 | |

| REPAIR SHOPS | | | | | | | | | |
|---------------------|----|----|------|----------|--------------|------------|--|--------------|--|
| | | | | | 20% | | | | |
| Heated Workshop | 40 | 25 | 1000 | 1 | 1,000 | | | | |
| SUBTOTAL | | | | 1 | 1,000 | 200 | | 1,200 | |

| STORAGE | | | | | | | | | |
|---------------------------------|----|-----|------|----------|---------------|--------------|--|---------------|-----------|
| | | | | | 20% | | | | |
| Furniture and Equipment Storage | 60 | 20 | 1200 | 1 | 1,200 | | | | |
| County Record Storage - Heated | 20 | 100 | 2000 | 2 | 4,000 | | | | Mezzanine |
| County Record Storage - Cold | 20 | 100 | 2000 | 2 | 4,000 | | | | Mezzanine |
| Long Term Plan Storage - Heated | 40 | 25 | 1000 | 1 | 1,000 | | | | Mezzanine |
| SUBTOTAL | | | | 6 | 10,200 | 2,040 | | 12,240 | |

| ADMINISTRATION | | | | | | | | | |
|--------------------------------|----|----|-----|-----------|--------------|--------------|--|--------------|----------------------------|
| | | | | | 40% | | | | |
| Facilities Director | 20 | 16 | 320 | 1 | 320 | | | | Private |
| Deputy Director Healthcare | 16 | 14 | 224 | 1 | 224 | | | | Private |
| Facility Planner | 16 | 14 | 224 | 2 | 448 | | | | Private |
| Accounting | 8 | 8 | 64 | 1 | 64 | | | | Open |
| Accounting Capital Improvement | 8 | 8 | 64 | 1 | 64 | | | | Open |
| Office Supply / Copy | 20 | 10 | 200 | 1 | 200 | | | | |
| Plan & Record Archives | 18 | 18 | 324 | 1 | 324 | | | | |
| Collaboration Space | 30 | 15 | 450 | 1 | 450 | | | | |
| Kitchenette | 15 | 10 | 150 | 1 | 150 | | | | |
| Conference Room | 30 | 20 | 600 | 1 | 600 | | | | CIP Committee (15-20 Seat) |
| Network, Communications Closet | 12 | 10 | 120 | 1 | 120 | | | | |
| Men's Restroom | 12 | 8 | 96 | 1 | 96 | | | | |
| Women's Restroom | 12 | 8 | 96 | 1 | 96 | | | | |
| SUBTOTAL | | | | 14 | 3,156 | 1,262 | | 4,418 | |

| SERVICE CREW | | | | | | | | | |
|----------------------|----|----|-----|----------|------------|------------|--|--------------|--|
| | | | | | 40% | | | | |
| Multi-Purpose | 20 | 20 | 400 | 1 | 400 | | | | Assembly, Timeclock, Uniform, Lockers, Lunch |
| Storage | 20 | 10 | 200 | 1 | 200 | | | | |
| Toilet / Shower Room | 12 | 12 | 144 | 1 | 144 | | | | |
| SUBTOTAL | | | | 3 | 744 | 298 | | 1,042 | |

Total Main Shop Building Square Footage

24,298

Optimal Room Program for Sheriff Department

Marathon County Multi Department Study

SHERIFF BUILDING

| FUNCTION AREA/ Room | Station Cor | | Net SF/Station | # of Sta. | Net Useable SF | 30% Circulation & Wall Allow. | | Gross SF | Occupancy Notes |
|------------------------|-------------|----|-------------------|--------------|-------------------|----------------------------------|--|-------------|-----------------|
| | X' | Y' | | | | | | | |

| REPAIR GARAGE | | | | | | | | | | |
|-------------------------|----|----|-----|----------|--------------|------------|--------------|--|--|--|
| 20% | | | | | | | | | | |
| Light Duty Service Bays | 40 | 22 | 880 | 4 | 3,520 | | | | | |
| SUBTOTAL | | | | 4 | 3,520 | 704 | 4,224 | | | |

| REPAIR SHOPS | | | | | | | | | | |
|------------------------|----|----|------|----------|--------------|------------|--------------|--|--------------------------|--|
| 20% | | | | | | | | | | |
| Radio Technologies | 40 | 40 | 1600 | 1 | 1,600 | | | | Workbench/Office/Storage | |
| Mechanic's PC Stations | 8 | 8 | 64 | 2 | 128 | | | | Mechanics offices | |
| SUBTOTAL | | | | 3 | 1,728 | 346 | 2,074 | | | |

| SHOP OFFICES & PARTS STORAGE | | | | | | | | | | |
|------------------------------|----|----|------|----------|--------------|------------|--------------|--|------------------------|--|
| 20% | | | | | | | | | | |
| Offices | 10 | 12 | 120 | 2 | 240 | | | | Waiting during repairs | |
| Parts Storage Ground Level | 40 | 40 | 1600 | 1 | 1,600 | | | | | |
| Tire Storage | 40 | 20 | 800 | 1 | 800 | | | | | |
| SUBTOTAL | | | | 4 | 2,640 | 528 | 3,168 | | | |

| CREW QUARTERS | | | | | | | | | | |
|--------------------|----|----|-----|----------|------------|-----------|------------|-----------|---|--|
| 30% | | | | | | | | | | |
| Toilet/Locker Room | 10 | 10 | 100 | 2 | 200 | | | | Single toilet room with lockers in hall | |
| SUBTOTAL | | | | 2 | 200 | 60 | 260 | 80 | 3 | |

Total Main Shop Building Square Footage 9,726

YARD BUILDINGS

| FUNCTION AREA/ Room | Station Config. | | # of Stations | SF for Stations | Internal Circulation SF | Room Total SF | Occupancy Notes |
|------------------------|-----------------|----|------------------|--------------------|----------------------------|------------------|-----------------|
| | X' | Y' | | | | | |

| TEMPERED STORAGE BUILDING | | | | | | | |
|---------------------------|----|----|------|-----------|--------------|------------|--------------|
| 10% | | | | | | | |
| Light Parking Stall | 20 | 10 | 200 | 10 | 2,000 | | |
| Drive Aisle | 24 | 70 | 1680 | 1 | 1,680 | | |
| SUBTOTAL | | | | 11 | 3,680 | 368 | 4,048 |

TOTAL SQUARE FOOT BUILDING SPACE 13,774

DOES NOT INCLUDE TRC SPACE
INCLUDES 4 GUN LOCKERS

Optimal Room Program for Central Highway Garage

Consolidated Building Square Footage Comparison

10/4/2016

MAIN SHOP BUILDING - COMPARISON CHART

| FUNCTIONAL AREA | Existing SF | Optimal SF | % of Change |
|----------------------------------|----------------|----------------|---------------|
| Main Building | | | |
| Highway | 61,285 | 146,381 | 138.85% |
| Maintenance | 21,947 | 24,298 | 10.71% |
| Parks | 44,477 | 51,655 | 16.14% |
| Sheriff | 4,220 | 9,726 | 130.49% |
| Yard Buildings | | | |
| Highway | 44,392 | 90,661 | 104.23% |
| Maintenance | N/A | N/A | |
| Parks | 15,233 | 15,292 | 0.39% |
| Sheriff | N/A | 4,048 | |
| Grand Total Main Building | 131,928 | 232,059 | 75.90% |
| Grand Total All Buildings | 191,553 | 342,060 | 78.57% |

SECTION 6

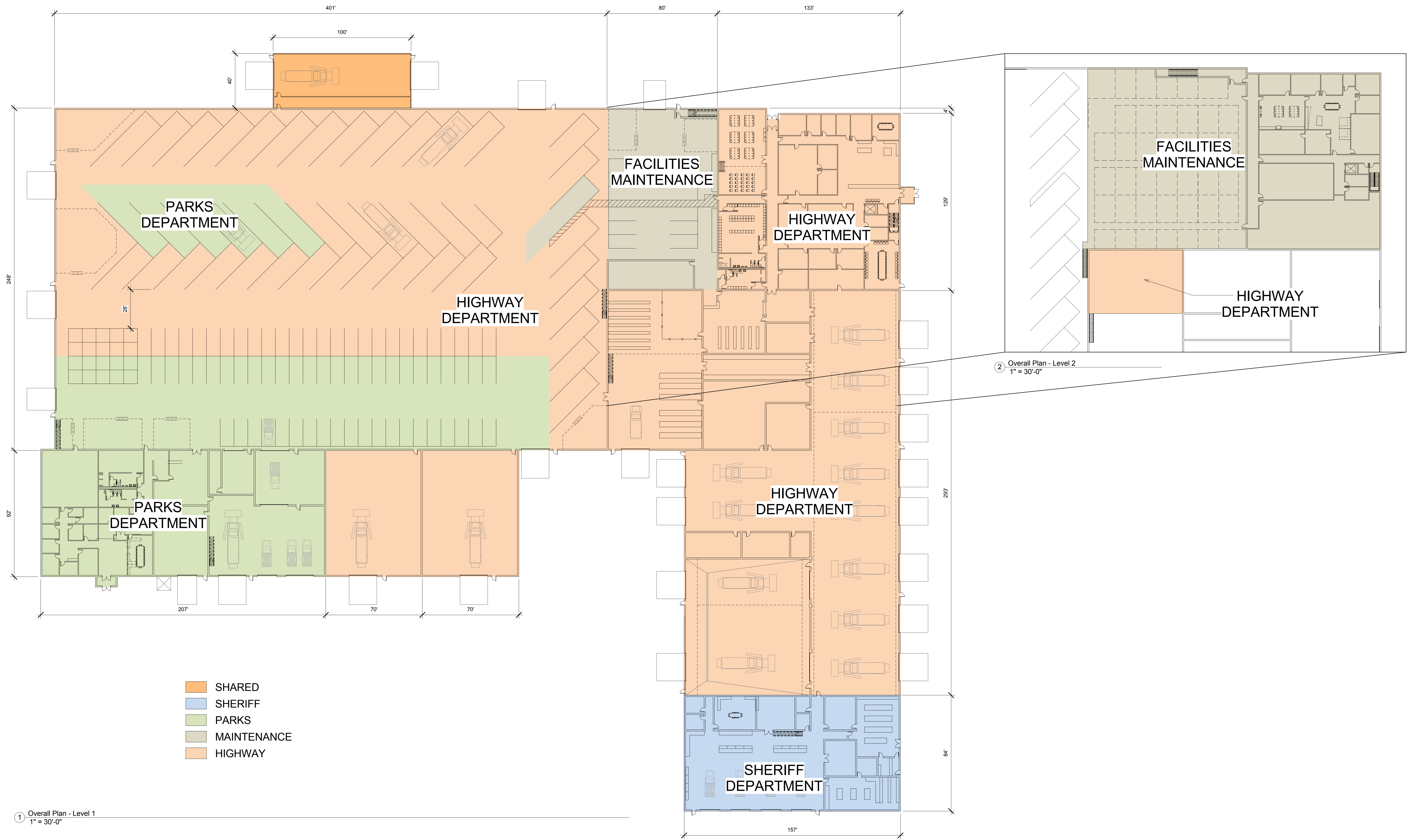
CONCEPT BUILDING AND SITE PLANS

HYPOTHETICAL 40 ACRE SITE

This is located on a hypothetical 40-acre site that is square in shape. There is ample room for staff parking adjacent to the administration and crew quarters. Construction material stockpiling and a new 2 acre storm water retention pond would be located on-site. One new salt shed is proposed for combined County and State storage.

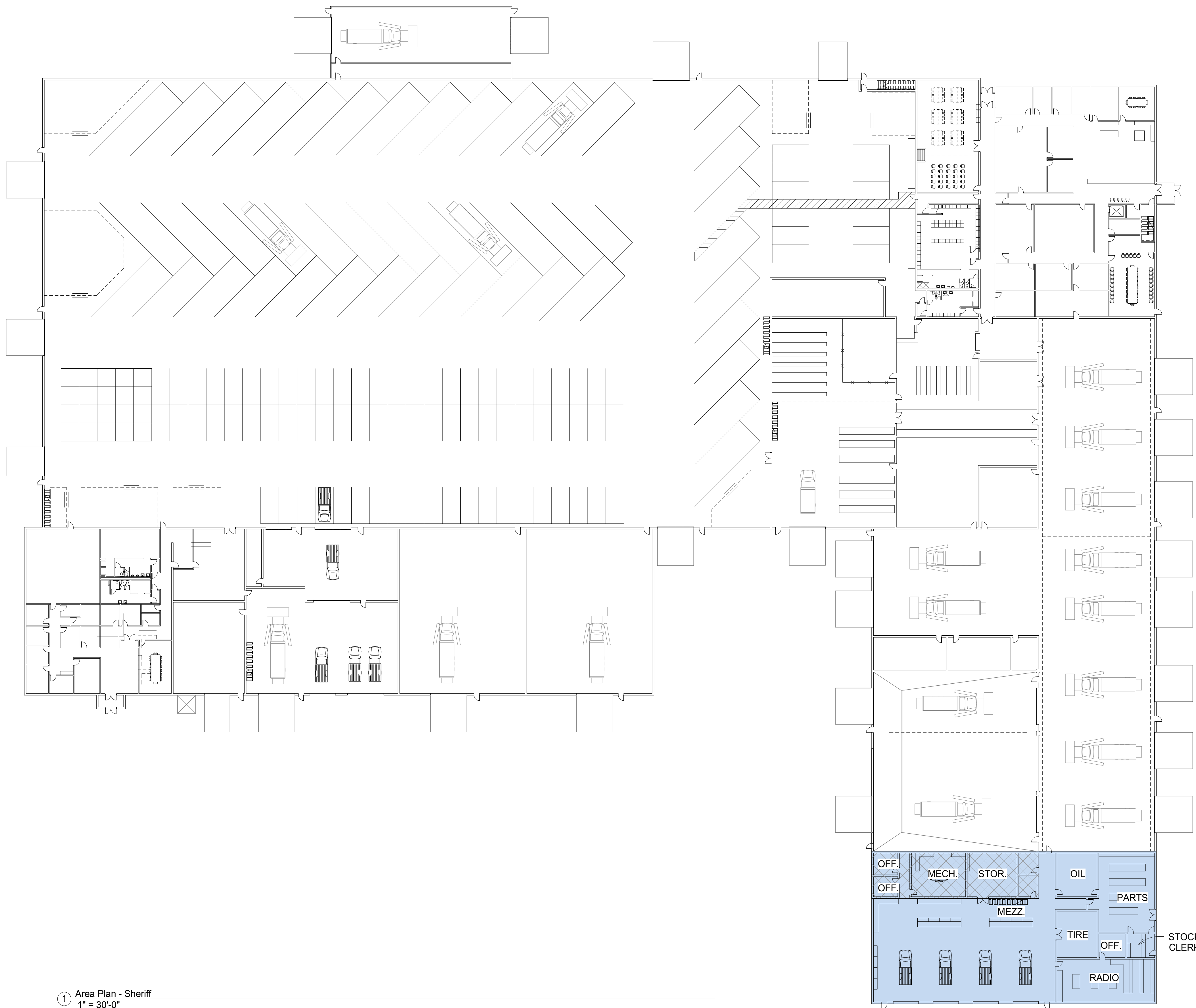
The main shop and administration building is approximately 215,000 ground square feet taking up nearly 5 acres of the site. Additional cold and tempered storage buildings for the Highway, Parks, and Sheriff are located adjacent to their departments in the Main building.

