



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

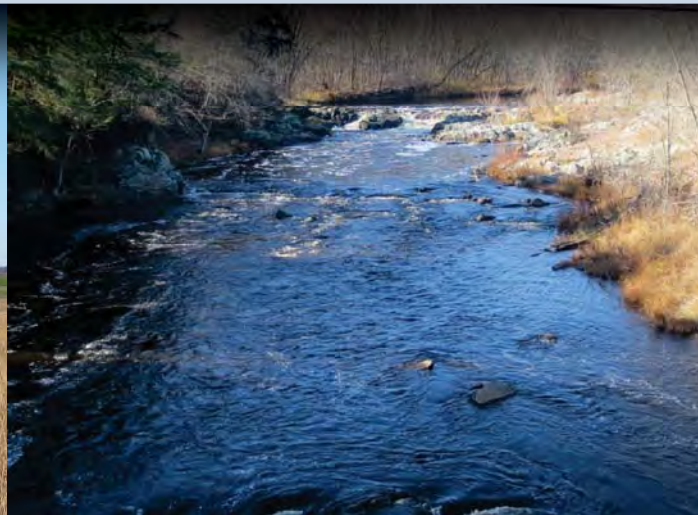
HRFC TIMETABLE 2020 DRAFT

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



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

TRANSFER 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

TRANSFER 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

TRANSER FROM:

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

TRANSER 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
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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

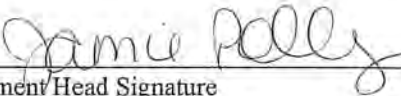
What is the recommendation of the committee of jurisdiction?

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.

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:

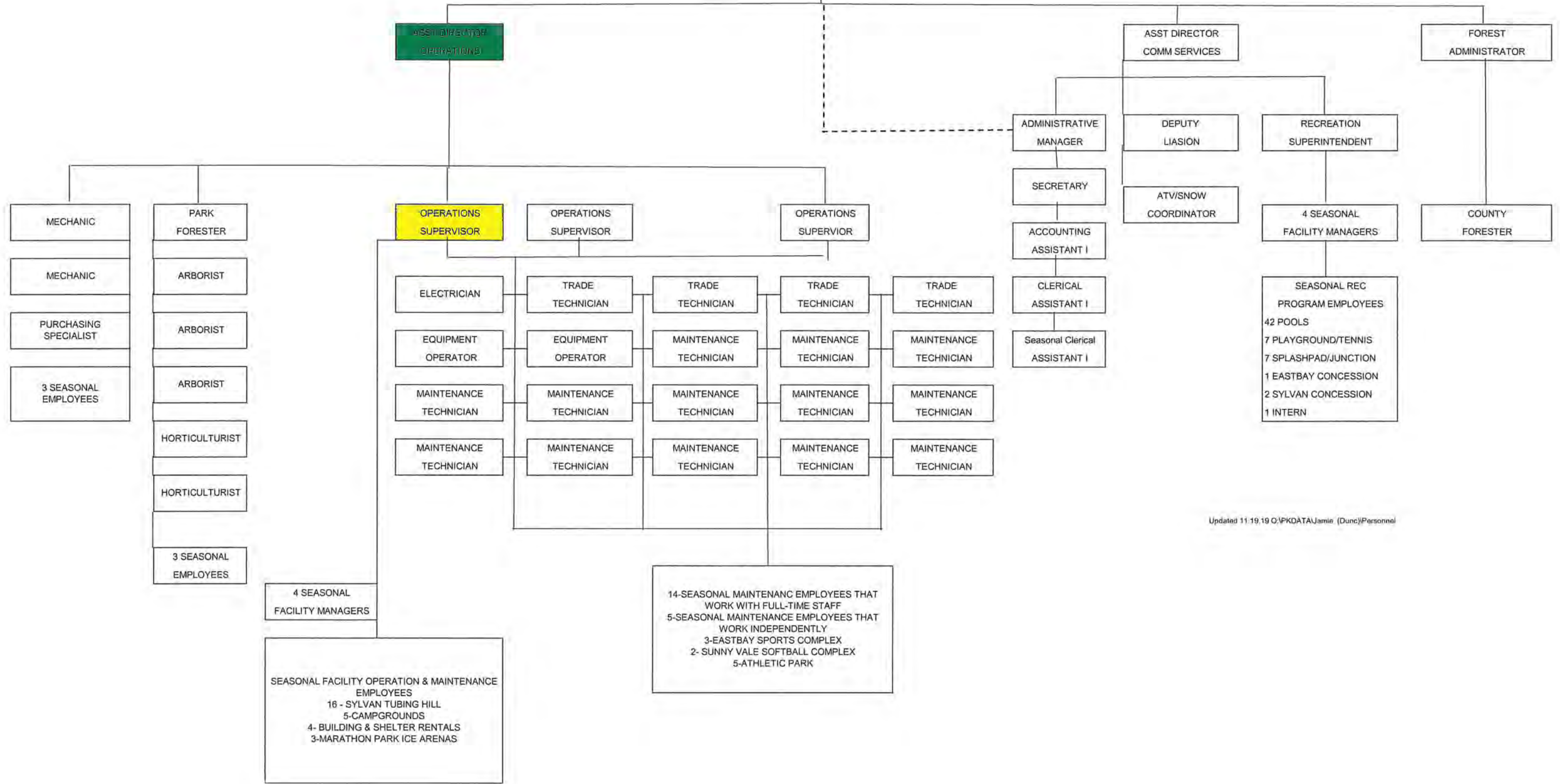
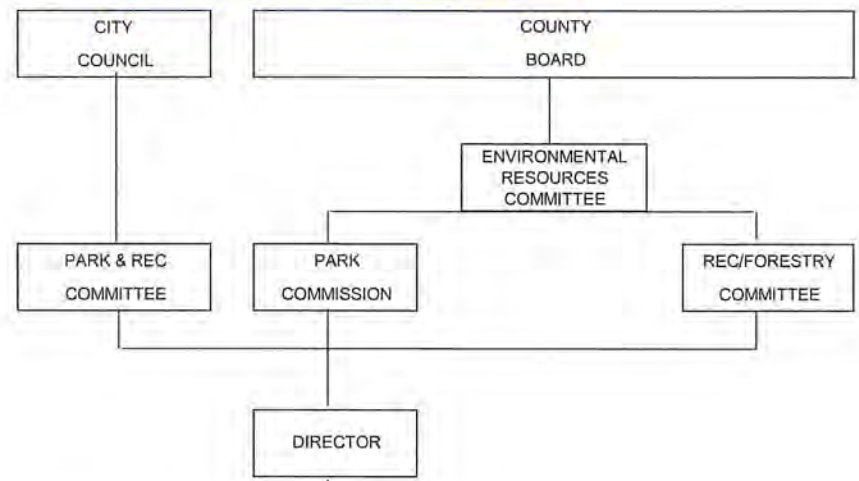
- Knowledge of current methods of operation, maintenance, management and care of park systems and related areas.
- Ability to establish and maintain effective working relationships with staff, other departments, state and local officials, community groups, and the general public.