Site material storage, fueling stations and perimeter fencing are all also accounted for and located on the site.

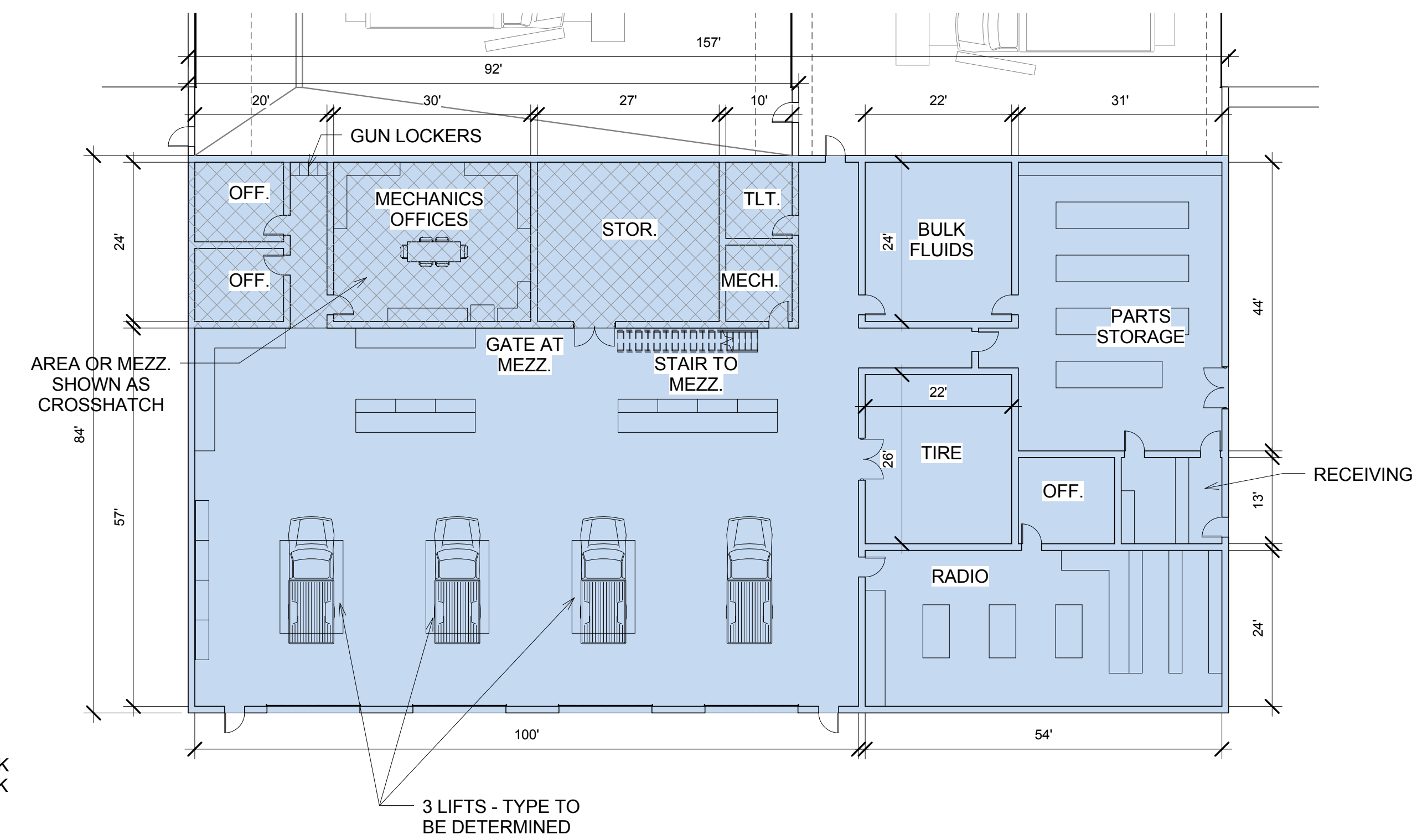


Marathon County Optimal Area Plan

10/18/16



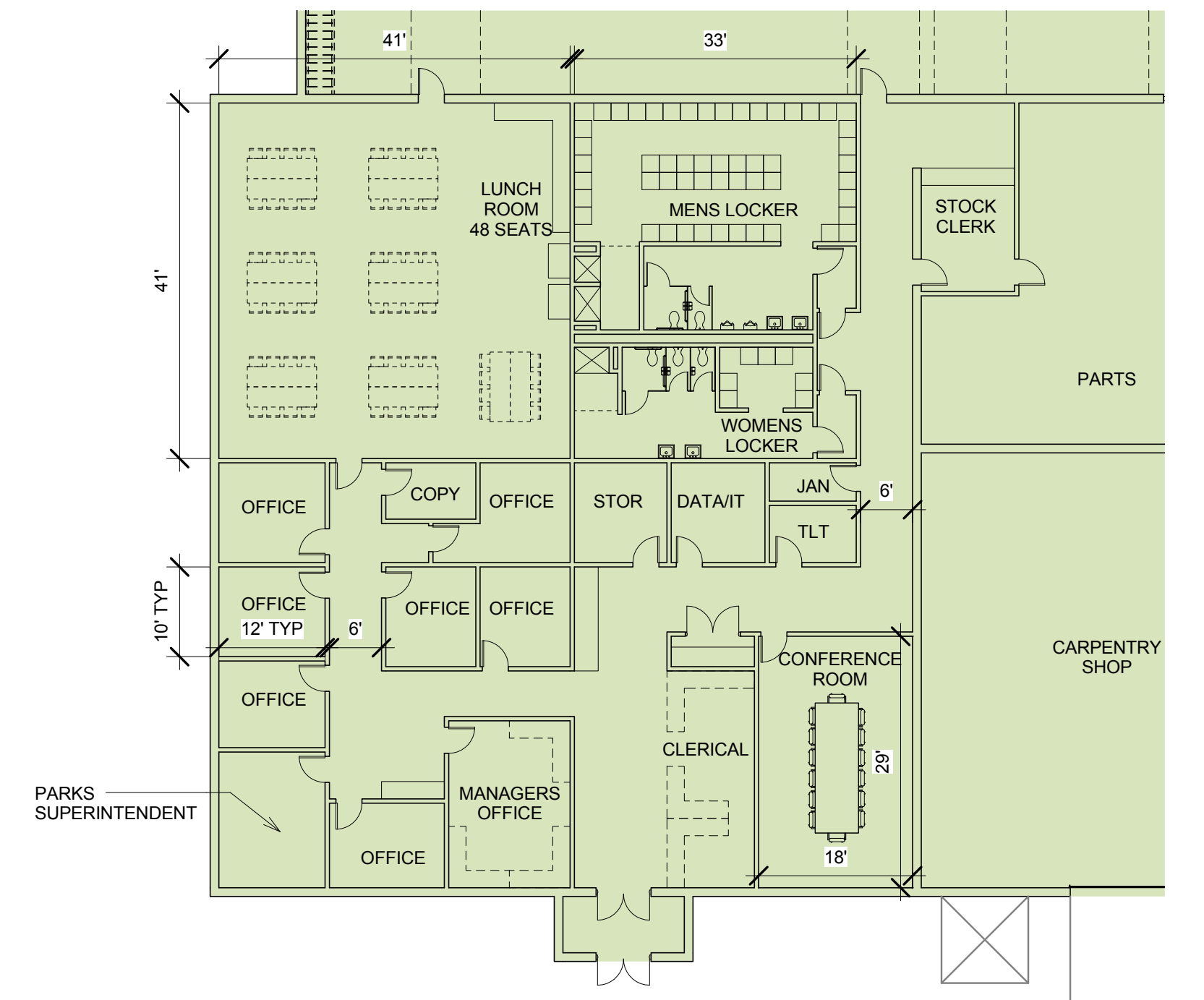
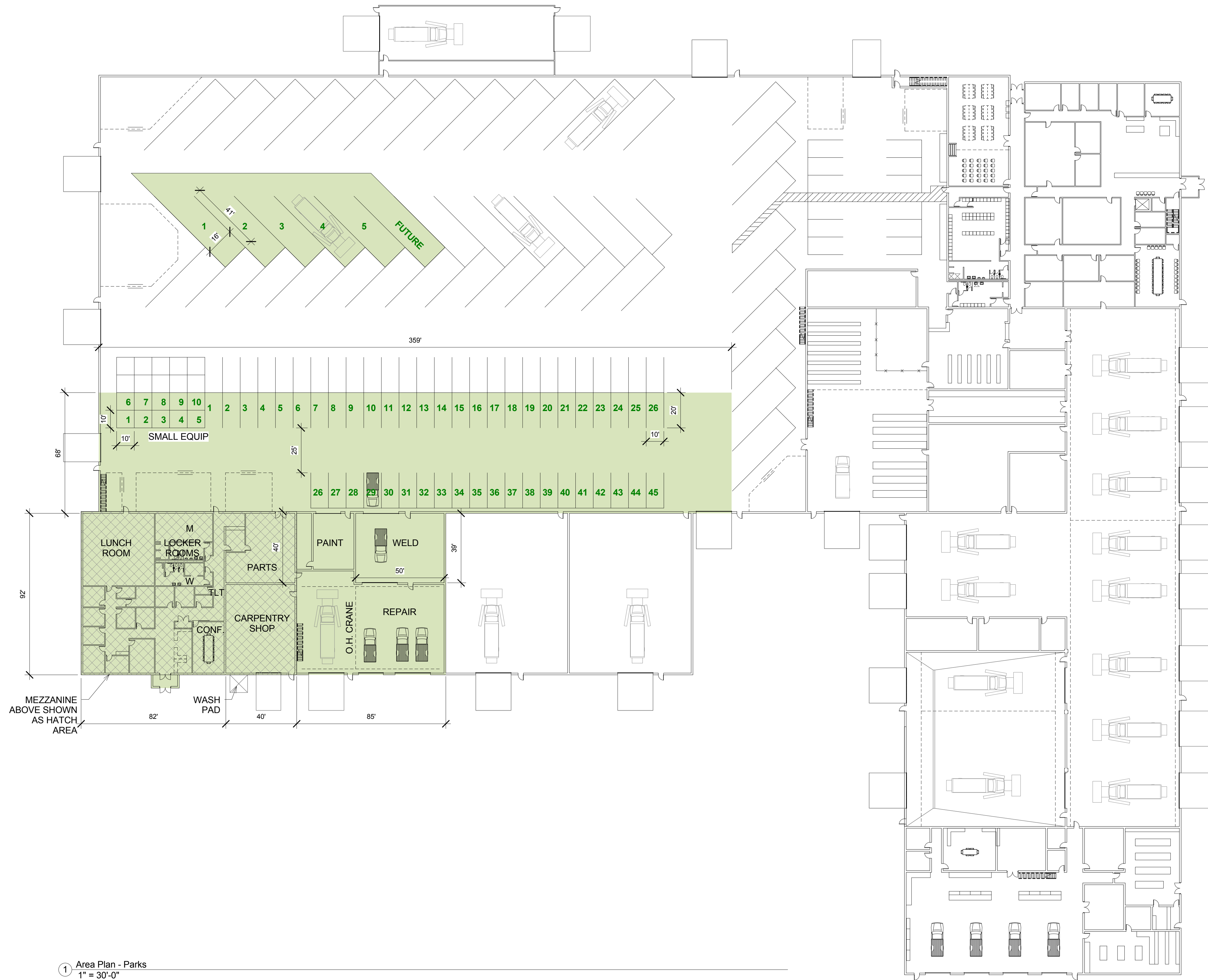
1 Area Plan - Sheriff
1" = 30'-0"



2 Area Plan - Sheriff Enlarged
1/16" = 1'-0"

Marathon County Optimal Area Plan

10/18/16

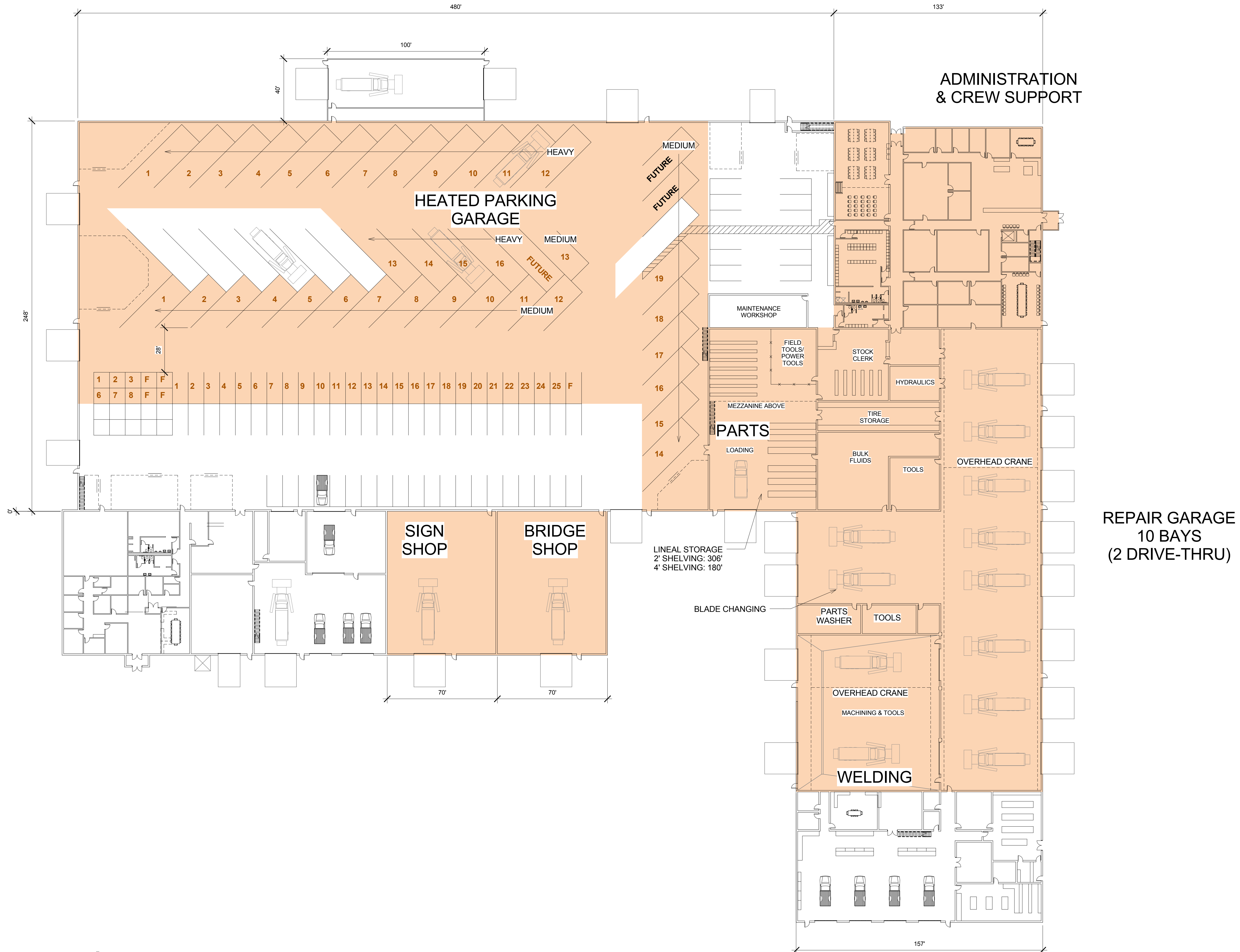


② Area Plan - Parks Admin Enlarged
1/16" = 1'-0"

① Area Plan - Parks
1" = 30'-0"

Marathon County Optimal Area Plan

10/18/16



**Marathon County
Optimal Area Plan**

10/18/16

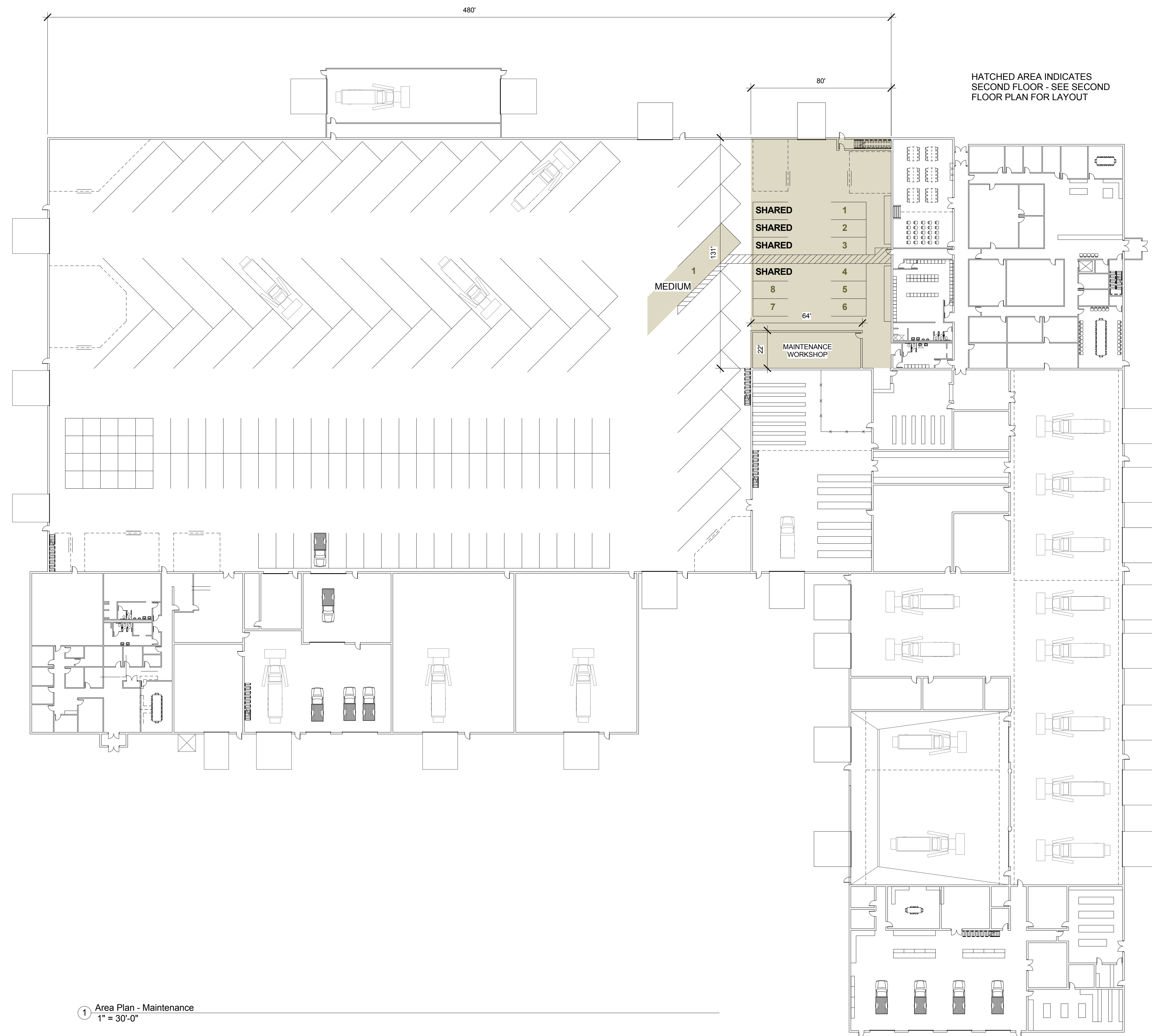


① Highway Department - Crew & Administration
 1/8" = 1'-0"

Marathon County Optimal Area Plan

10/18/16

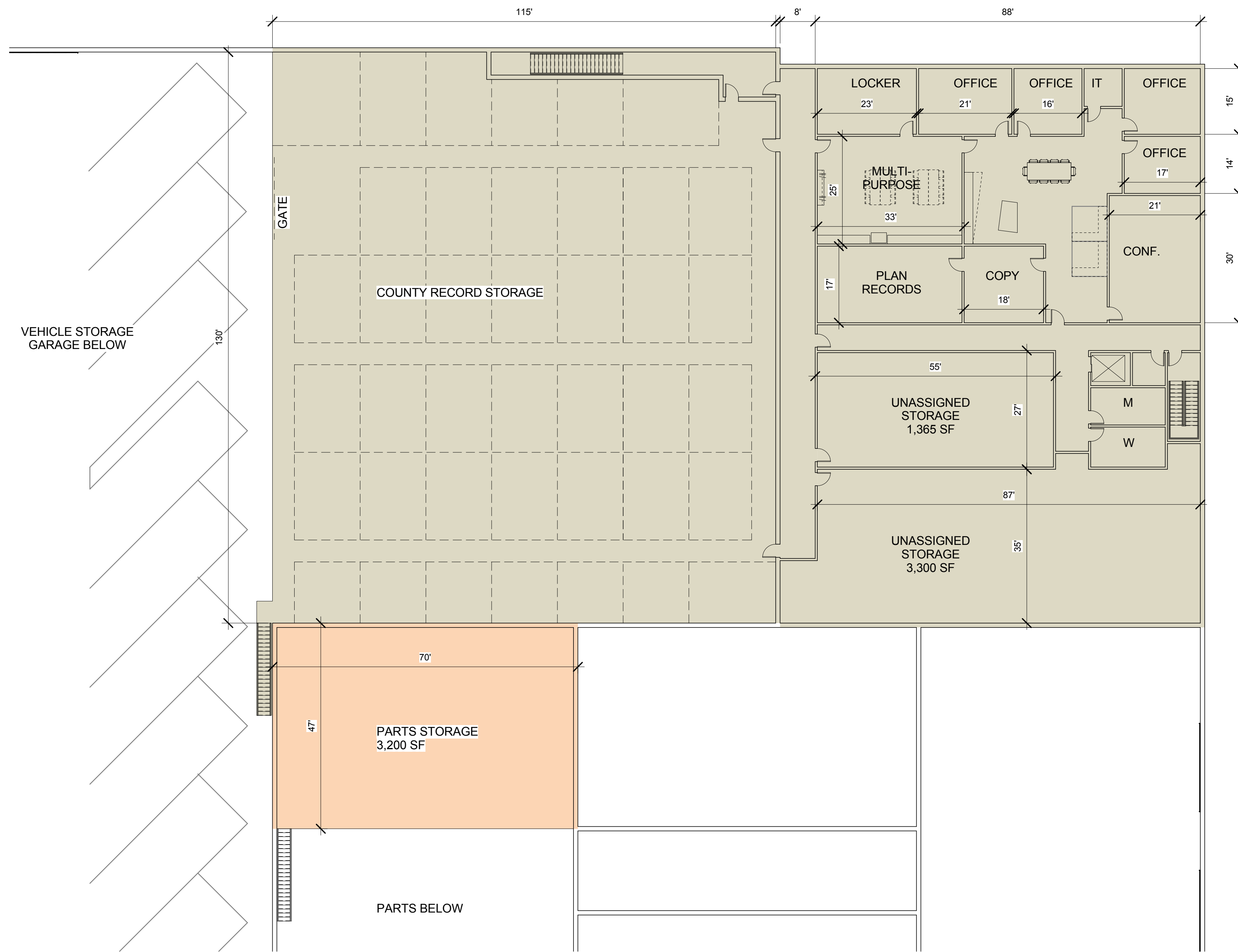




① Area Plan - Maintenance
1" = 30'-0"

Marathon County Optimal Area Plan

10/18/16



① Area Plan - Maintenance Level 2
 1/16" = 1'-0"

SECTION 7

CONSTRUCTION COST ESTIMATE

Marathon County Multi-Department Public Works Facility

Schematic Design - Construction Cost Estimate for 2020

Barrientos Design & Consulting, Inc.

| Main Building | SF/Quantity | Cost per SF | Total |
|---|-------------------|----------------------|----------------------|
| Shared - Vehicle Parking Garage | 105,890 | 120 \$ | 12,706,800 |
| Shared - Vehicle Wash Bay | 3,960 | 160 \$ | 633,600 |
| | 109,850 | Shared Subtotal | \$ 13,340,400 |
| Highway | | | |
| Highway - Repair Garage | 23,964 | 170 \$ | 4,073,880 |
| Highway - Parts Storage | 14,462 | 130 \$ | 1,880,060 |
| Highway - Repair Shops | 21,322 | 160 \$ | 3,411,520 |
| Highway - Crew Support and Admin | 16,853 | 180 \$ | 3,033,540 |
| | 76,601 | Highway Subtotal | \$ 12,399,000 |
| Parks | | | |
| Parks - Repair Garage & Shops | 5,750 | 170 \$ | 977,500 |
| Parks - Shops & Shop Offices | 7,832 | 160 \$ | 1,253,120 |
| Parks - Crew Quarters | 2,701 | 180 \$ | 486,180 |
| Parks - Offices | 2,784 | 180 \$ | 501,120 |
| Parks - Second Floor Storage | 11,296 | 90 \$ | 1,016,640 |
| | 30,363 | Parks Subtotal | \$ 4,234,560 |
| Facilities Maintenance | | | |
| Maintenance - Storage | 12,240 | 110 \$ | 1,346,400 |
| Maintenance - Administration | 4,418 | 180 \$ | 795,240 |
| Maintenance - Service Crew | 1,042 | 160 \$ | 166,720 |
| Maintenance - Storage/Future County Admin | 4,800 | 110 \$ | 528,000 |
| | 22,500 | Maintenance Subtotal | \$ 2,836,360 |
| Sheriff | | | |
| Sheriff - Repair Garage | 4,224 | 170 \$ | 718,080 |
| Sheriff - Repair Shops | 2,074 | 160 \$ | 331,840 |
| Sheriff - Shop Offices & Parts Storage | 3,428 | 140 \$ | 479,920 |
| | 9,726 | Sheriff Subtotal | \$ 1,529,840 |
| Total Main Building SF & Costs | \$ 249,040 | \$ 137.89 | \$ 34,340,160 |

MARATHON COUNTY MULTI-DEPARTMENT FACILITY SITE SELECTION STUDY

January 15, 2018



TABLE OF CONTENTS

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INTRODUCTION



Barrientos Design provided a study to assess the spatial building and site needs for a new facility that would include the Highway, Parks, Sheriff and Maintenance Departments. The study identifies the existing and optimal spatial needs for the four departments and looks at how all of these departments could come together in one building. Additionally, space on the site was allocated for a medical examiner's office and emergency management department.

PARTICIPATING DEPARTMENTS

As a part of this study we looked at the existing facilities for the Highway, Parks, Sheriff and Maintenance Departments, however, existing condition reports for each building were not required. The following sites and buildings were evaluated



Highway Department – The main highway garage site in Wausau and all associated buildings, including the vehicle storage garage, repair garage, administrative offices, cold storage and salt storage.

City County Parks Department – The main parks garage, cold storage buildings and greenhouse on West Pardee Street.

Sheriff Department – The sheriff currently has space for some staff and repair garage space for their vehicles at 500 Forest Street in downtown Wausau.

Maintenance Department – The Maintenance Department has a facility that is located on the Southeast corner of the Highway Department site. All of the Existing Spaces in these departments were reviewed and existing programs were developed to highlight all existing square footages.



Medical Examiner and Emergency Management Department.

OPTIMAL SPACE RECOMMENDED

Based on the "Highway Department Facility Space Needs Analysis Study" that we completed for Marathon County prior to this study it was determined that approximately 145,000 SF would be required for the new main garage. An additional 90,000 SF of Department buildings and sites and reported on their condition, size, and future growth potential in study dated, September 26, 2013, that we will refer to as Volume 1. This study dated March 27, 2014 will be referred to as Volume 2. In Volume 2 we will look specifically at options to resolve site and building concerns addressed in Volume 1.

INTRODUCTION



Similarly to how we determined the optimal square footages for the highway department we met with each the Parks, Maintenance and Sheriff Departments on multiple occasions to discuss their facility needs. Using the optimal square footage room programs that can be found in their entirety later in this report we created a floor plan that effectively captures appropriate departmental adjacencies. This led to a building the has a two story administrative office component, Parks, Highway and Maintenance sharing the main heated vehicle garage and a Sheriff shop located near the main repair garage.

OPTIMAL YARD REQUIREMENTS



All the recommended optimal building footprints were then sized to scale and arranged for traffic flow, parking, loading space and allowances for expansion. Each yard building was thoughtfully located nearest the department, in the main building, that it serves. The Highway and Parks Departments follows a set sequence of events for the trucks at night and a separate one for the morning. This sequencing drove the layout and clustering of the site facilities to enhance operations. Including the Main Shop, the ideal site will have two access drives to an arterial road, two fueling stations, truck scale, salt sheds, salt brine, construction material storage areas, recycling and asphalt sheds, stockpiling bins, trash dumpsters and room to stage loadings. In addition to the four departments co-locating on this 40 acre site 2 acres could be made available for the Medical Examiner and Emergency Management Department. From this analysis, we recommend that the new site have at least 40 acres of developable land. Site and building plans can be found later in this report.



Barrientos Design and Consulting began by collecting data on the existing site as well as the twelve to fourteen subject site parcels to first do a top level analysis of each site. After the initial study revealed which sites were still appropriate to pursue, site plans were developed for each site to ensure that the buildings and site functions that were programmed in a previous study could actually fit onto the site. The site plan test fit and other site data that was acquired during this process helped us narrow the list of appropriate sites for the new to 4 sites.

At the end of the study we made recommendations on which sites are the most appropriate for the County's intended use. These recommendations are based on Barrientos Design's long history of working on this project type.