- 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.

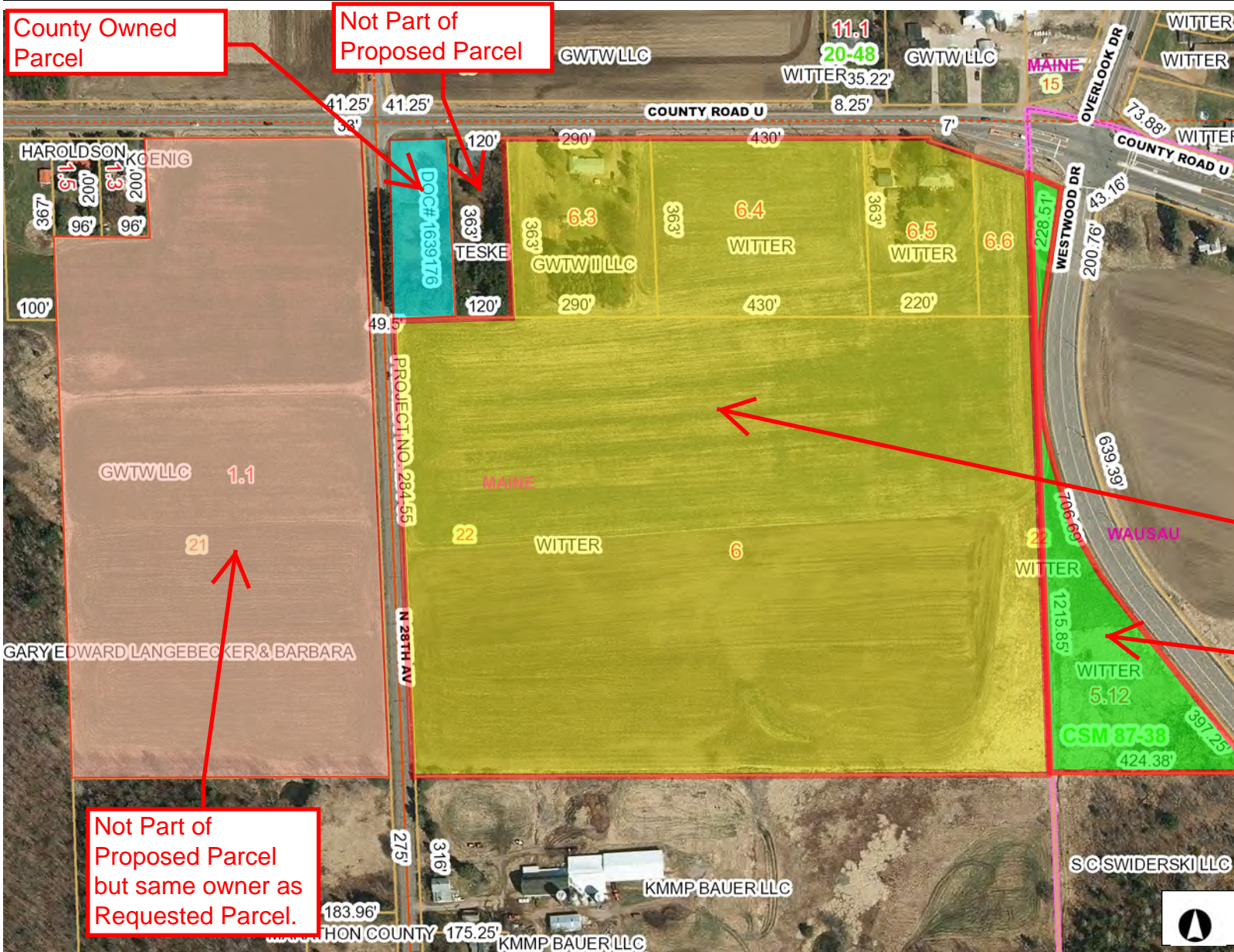
Rev. 11/11/19

DRAFT

2019 Proposed PRF Department Restructure



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



County Owned Parcel

Not Part of Proposed Parcel

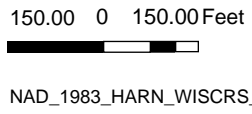
Not Part of Proposed Parcel but same owner as Requested Parcel.

Proposed Parcel in Village of Maine

Proposed Parcel in City of Wausau



- ### Legend
- Parcel Annotations
 - Owner Last Names
 - Parcels
 - Land Hooks
 - Section Lines/Numbers
 - Municipalities
 - 2015 Orthos
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3



DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning. THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

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

1. Executive Summary
2. Study Scope & Methodology
3. Team Participants
4. Existing Building Program Spaces
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
 - b. Optimal Floor Plans – Overall and by Department
7. Conceptual Cost Estimate

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									
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									
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									
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 X' 153 Y'

YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Room Config. X'	Y'
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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%	Gross SF	Occupancy Notes
	X'	Y'				Circulation & Wall Allow.		