SECTION 1

EXECUTIVE SUMMARY

Executive Summary

Barrientos Design and Consulting developed a comprehensive list of potentially viable sites for a new multi-departmental building with the primary user being the Highway Department. Our team was directed to analyze four site options for the future development of this facility. The sites below are the shortlisted options that are investigated in greater detail in this report:

| | |
|----------|--|
| Site #1 | Cty Road U & N. 28th Ave. The Witter Farm Wausau |
| Site #1B | Cty Road U 1607 N 28th Ave. Wausau |
| Site #2 | 7709 Stettin Drive / Business park vicinity Wausau |
| Site #6 | Hwy O / County Materials owned quarry Marathon |

The initial site review process identified over 14 site locations for sale or in locations that had available land for future development. Many of these sites were reviewed for wetland locations, topography, zoning or development limitations for example at the Rib Mountain locations. Using top level search criteria like distance to the 29/51 intersection, sufficient acreage, and reasonable development costs the initial 14 sites were narrowed to the four sites above. Below is a list of the other ten properties that were preliminarily reviewed.

| | |
|----------|--|
| Site #3 | Rachel Lane / Big Rib River Wausau |
| Site #4 | Cty Rd. WW & 5865 N. 32nd. Ave./ Maine |
| Site #5 | Highland Drive & N. Cty Road O / Stettin |
| Site #5B | 7820 Stewart Ave, Business Park Wausau |
| Site #6B | 20 Menard Plz, 2700 Sherman St, Wausau |
| Site #7 | 3400 S. Mountain Road, Wausau |
| Site #8 | 2211 S. Mountain Road, Rib Mountain |
| Site #9 | 405 N. Cty. Road X, Wausau |
| Site #10 | SW Decator Drive Wausau |
| Site #11 | Cty. Road X at Hwy 52 Wausau |

Schematic site plans were developed to test if the four shortlisted sites could accommodate the desired building program and other site structures. These four sites were each then evaluated in greater detail using additional criteria like land use and zoning compatibility, wetlands, infrastructure improvements and potential for future expansion.

After numerically ranking each of the shortlisted sites by 12 unique criteria it was determined that Site #1B provides the County with the best solution for their future building needs.

SECTION 2

CREATION OF SHORTLIST

Scope and Methodology

The site selection process began by identifying 14 sites located throughout the county but primarily centered around the U.S. Highway 29 and Highway 51 interchange (See image 2.1). After the sites were identified Barrientos Design established site selection criteria based on our initial study and additional information gained from discussions with the Highway Department.

After gathering relevant information for each site including site acreage, zoning classifications, topography, known wetlands and utility service, a top level analysis was done to generate a shortlist of candidate sites that will be analyzed further in the sections.

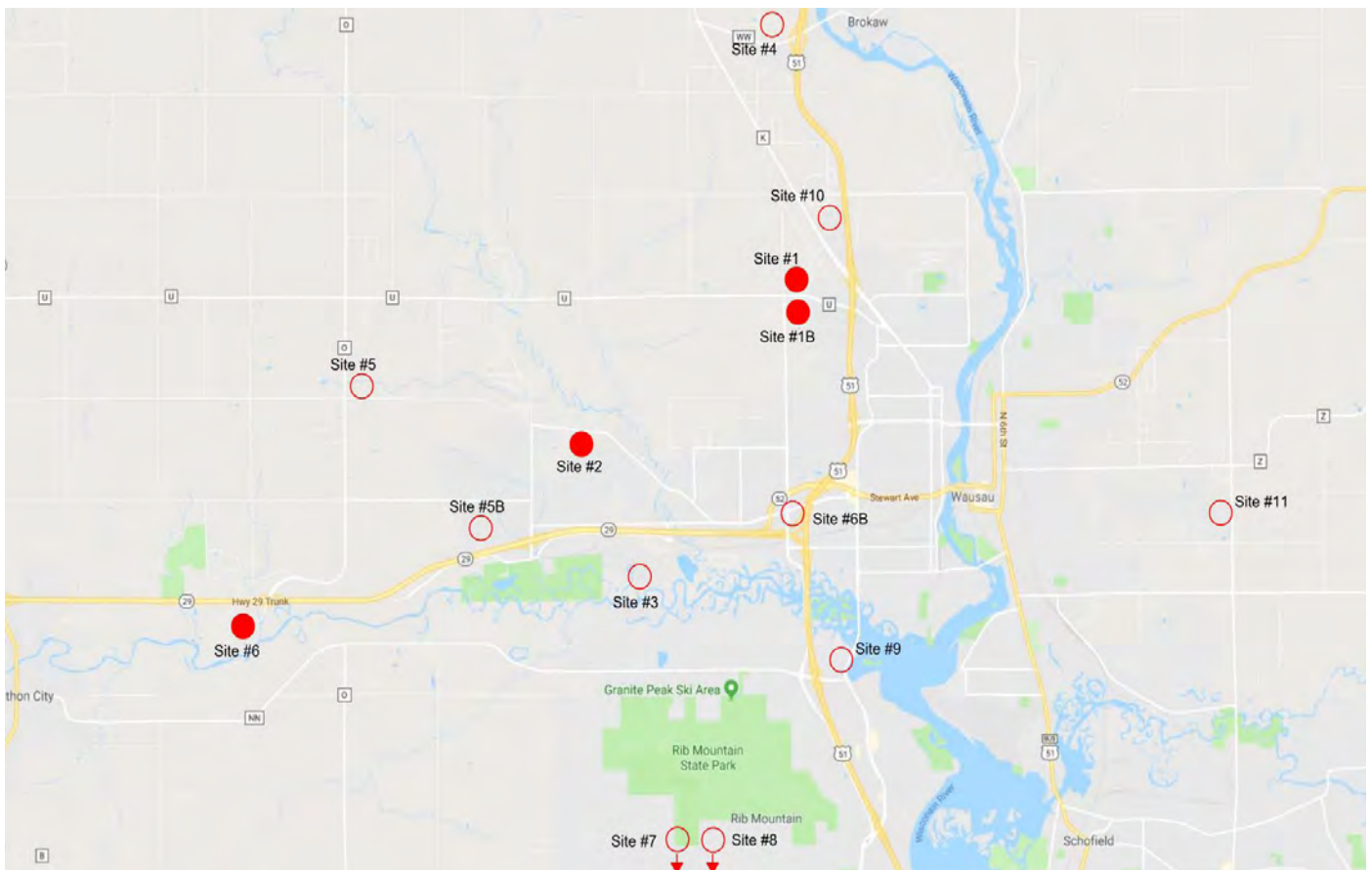


Image 2.1

All Candidate Site Locations

Below is a description of the location of each of all the 14 candidate sites. You can find aerial maps and topography maps for approved review sites in the Sections 3, 4, 5, & 6 of the report.

| | |
|----------|--|
| Site #1 | Cty Road U & N. 28th Ave. The Witter Farm Wausau WI 54401 |
| Site #1B | Cty Road U 1607 N 28th Ave. Wausau 54401. |
| Site #2 | 7709 Stettin Drive / Business park vicinity Wausau WI 54401. |
| Site #3 | Rachel Lane / Big Rib River |
| Site #4 | Cty Rd. WW & 5865 N. 32nd. Ave./ Maine |
| Site #5 | Highland Drive & N. Cty Road O / Stettin |
| Site #5B | 7820 Stewart Ave, Business Park Wausau, WI 54401 |
| Site #6 | Hwy O / County Materials owned quarry. |
| Site #6B | 20 Menard Plz, 2700 Sherman St, Wausau, WI 54401 |
| Site #7 | 3400 S. Mountain Road, Wausau, WI 54401 |
| Site #8 | 2211 S. Mountain Road, Rib Mountain, WI 54401 |
| Site #9 | 405 N. Cty. Road X, Wausau WI 54401 |
| Site #10 | SW Decator Drive Wausau WI 54401 |
| Site #11 | 2211 Cty. Road U Wausau WI 54401 |

Top-Level Site Selection Criteria

The initial top-level analysis will test each of the 14 sites the following 3 selection criteria points that are of primary concern to the Highway Department's needs.

Site Selection Criteria 1 – Time & Distance to State Highway 51 & Hwy 29 Drive time to key interchanges and centrality to County roadway networks, including consideration of roadway improvements to State and County Roads.

Site Selection Criteria 2 – Site Size – Sufficient space and usable land available for easy site access, site maneuvering, new building foot print, out-buildings and other site functions.

Site Selection Criteria 3 – Cost of Site Development – Including grading, cut and fill, drainage and roadways.

| | Candidate Site 1 | Candidate Site 1B | Candidate Site 2 | Candidate Site 3 | Candidate Site 4 | Candidate Site 5 | Candidate Site 5B | Candidate Site 6 | Candidate Site 6B | Candidate Site 7 | Candidate Site 8 | Candidate Site 9 | Candidate Site 10 | Candidate Site 11 |
|--|------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|
| Criteria 1 Distance to Desired Access Ramps | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ | ✓ | ✗ |
| Criteria 2 Sufficient Site Size | ✓ | ✓ | ✓ | ✗ | ✓ | ✓ | ✗ | ✓ | ✗ | ✓ | ✓ | ✓ | ✗ | ✓ |
| Criteria 3 Reasonable Site Development Costs | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✓ | ✓ | ✓ | ✗ | ✗ | ✓ | ✓ | ✓ |
| Result Sites with red "X" are eliminated from consideration and will not be studied further. | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |

Image 2.2

Candidate Site Shortlist

The map below (image 2.3) shows the locations of sites 1, 1B, 2, and 6. These four sites have been determined to be the best of the 14 sites for the County based on the top-level criteria. Image 2.4 shows the distance to the intersection of Interstate 29 and 51.

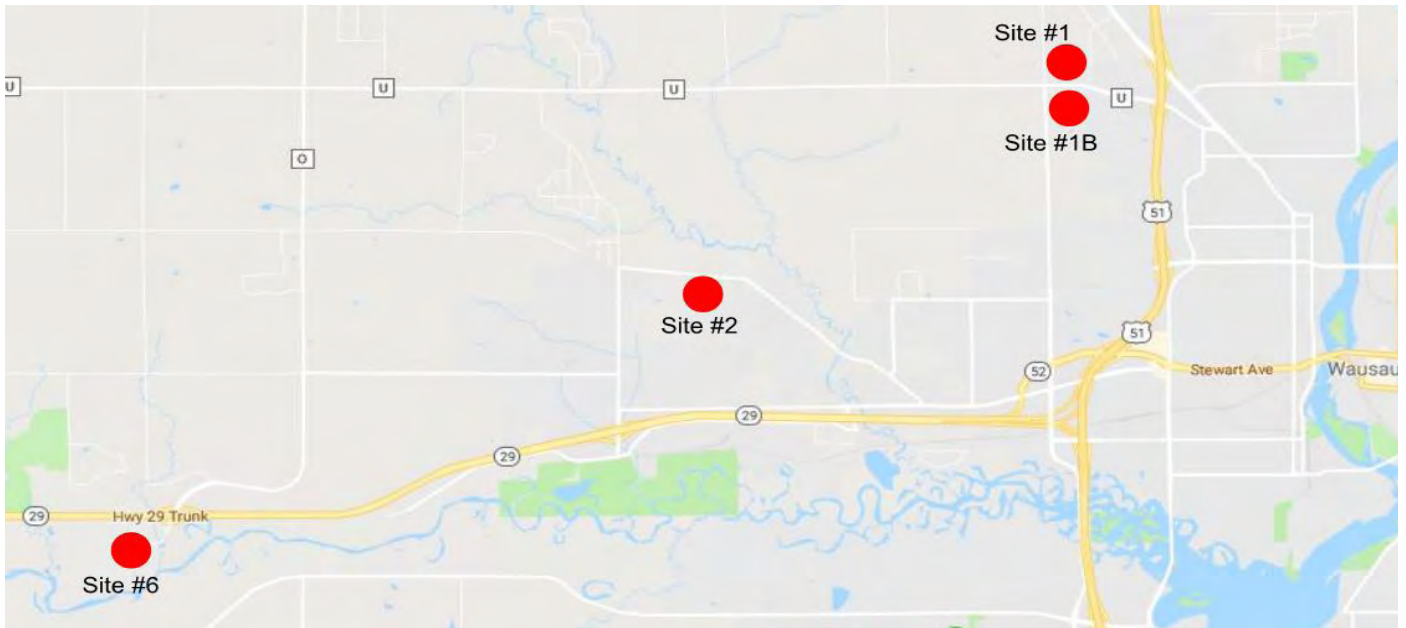


Image 2.3

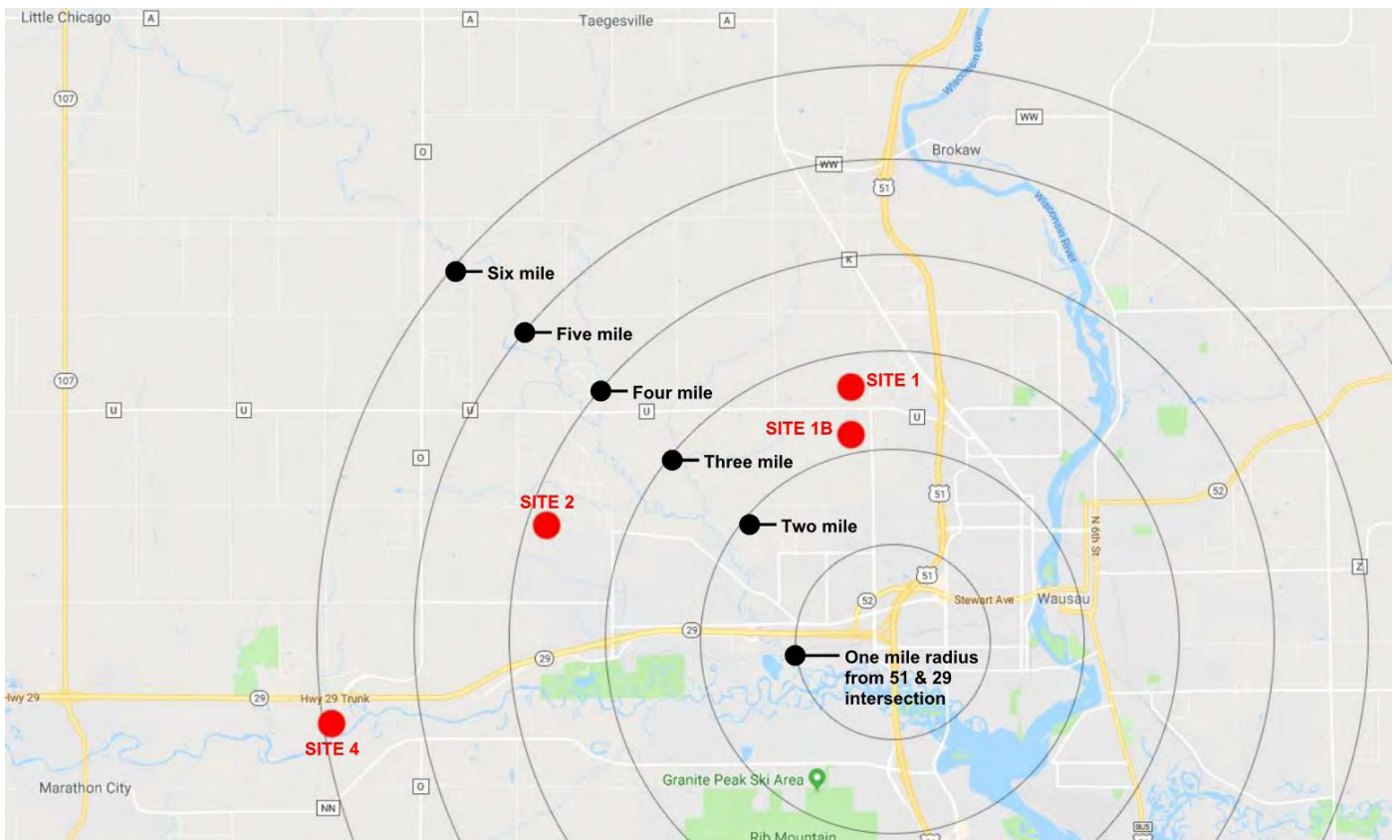


Image 2.4

Zoning Map - New Site Locations

In the image shown below (image 2.5), all four shortlisted sites are located and all four are currently in the County's zoning plan.