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
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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	400	X'	Y'
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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
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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'
	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%		Gross SF	Occupancy Notes
	X'	Y'				Circulation	& Wall Allow.		

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.

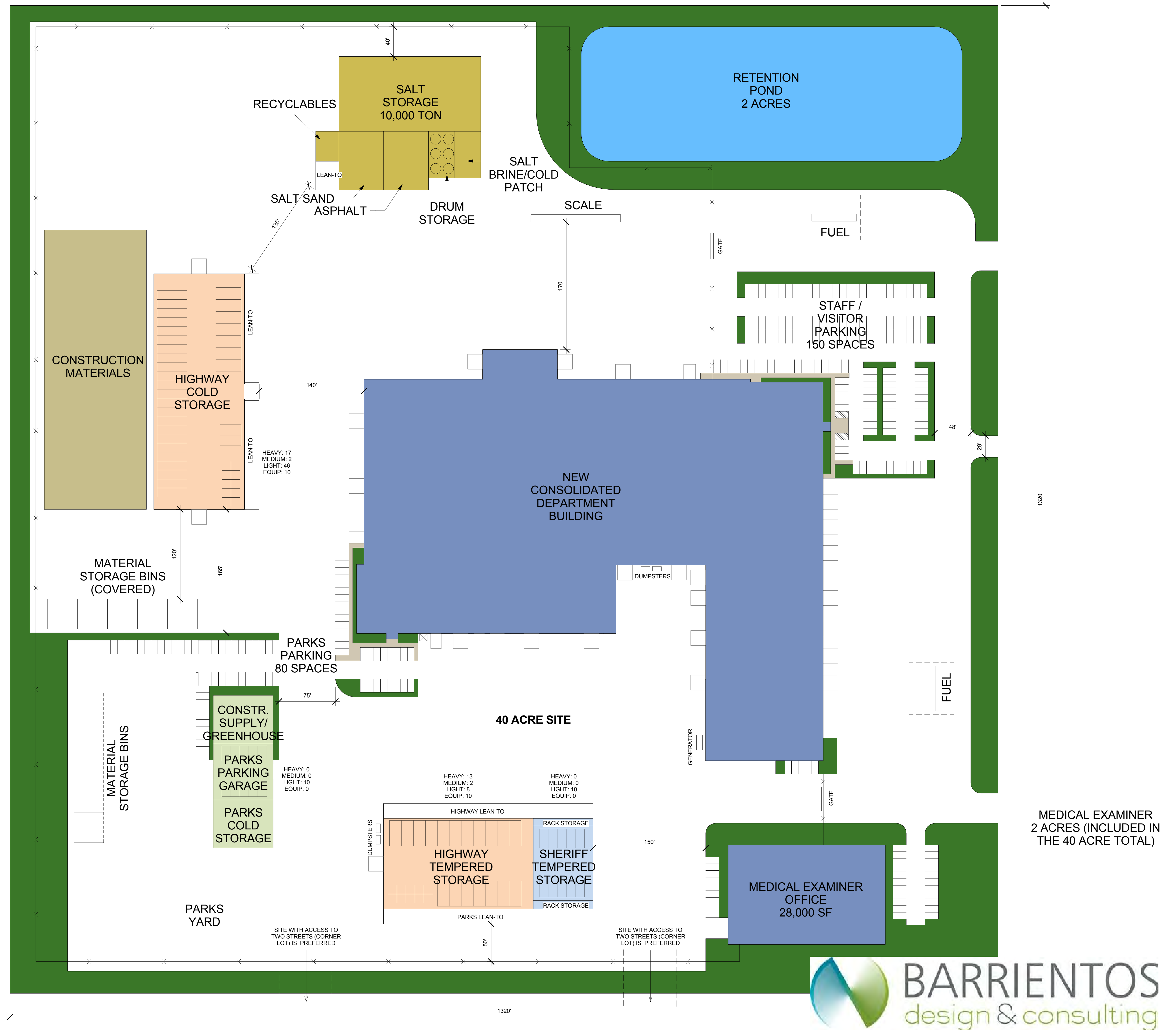
The main shop and administration building is approximately 215,000 ground square feet taking up nearly 5 acres of the site. Additional cold and tempered storage buildings for the Highway, Parks, and Sheriff are located adjacent to their departments in the Main building.