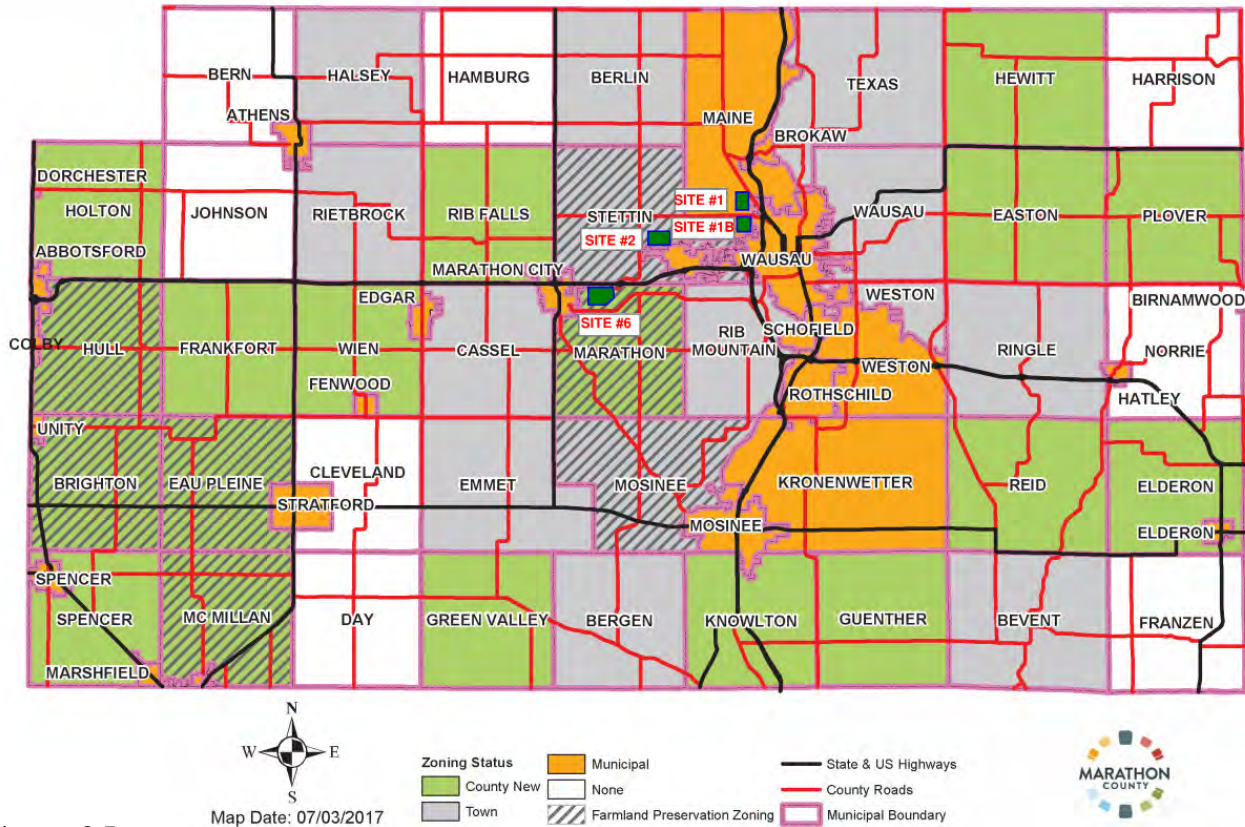


Image 2.5

Zoning Map - New Site Detail

The image shown below (image 2.6) indicates all of the areas around the new building site and their current zoning.

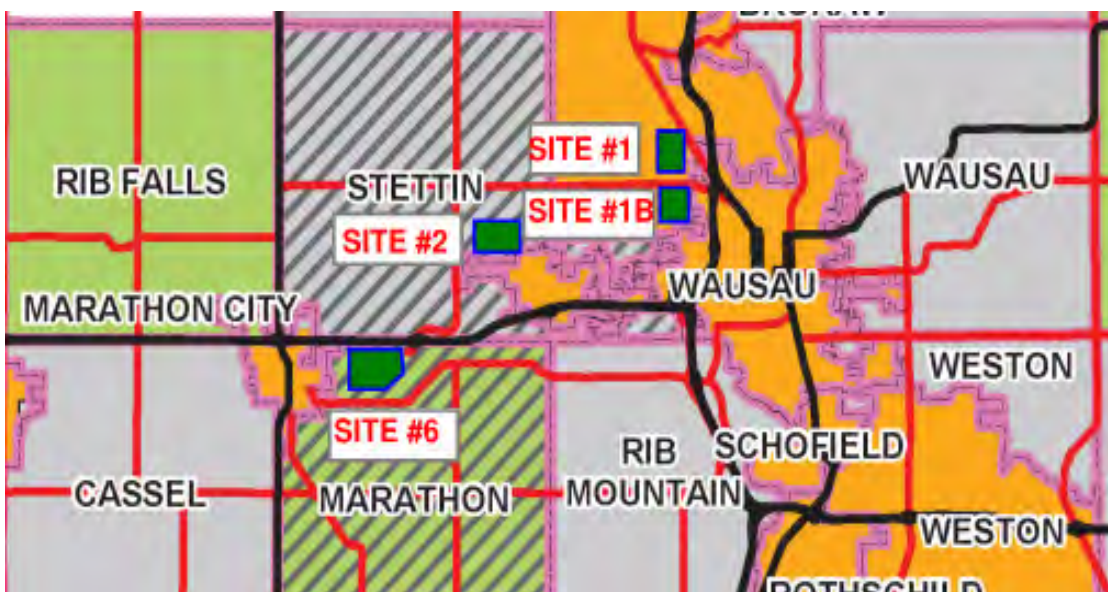


Image 2.6

Existing Land Use Planning Map with New Site Locations

In the image shown below (image 2.7) all four candidate sites are located.

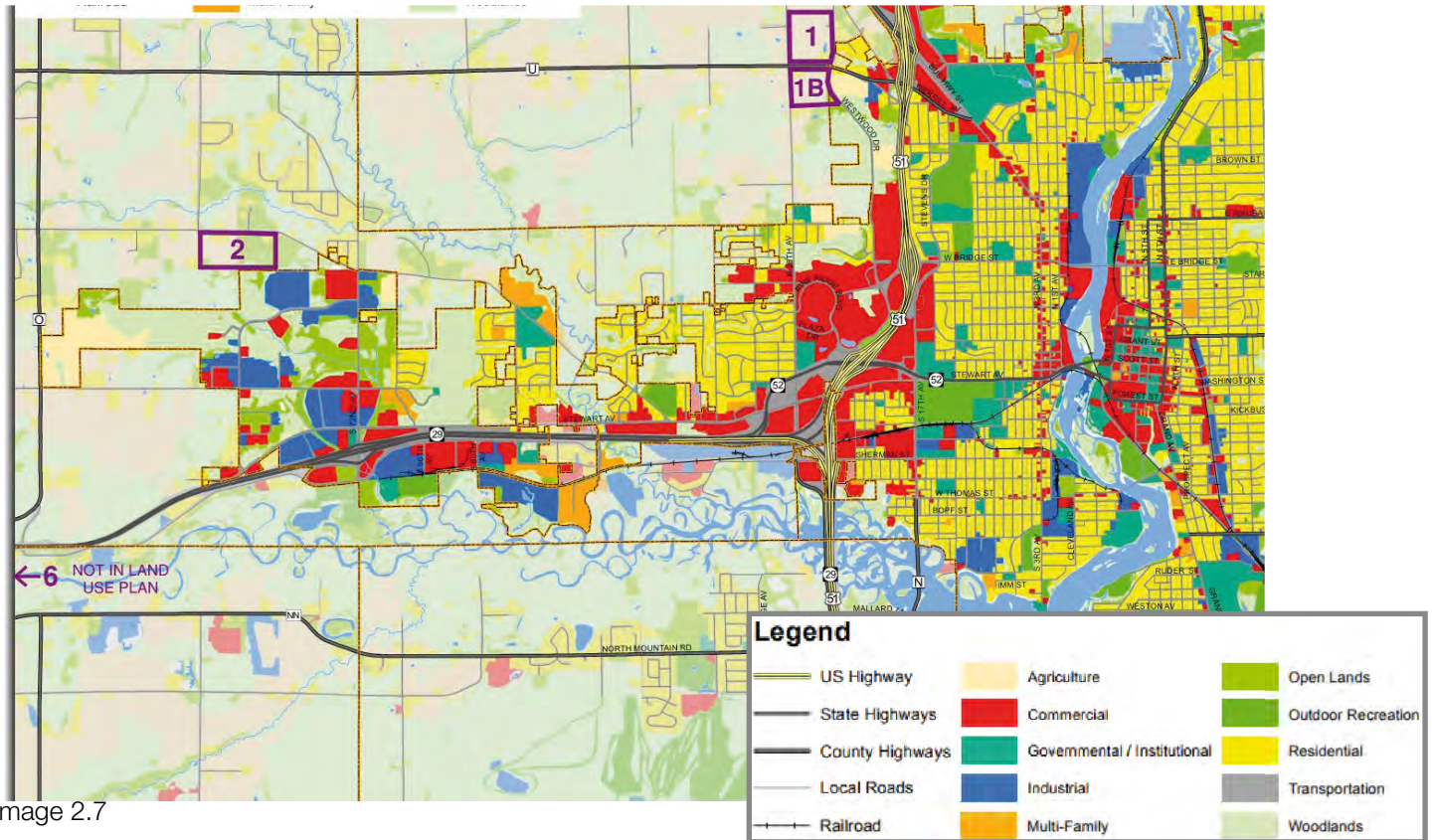


Image 2.7

Future Land Use Planning Map with New Site Locations

The image shown below (image 2.8) indicates all of the areas around the new sites

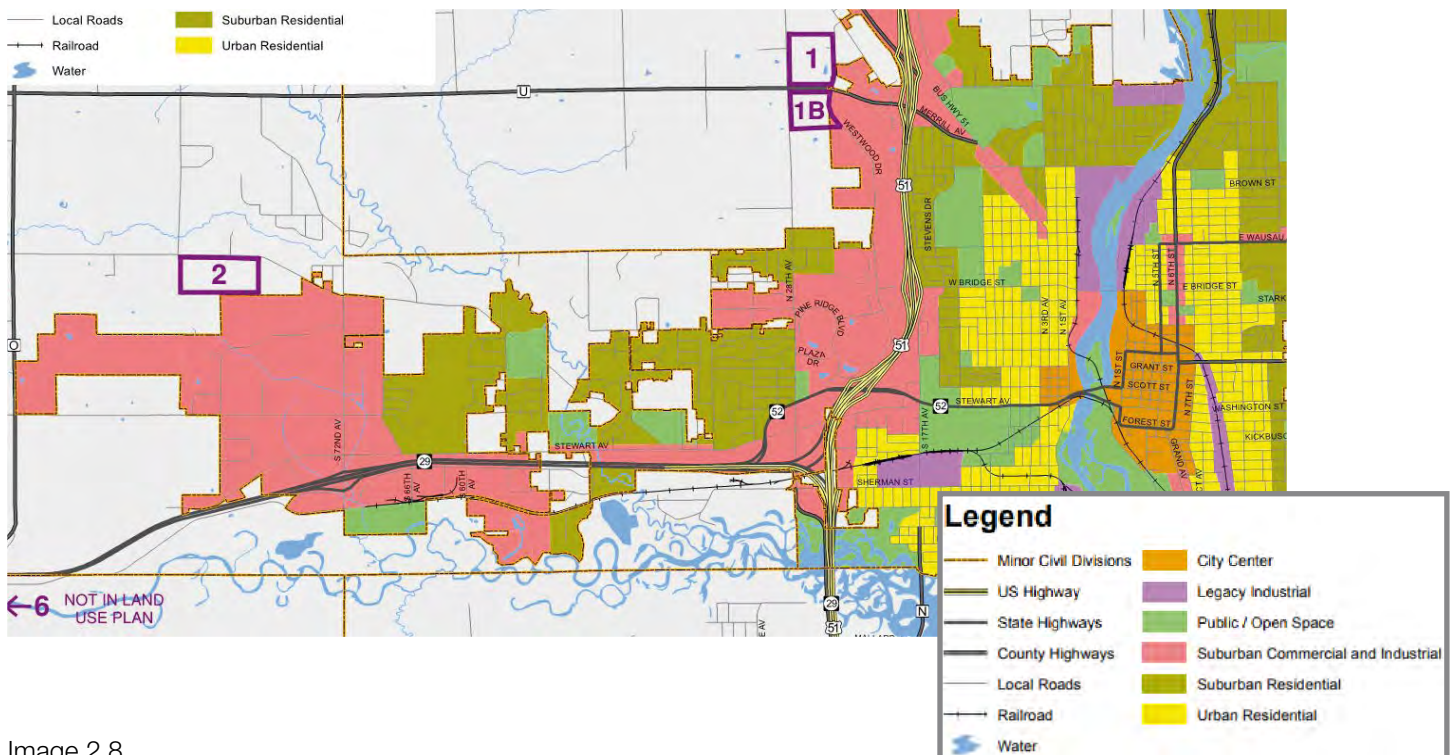


Image 2.8

SECTION 3

SITE #1

Cty Road U & N. 28th Ave. The Witter Farm Wausau

Site #1 Option looks to purchase three parcels of land for a total of 55.36 acres. Multiple properties would need to be purchased in this options and there are several existing structures that would need to be demolished. An existing retention pond could be utilized for storm water management. This is compatible with the future land use plan for the area.

The optimal area plan can fit on the first 40 acre parcel closer to highway U, yet future site expansion could be accommodated with purchase of Northern farm parcel. Topography gets too steep to build on North of the suggested North Property Line.