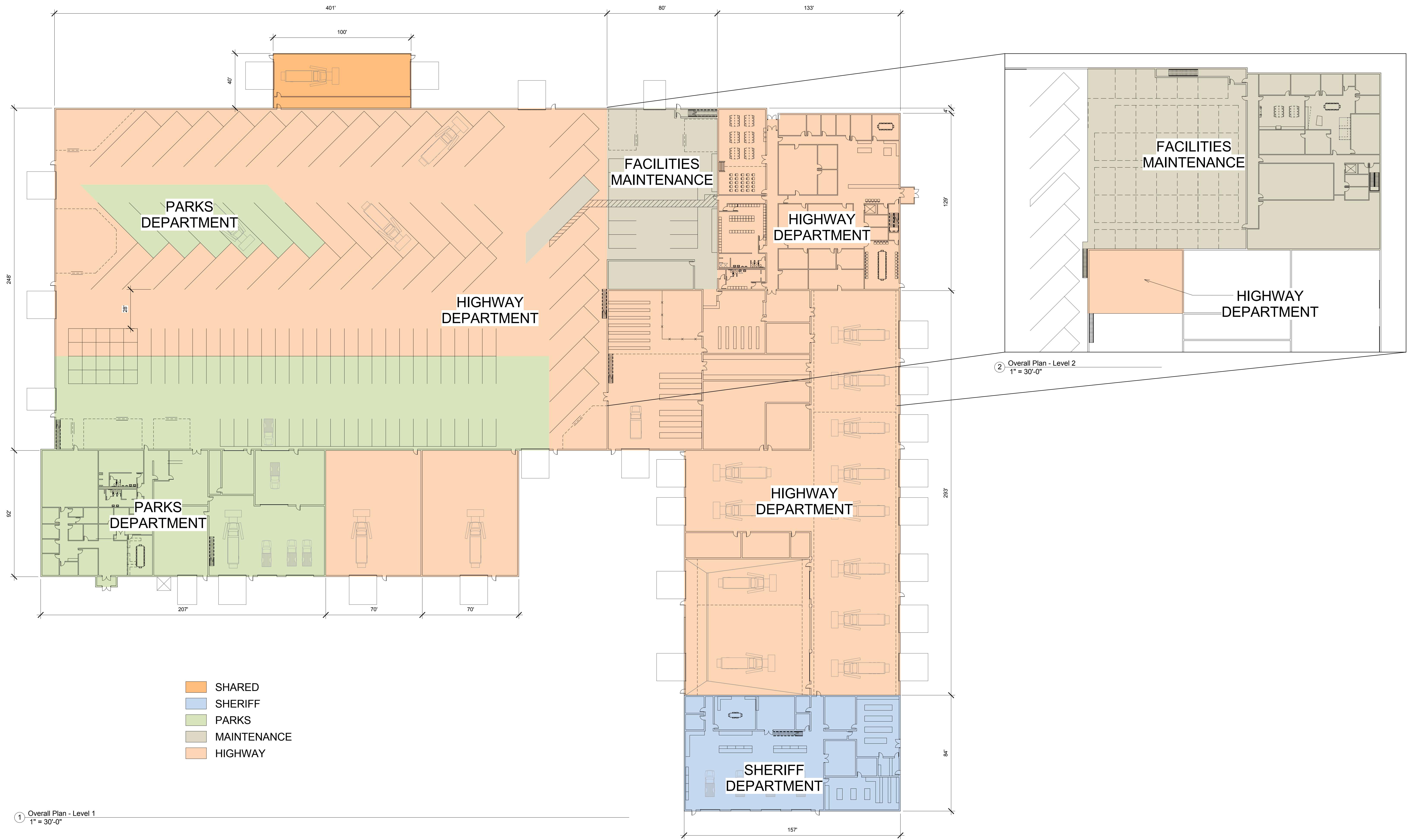
Site material storage, fueling stations and perimeter fencing are all also accounted for and located on the site.

Marathon County Optimal Area Plan

10/18/16

① Site Plan
1" = 60'-0"



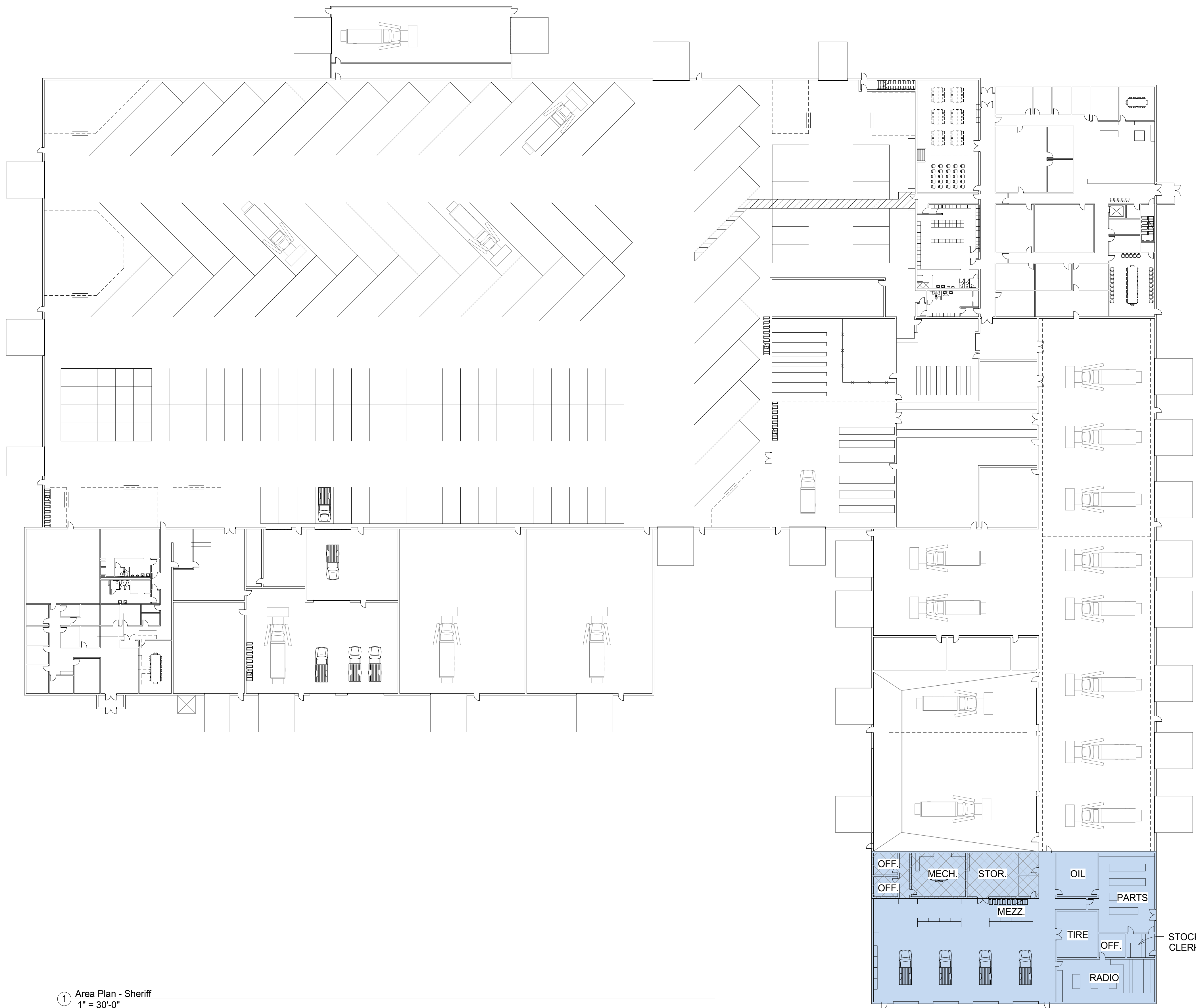


① Overall Plan - Level 1
1" = 30'-0"