The property is near an on ramp to Highway 29 and within 3 miles the Highway 51 and 29 intersections. There is potential for a strong economic development potential for the City of Wausau.



Image 3.1

Aerial Site Plan



Image 3.2

Site Plan



Image 3.3

Land Parcel Map



Image 3.4

55.36 ACRES

Topo Map



Image 3.5

DNR Wetland Map

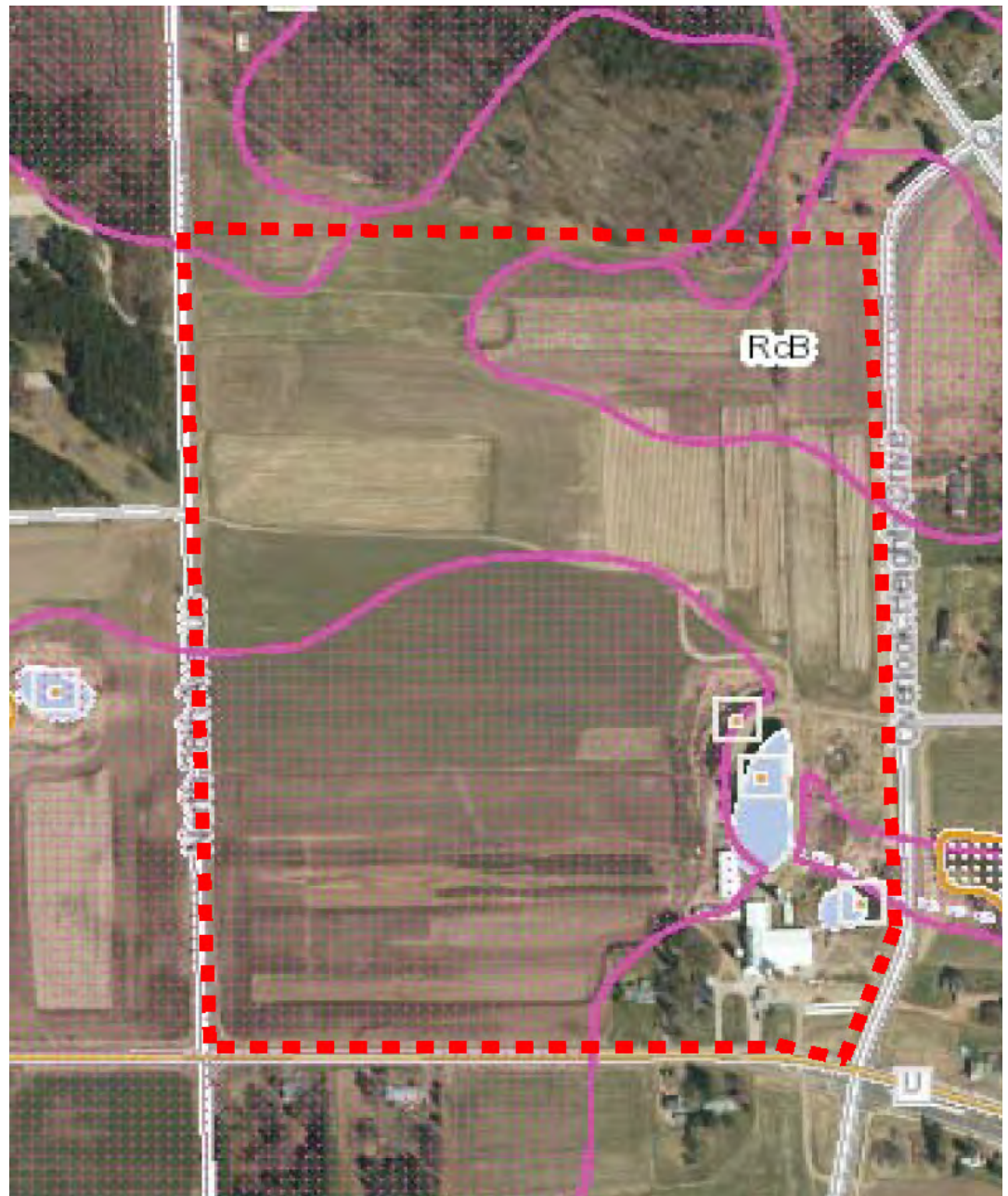




Image 3.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 4

SITE #1B

Cty Road U & 1607 N. 28th Ave. Wausau

Site #1B Option looks to purchase several parcels South of Cty Highway U, East of N 28th Ave and West of 20th Ave. These parcels which do include a few homes would total 42.15 acres.

The topography is relatively flat for the region and appears to be a site that would require less site work than the other options.

Much like Site #1 this is property is near an on ramp to Highway 29 and within 3 miles the Highway 51 and 29 intersections. There is potential for a strong economic development potential for the City of Wausau.



Image 4.1

Aerial Site Plan



Image 4.2

Site Plan



Image 4.3

Topo Map



Image 4.5

DNR Wetland Map

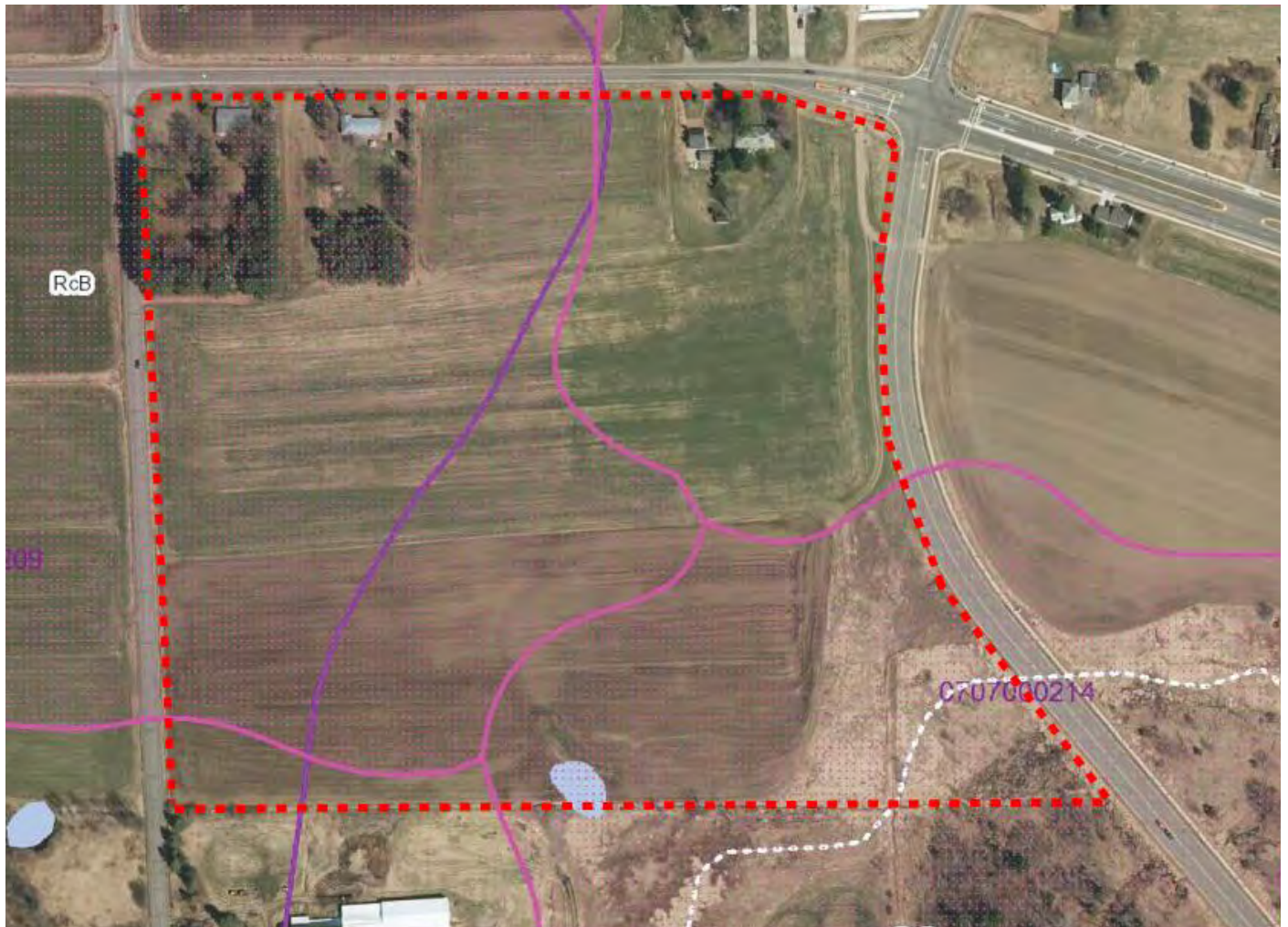




Image 4.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 5

SITE #2

7709 Stettin Drive / Business Park vicinity Wausau

Site #2 Option looks to purchase two parcels of land for a total of 78.87 acres. The parcel to the west has existing residential farm buildings with open cleared land area. The second east parcel slopes to the south with dense trees at the southern edge. There are wetlands in this area.

Due to topography concerns the optimal site plan does not fit on either 40 acre parcel alone thus requiring the purchase of two parcels. Future site expansion could also be accommodated with purchase of both parcels.

Stettin Drive would require roadway improvements to accommodate the heavy truck traffic that would be coming to and from this site.

The properties to the North are higher end residential and agricultural properties with a different land use however the future land use plan for the area does indicate a commercial zone to the immediate West of this property.