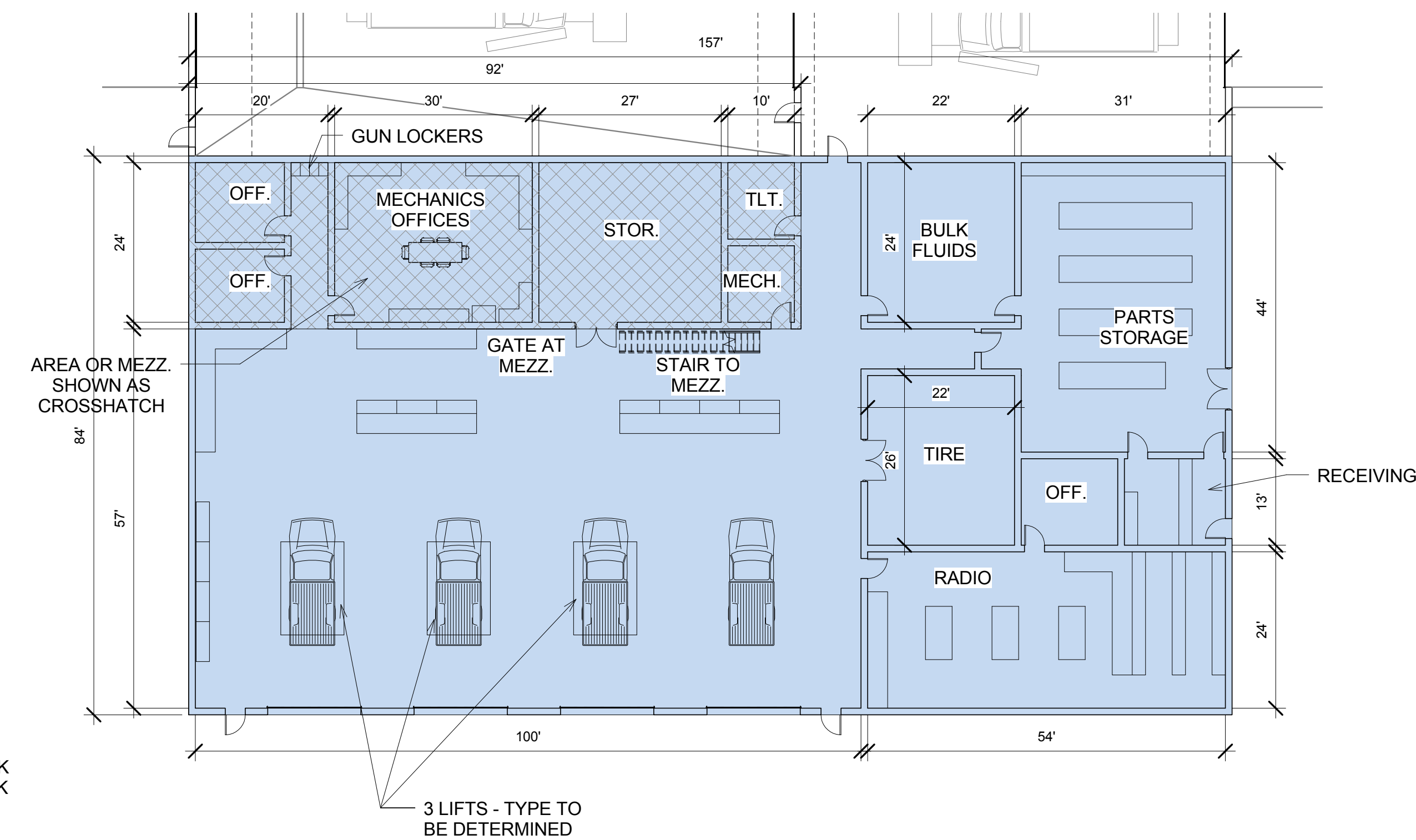
② Overall Plan - Level 2
1" = 30'-0"

Marathon County Optimal Area Plan

10/18/16



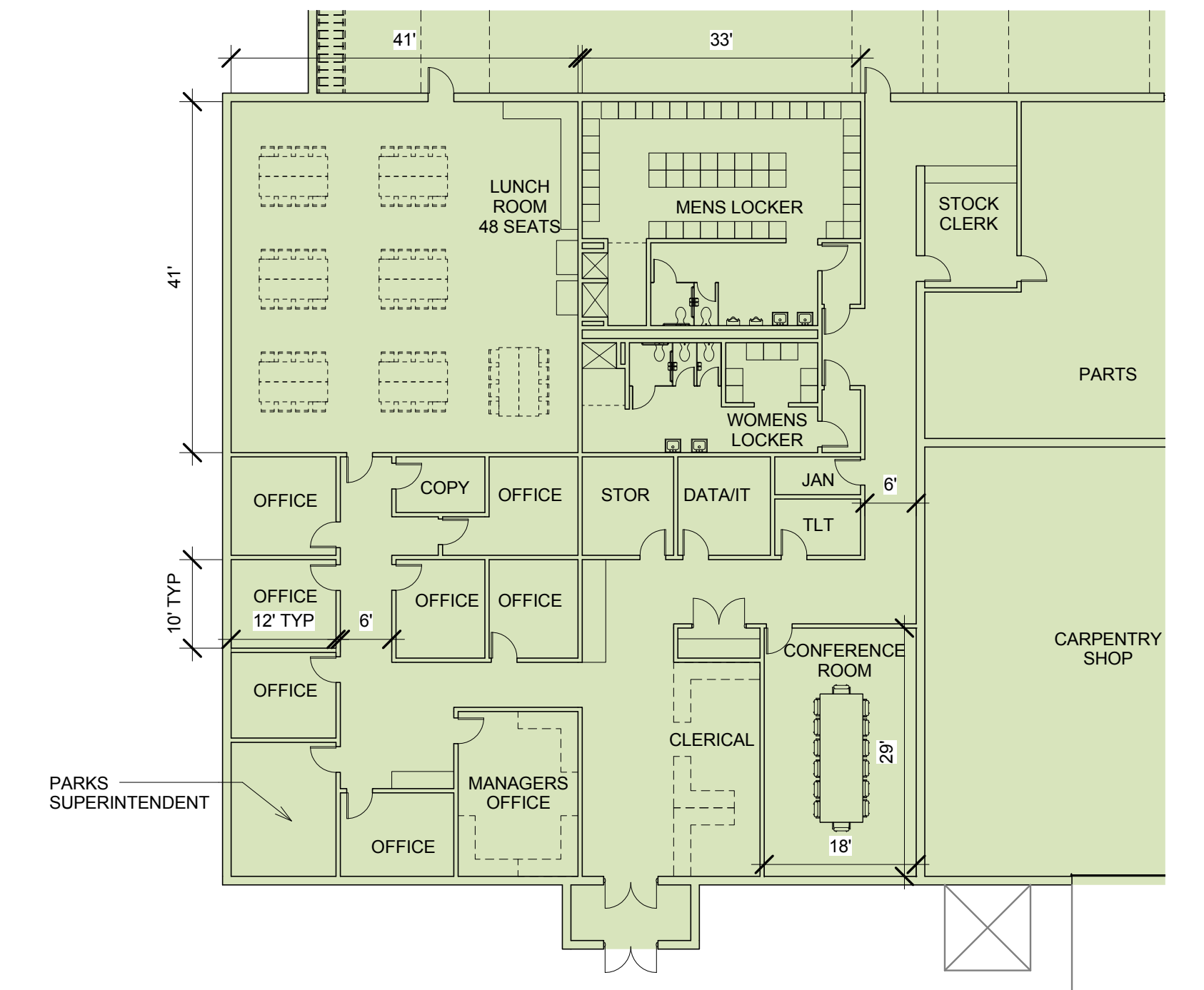
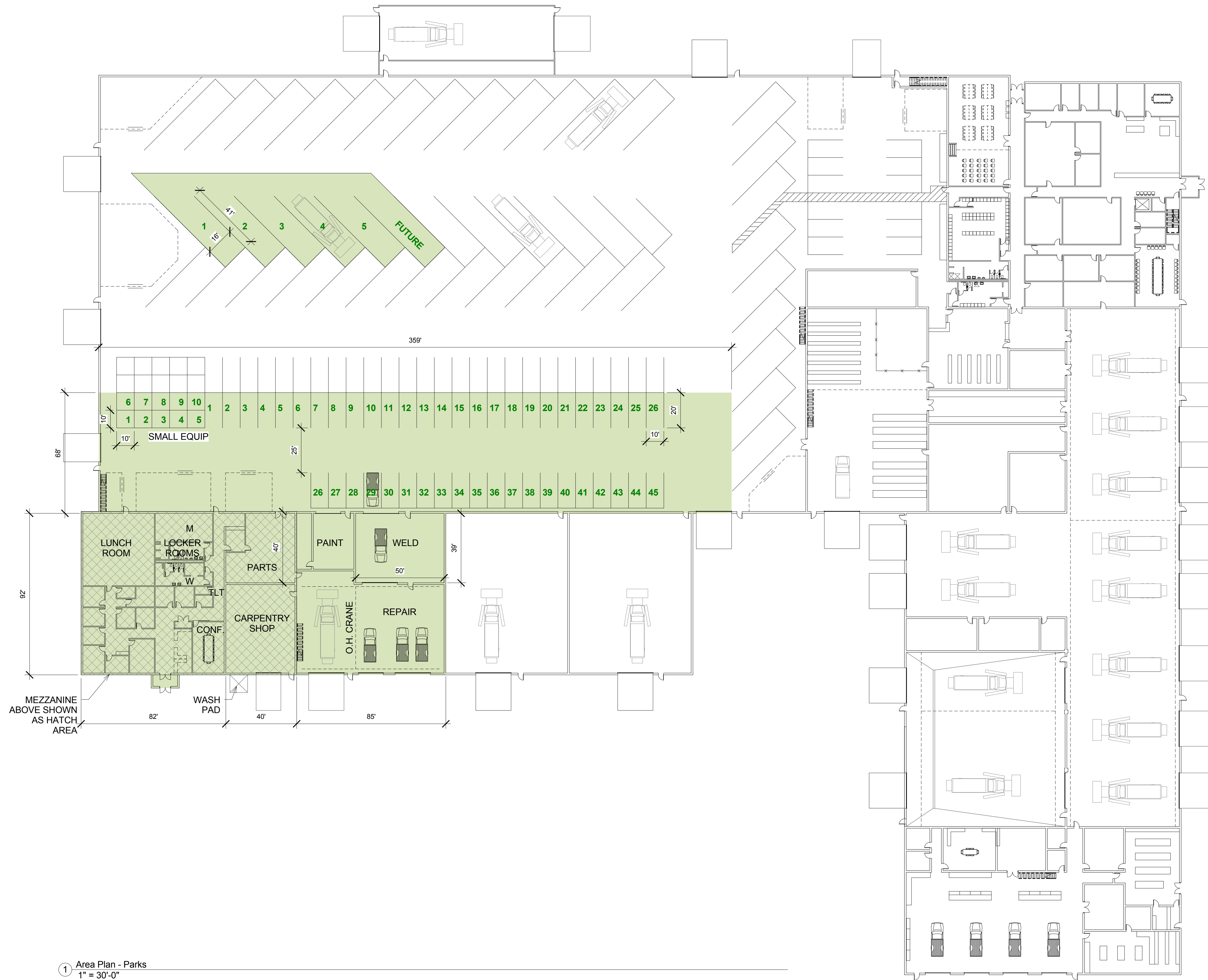
① Area Plan - Sheriff
1" = 30'-0"