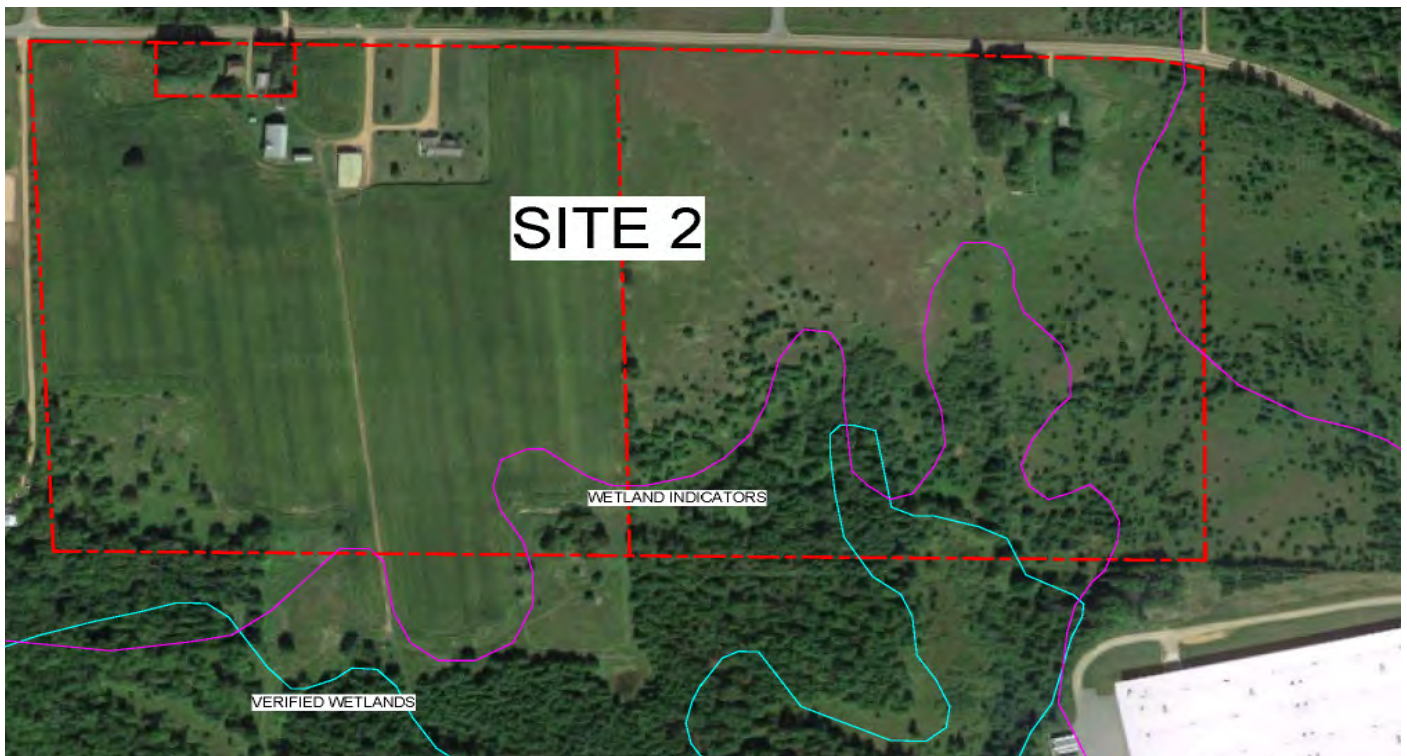


Image 5.1

Aerial Site Plan

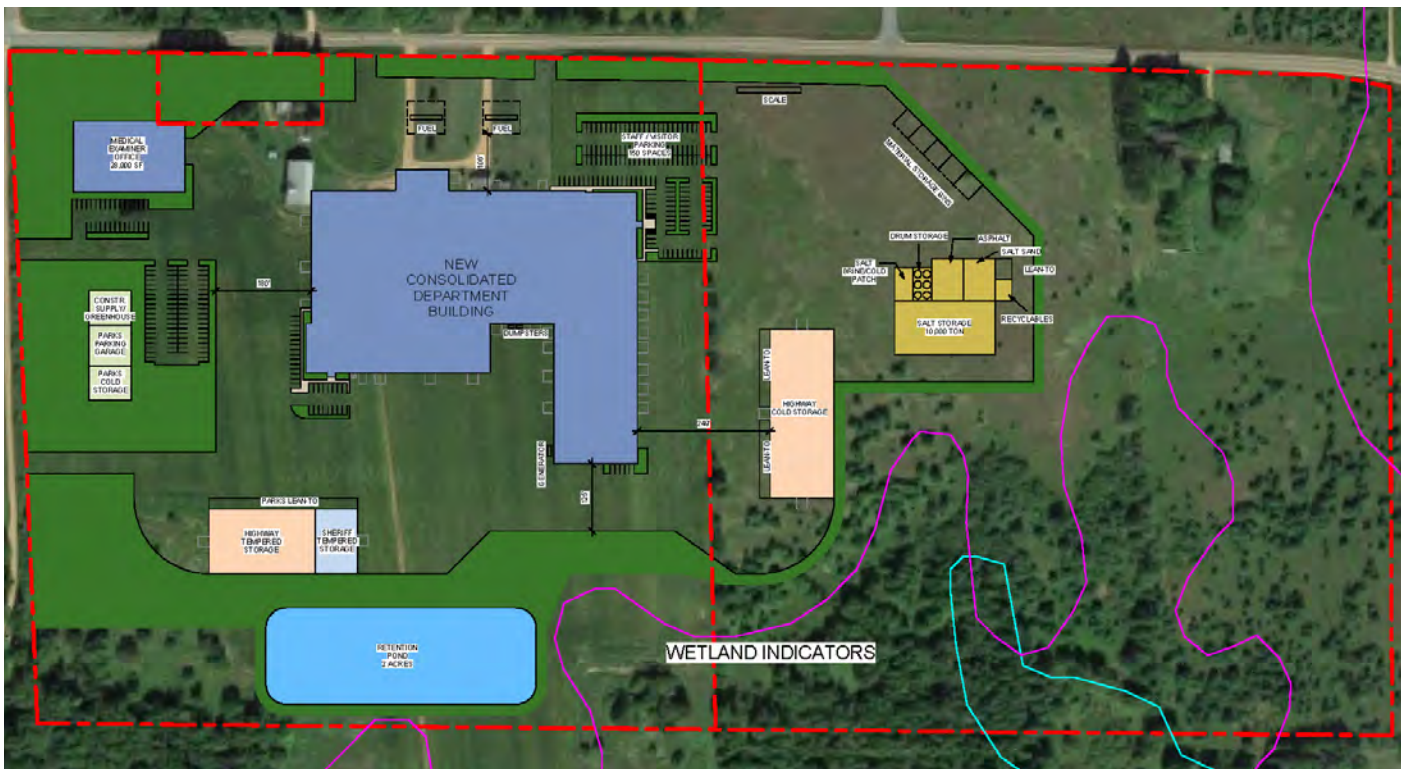


Image 5.2

Land Parcel Map

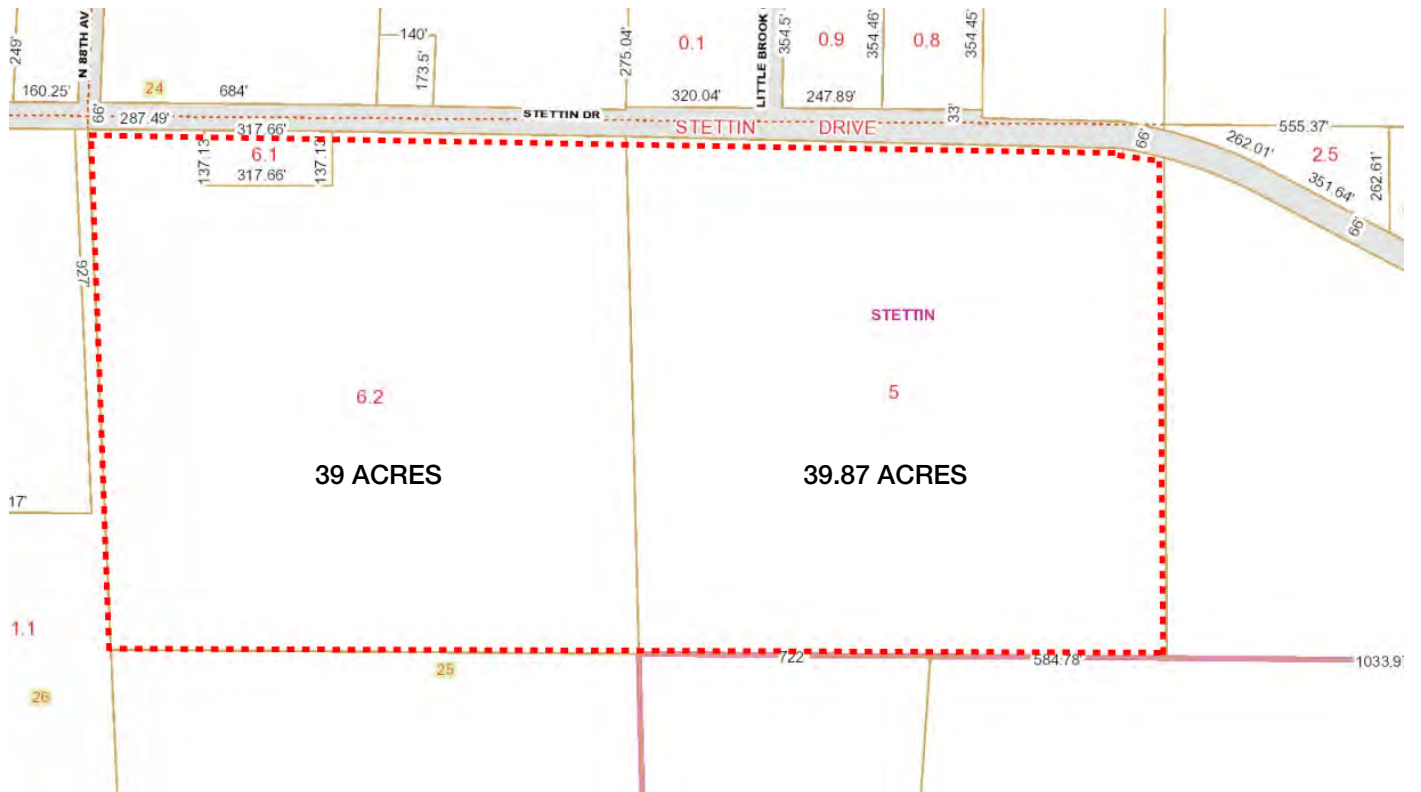


Image 5.4

78.87 ACRES

Topo Map



Image 5.5

DNR Wetland Map

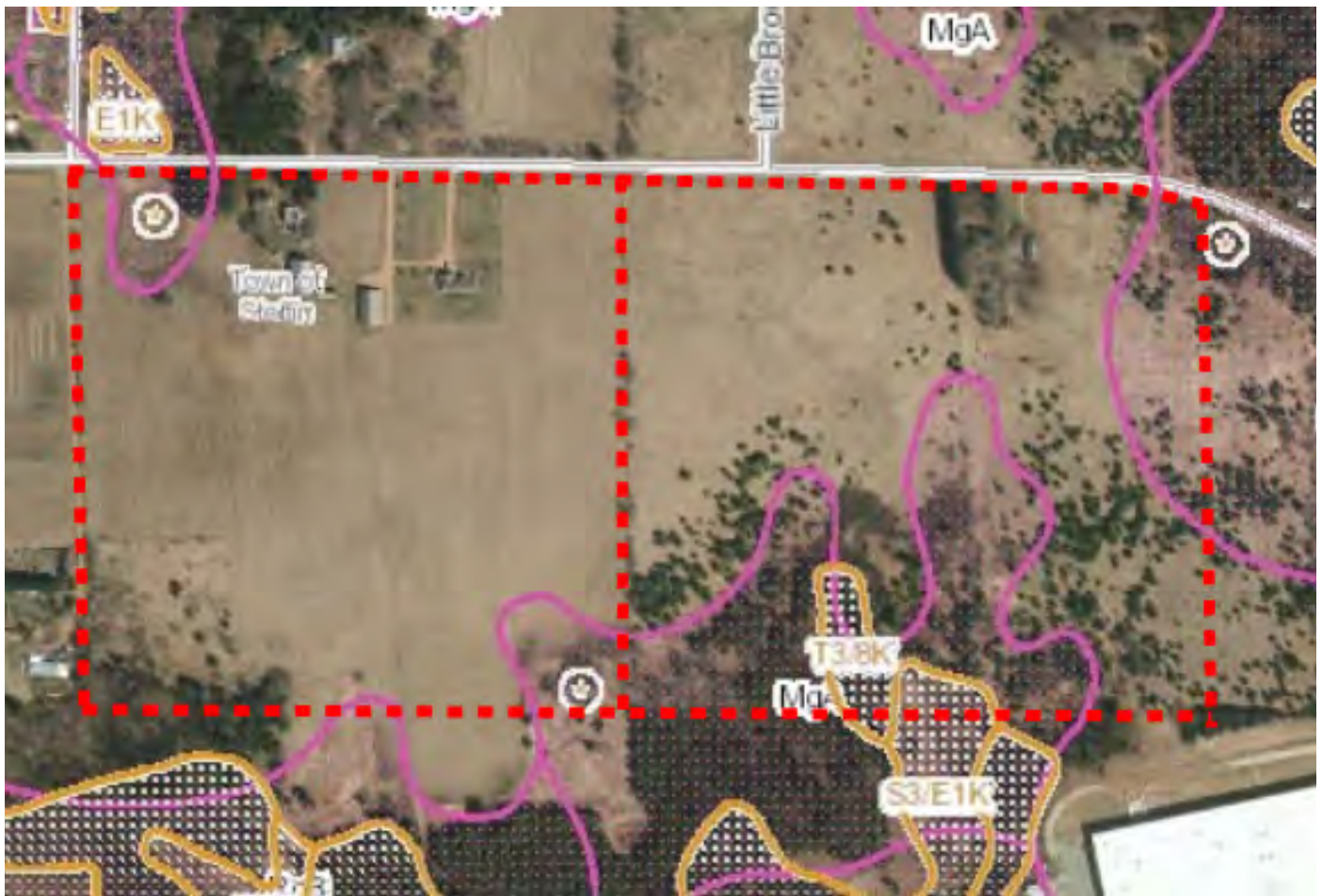



Image 5.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 6

SITE #6

Hwy O & Hwy 29 / County Materials owned quarry.

Site #6 Option is currently owned by County Materials for mining operations. The property extends west to 144th Ave. and East to Cty Highway O. The land area is larger than is required at 234 acres with heavily wooded forest and frontage to the Big Rib River to the South. The property is owned by County Materials - Nation Wide LP & Tim Sonnentag - owner of CM Venture. There is a Business TIFF District to the east of Cty Highway O.

The new County buildings could be positioned in the mainly cleared property to avoid some wetlands that are located through the center of forest areas and riverfront lands. The site excavations and grade changes would require significant site work and engineering.

Maintaining a viable access road into the remainder of the property for commercial or parkland use would have to be accommodated in the early stages of site development. The site has close access to Highway 29 on/off ramps but is located furthest away 6 miles from Highway 51 & 29 intersection.

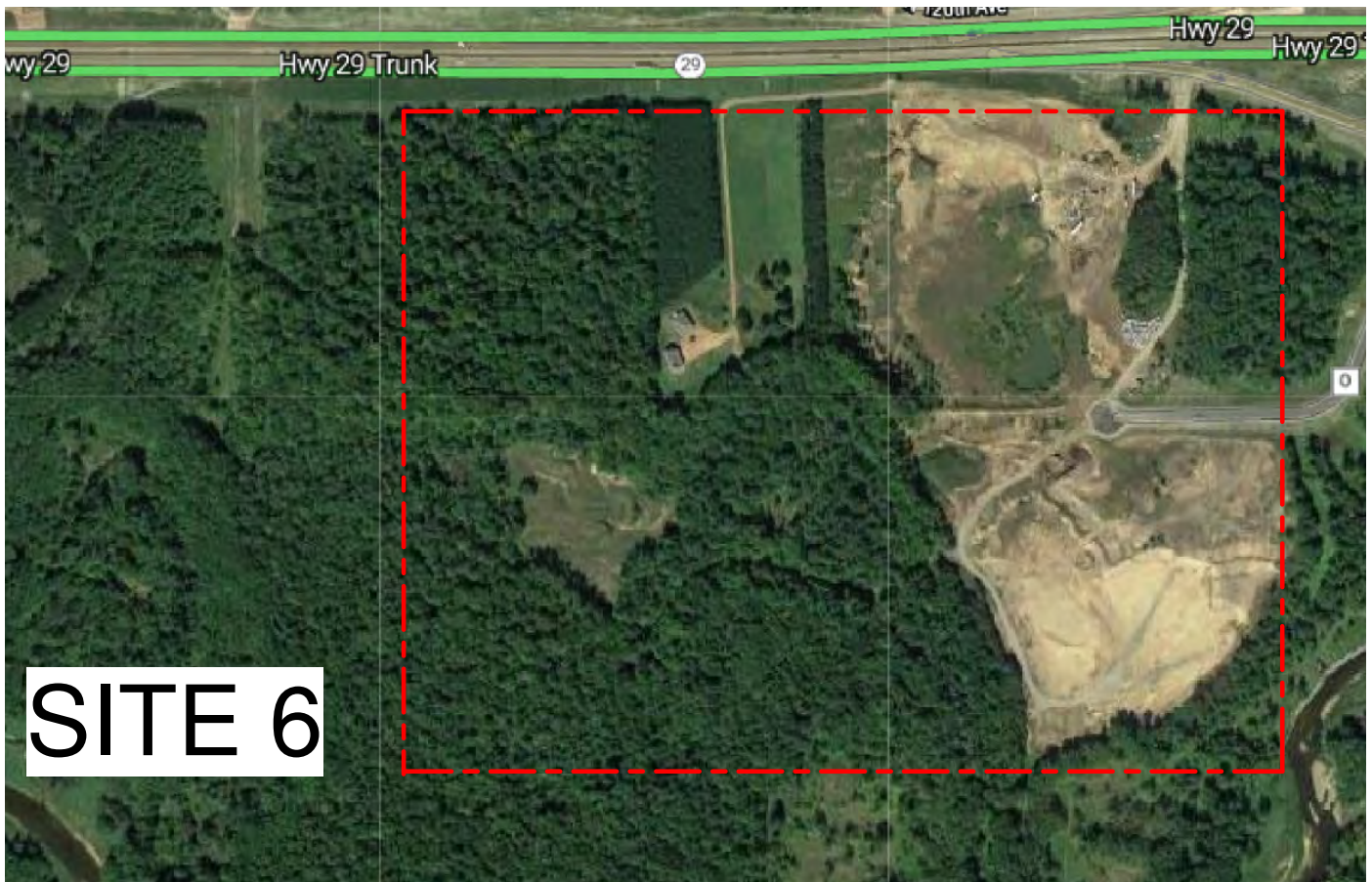


Image 6.1

Aerial Site Plan



Image 6.2

Site Plan



Image 6.3

Land Parcel Map



Image 6.4

131.35 ACRES

Topo Map

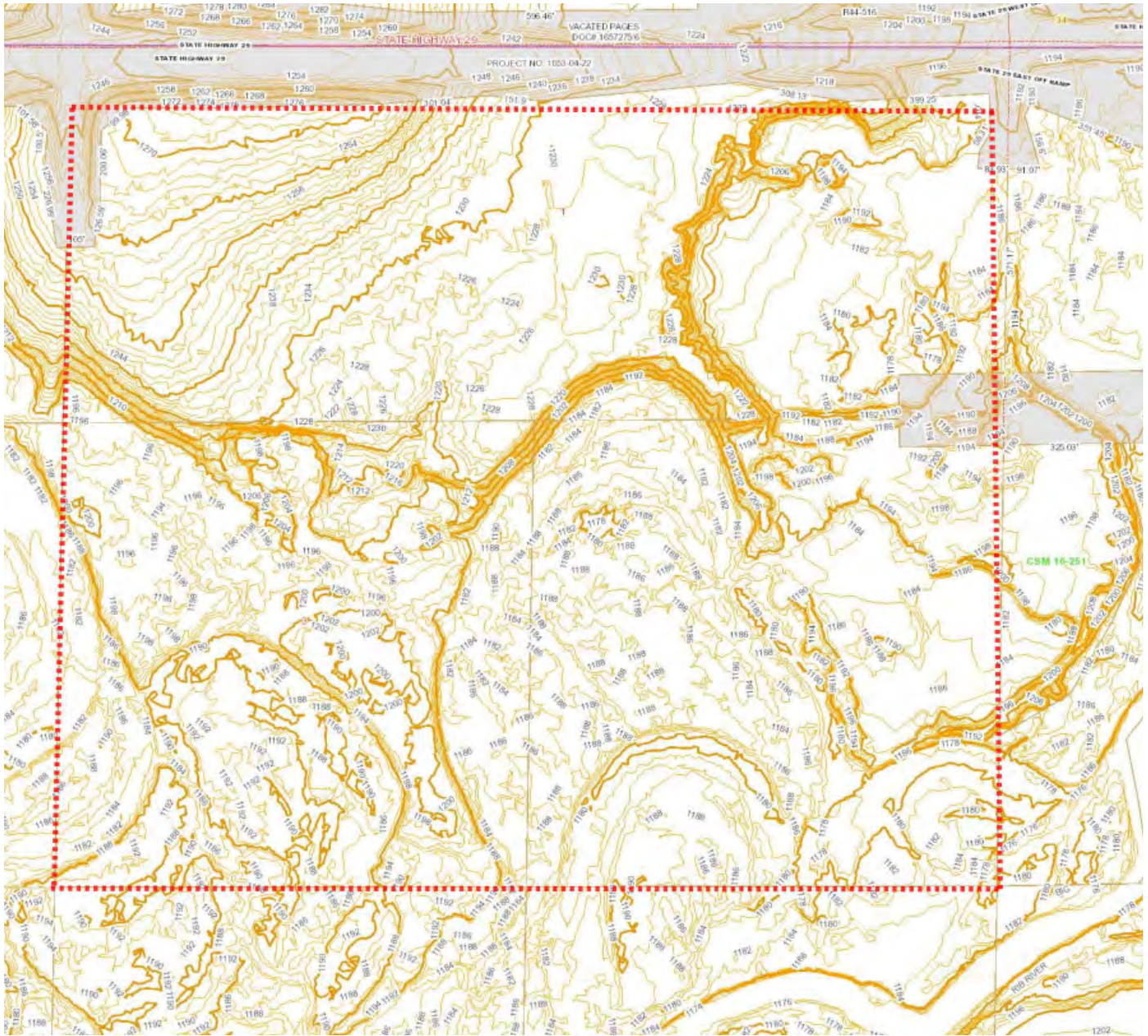




Image 6.5

DNR Wetland Map



Image 6.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 7

SITE SELECTION AND RECOMMENDATIONS

Site Selection Criteria and Matrix

In addition to the top-level criteria that was used to narrow the initial 14 sites down to 4 the following criteria was used to narrow the remaining 4 sites to the one best option for the County. A selection matrix was used to rank the remaining 4 sites.

Site Selection Criteria 4 – Expansion Area – Space on the site for expansion of the main building footprint and site functions including potential operation changes in the future.

Site Selection Criteria 5 – Access Road Capacity – Sufficient to handle heavy truck loads and volume including ease of making curb cuts and acceleration and deceleration lanes. Also included in this criteria is the amount of site frontage for the preferred multiple vehicle access points onto and off of the site.

Site Selection Criteria 6 – Cost to Purchase – Including demolition and environmental clean-up costs.

Site Selection Criteria 7 – Costs of Infrastructure improvements including utilities and the net effect of potential cost sharing.

Site Selection Criteria 8 – Economic Development Impact – The ability for the chosen location and development to spur other similar industrial development in a specific corridor.

Site Selection Criteria 9 – Land use compatibility – The buildings ability to fit into the land use plan that the City of Wausau has developed for the selected site.

Site Selection Criteria 10 – Existing zoning conformance – the buildings ability to fit into the existing zoning regulations for the selected site.

Site Selection Criteria 11 – Wetlands.

Site Selection Criteria 12 – Drainage and stormwater management issues – assessment of the existing site size, topography, and existing or future need for stormwater retention areas.

Based on the Site Selection Criteria, each of the four sites will be numerically evaluated in a matrix and will be assigned a value related to suitability for the new Highway Department Garage. Key site selection criteria will be appropriately weighted. The chart shown on the following page indicates how each site ranked.

Site Selection Matrix

| | Criteria Weighting Factor | Candidate Site 1 | | Candidate Site 1B | | Candidate Site 2 | | Candidate Site 6 | |
|--|---------------------------|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|---------------------|-----------------|
| | | Non-Weighted Rating | Weighted Rating | Non-Weighted Rating | Weighted Rating | Non-Weighted Rating | Weighted Rating | Non-Weighted Rating | Weighted Rating |
| Criteria 1 Distance to Hwy 51 & Hwy 29 Access Ramps | 1.5 | 4.0 | 6.0 | 4.0 | 6.0 | 3.0 | 4.5 | 4.0 | 6.0 |
| Criteria 2 Sufficient Site Size | 1.5 | 4.0 | 6.0 | 4.0 | 6.0 | 3.0 | 4.5 | 5.0 | 7.5 |
| Criteria 3 Reasonable Site Development Costs | 1.5 | 4.0 | 6.0 | 4.0 | 6.0 | 3.0 | 4.5 | 2.0 | 3.0 |
| Criteria 4 Adequate Area for Expansion | 1.4 | 3.0 | 4.2 | 4.0 | 5.6 | 3.0 | 4.2 | 5.0 | 7.0 |
| Criteria 5 Access Road Capacity | 1.4 | 5.0 | 7.0 | 5.0 | 7.0 | 3.0 | 4.2 | 4.0 | 5.6 |
| Criteria 6 Cost to Purchase | 1.2 | 4.0 | 4.8 | 4.0 | 4.8 | 3.0 | 3.6 | 3.0 | 3.6 |
| Criteria 7 Infrastructure Improvement Costs | 1.3 | 4.0 | 5.2 | 4.0 | 5.2 | 3.0 | 3.9 | 2.0 | 2.6 |
| Criteria 8 Economic Development Impact | 1.2 | 5.0 | 6.0 | 5.0 | 6.0 | 4.0 | 4.8 | 2.0 | 2.4 |
| Criteria 9 Land Use Compatibility | 1.2 | 4.0 | 4.8 | 4.0 | 4.8 | 3.0 | 3.6 | 2.0 | 2.4 |
| Criteria 10 Existing Zoning Conformance | 1.0 | 4.0 | 4.0 | 4.0 | 4.0 | 3.0 | 3.0 | 2.0 | 2.0 |
| Criteria 11 Wetlands | 1.2 | 4.0 | 4.8 | 4.0 | 4.8 | 3.0 | 3.6 | 2.0 | 2.4 |
| Criteria 12 Drainage and Stormwater Management | 1.0 | 4.0 | 4.0 | 4.0 | 4.0 | 3.0 | 3.0 | 2.0 | 2.0 |
| Total Ranking | | 49.0 | 62.8 | 50.0 | 64.2 | 37.0 | 47.4 | 35.0 | 46.5 |

Image 6.11

Recommendations

In this study Barrientos Design and Consulting has identified four options for new sites and has narrowed the initial list of 14 sites for a new Multi-Department Facility to four sites which appear to be the best fit for the County. For the purpose of this recommendation we will on be looking at the following four sites.

SITE #1

The Witter Farm north section has the primary merits of being close to the Highway 51/29 intersection, having a large relatively flat terrain that is readily developable, being close to the City of Wausau for annexation and utility extensions, roadway access on three sides with one road being of County highway grade, few surrounding developments that may conflict with a Garage operation and adjacent undeveloped land for development.

The drawbacks to this site are that the County will have to overbuy land to meet the 40 acres needed for the Yard operations and that the price per acre will likely be higher as there are operating farm structures.

For these reasons, Site 1 is our second highest recommended site.

SITE #1B

The Witter Farm south section has the primary merits equal to Site 1: relative flat terrain, proximity to Highway 51/29 intersection, close to the Wausau for services and annexation, roadway access on three sides with one being a County highway, few surrounding developments and adjacent land for future expansions. There are three residential structures on the northern edge along County Highway U but these structures are of low economic value.

For these reasons, Site 1B is highest recommended site.

SITE #2

These two parcels along Stettin Drive have the primary benefits of being sufficiently large enough to layout the Yard with room for expansion, being relatively close to the Highway 51/29 intersection, and being close to the City of Wausau for annexation and utility services.

The drawbacks to Site 2 are that the topography is very rolling with a knoll right in the middle of the parcels and this will require a significant amount of cut and fill to level off the site. Further, any access road from Stettin Drive will require a driveway that rises up around 20' to reach the complex. Other drawbacks include: there is access to only one road, Stettin Drive is not a heavy duty roadway and the Highway trucks may settle the pavement, the existing land use is agricultural with a mix of higher-end residential.

Site 2 is our third ranked site

SITE #6

The parcels owned by County Material offer a large area of land development along with these development benefits: the land may be offered at a low cost (speculative); there would be room for expansion or the addition of other County facilities; the drive time to the Highway 51/29 intersection is moderate; it is a short drive to the Highway 29 access ramp, the site is isolated so there are no competing land uses.

The main drawbacks to Site 6 are; there are piles of fill and excavated holes that are located where the main Garage buildings would be located and these piles are not engineered fill, the site has plenty of elevation changes which will require extensive cut and filling, there are wetland and floodplains nearby on the southern edge of property, it is unknown if County Materials would sell only portions of the entire property, the extension of utilities would likely come from Marathon City, and finally, the City/County Parks Department would likely not relocate to Marathon City.

Site 6 is our fourth ranked site.

Recommended Action & Next Steps

With our recommendation of developing on Site #1B, we advise the County to move on the following issues:

- Approach the property owners to review purchasing potential.
- Meet with the City to determine the costs of extending Water and Sewer services. Determine if the County will have to pay for the full portion of the improvements. Identify the likely time required for implementing the services.
- Assess the pavement condition of Roads and if it has a poor rating for heavy trucks, determine the costs to improve the road. Also include the costs of additional lanes for turning, acceleration and de-acceleration.
- Procure a full survey of the selected property including: property lines, easements and covenants, topography, utilities, roadways and any structures.
- Explore soils conditions through County available GIS maps. If negotiations proceed further, conduct an exploratory soils boring program to determine composition, bearing capacity and water table height.
- Determine costs of connecting other utilities: power, gas, telecommunications.
- Meet with the City of Wausau to gain approval for Annexation of parcel. Identify approval process and timeline.
- Meet with the Municipality to review any land use, zoning and traffic issues that may arise from this development. Identify required submittals and permits along with their timelines.
- Once this site information is obtained, develop a Design Development building plan and site plan to verify that the design program is for each department adequately met.
- Develop cost estimate of the building and site.
- Conduct preliminary review meetings with the local planning authorities for concurrence on the land use, density, building design, traffic impact and utility capacity.

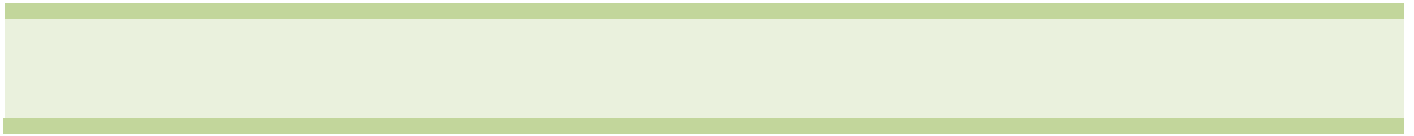
These items could be addressed in a due diligence report and a design development effort. A due diligence report would be completed on the one preferred site and we would conduct some preliminary engineering and in depth analysis of all site components prior to the County purchasing the site. The Design Development effort would take place after the property has been purchased and include plan development and preliminary engineering of the building and site by an engineering team.

HRFC TIMETABLE 2020 DRAFT

| PRIORITY | AGENDA ITEM DATE | SUBJECT | WHO | IN PROGR ESS | DUE DATE |
|----------|---------------------|--|-----------------------------|--------------------|-------------|
| 1 | January 2020 | Discuss 2020 Debt Financing 2020 CIP, NCHC Youth Hospital, CBRF | FCM/Finance | | 2/2020 |
| 1 | February 2020 | Discussion on Long Term Capital Planning Initial Resolution for 2020 CIP Projects/NCHC construction | FCM/Finance | | 2/2020 |
| POLICY | March 2020 | New/Expended Position Requests | ER/HRFC | | 4/1/2020 |
| 2 | April 2020 | Setting 2021 Budget Priorities Review Financial policies and County Levy Limits | COA/ER/FIN/FC M/HRFC | | 6/1/2020 |
| POLICY | May 2020 | Reclassifications/New Positions | ER | | 7/1/2020 |
| POLICY | June 2020 | Meet with other committee in regards to the County Strategic Plan | Various | | 6/30/2020 |
| 3 | July 2020 | 5 Year Financial Plan Complete Long Term Capital Plan and time table | COA/FIN/CIP/FC M/ER | | 9/30/2020 |
| 5 | July 2020 | Review the 2019 CAFR | FIN/HRFC | | 7/30/2020 |
| POLICY | August 2020 | New/Expended Position Requests | ER/HRFC | | 9/1/2020 |
| 4 | September 2020 | Approve the 2021 CIP Project to incorporate in the 2020 budget | FCM/COA/CIP/H RFC | | 9/30/2020 |
| POLICY | October 2020 | Joint Finance Committee Meeting with Portage County-2021 CWA budget | CWA/FIN/HRFC/ Portage Co | | 10/10/2020 |
| STATUTE | October 2020 | 2021 Budget | COA/FIN | | 10/22/2020 |
| 6 | December 2020 | Year end follow up-Budget recap | COA/FIN | | 12/31/2020 |

Look at prioritization of HRFC issues and adjust timetable accordingly

To do list



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NOTES

**MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETINGS
2020 SCHEDULE**



| | | |
|----------------------|---------|---|
| MONDAY, JANUARY 13 | 3:00 PM | EMPLOYEE RESOURCES CONFERENCE ROOM |
| MONDAY, JANUARY 27 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, FEBRUARY 10 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, FEBRUARY 24 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, MARCH 2 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, MARCH 23 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, APRIL 6 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, APRIL 27 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, MAY 11 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, JUNE 1 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, JUNE 15 | 3:00 PM | EMPLOYEE RESOURCES CONFERENCE ROOM |
| MONDAY, JULY 6 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, JULY 20 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, AUGUST 10 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, AUGUST 31 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, SEPTEMBER 21 | 3:00 PM | CWA CONFERENCE RM B – UPPER LEVEL MARATHON COUNTY HRFC MEETING |
| | 5:00 PM | JOINT PORTAGE/MARATHON CO AIRPORT |
| MONDAY, OCTOBER 12 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, OCTOBER 19 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, NOVEMBER 2 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, NOVEMBER 16 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |
| MONDAY, DECEMBER 7 | 3:00 PM | COUNTY BOARD ASSEMBLY ROOM |