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

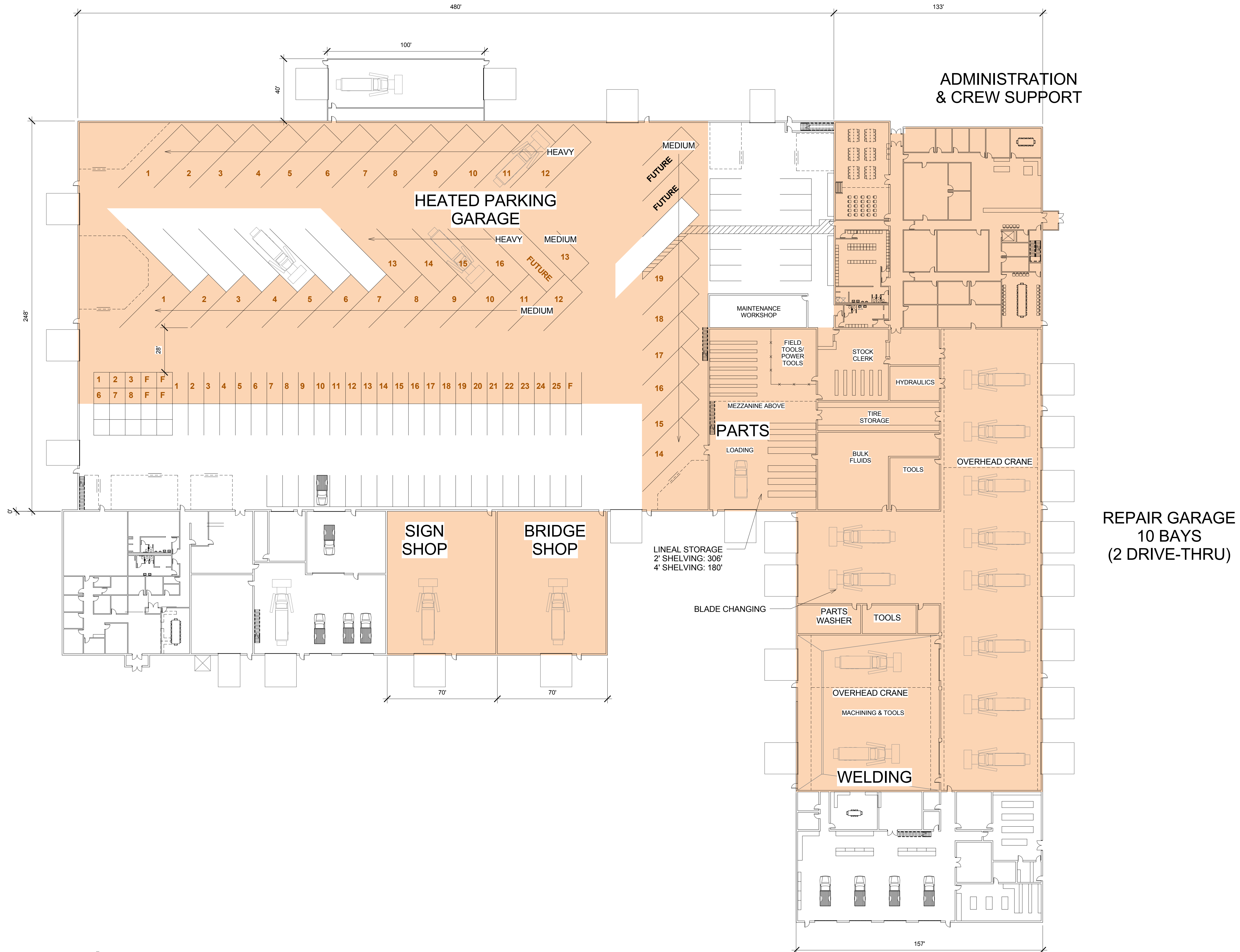
Marathon County Optimal Area Plan

10/18/16



Marathon County Optimal Area Plan

10/18/16



Marathon County Optimal Area Plan

10/18/16

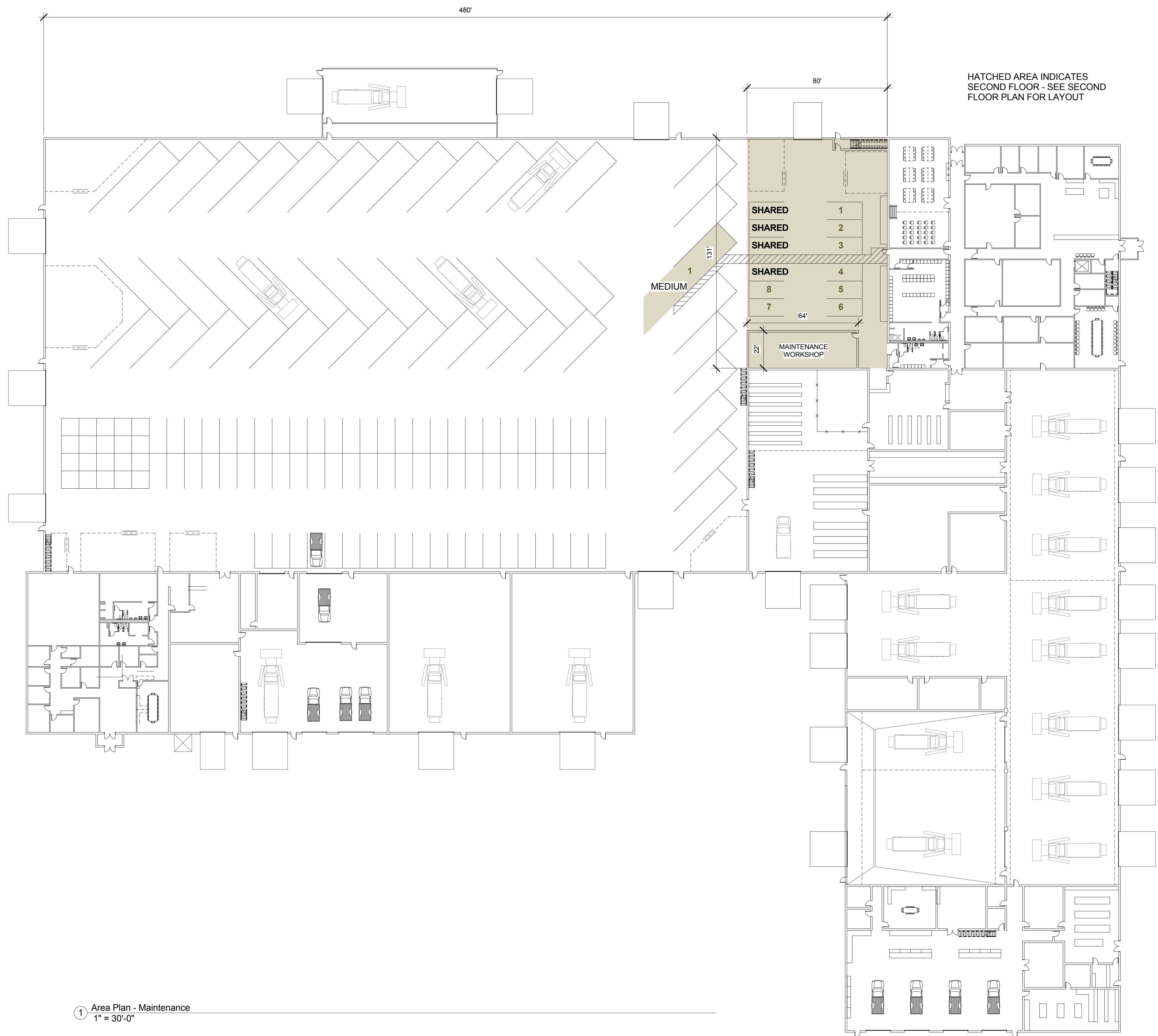


① Highway Department - Crew & Administration
 1/8" = 1'-0"

Marathon County Optimal Area Plan

10/18/16

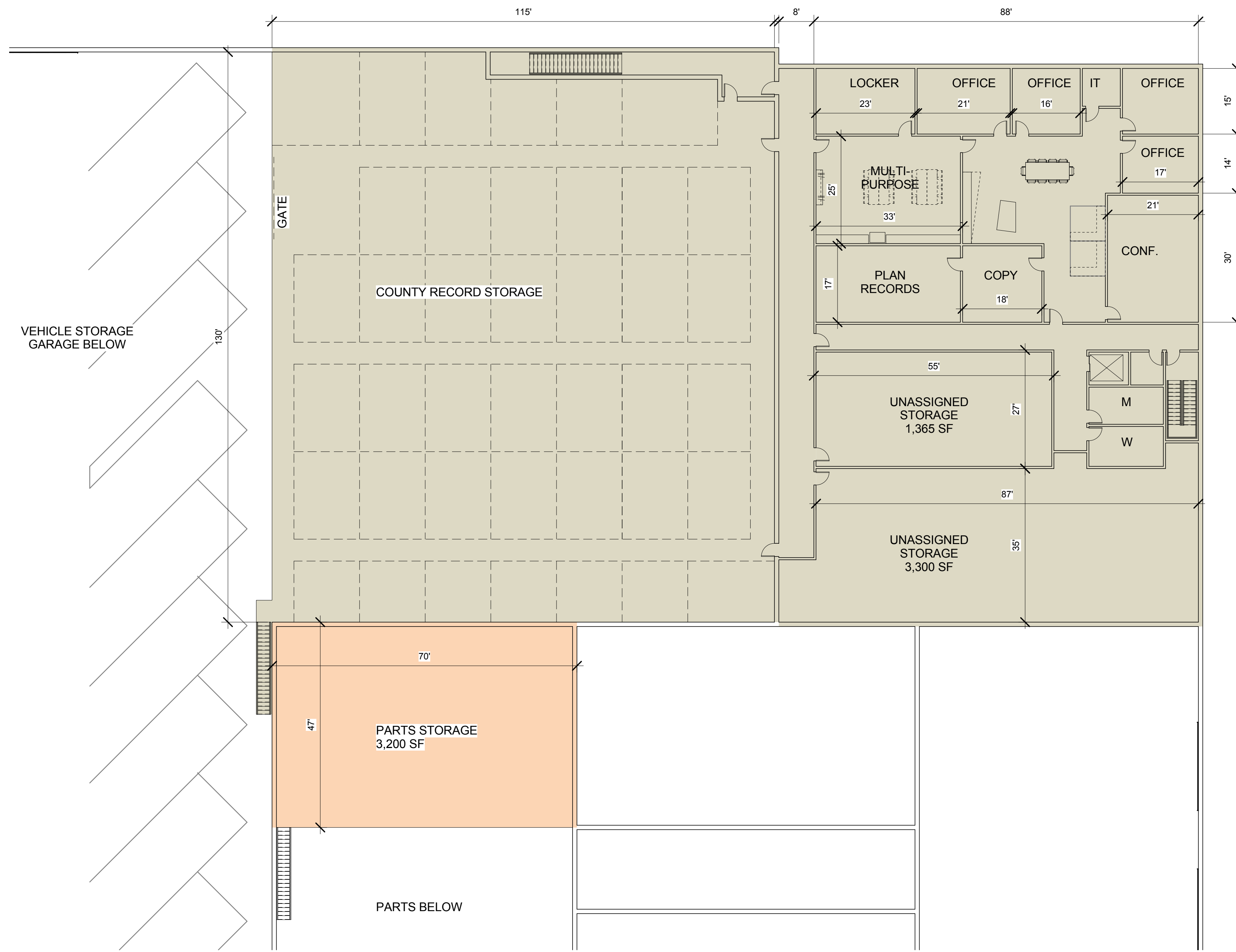




① Area Plan - Maintenance
1" = 30'-0"

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

Introduction

Section 1 - Executive SummaryPage 5

Section 2 - Creation of ShortlistPage 6

Section 3 - Site #1Page 11

Section 4 - Site #1BPage 17

Section 5 - Site #2Page 23

Section 6 - Site #6Page 29

Section 7 - Site Selection and RecommendationsPage 35

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.

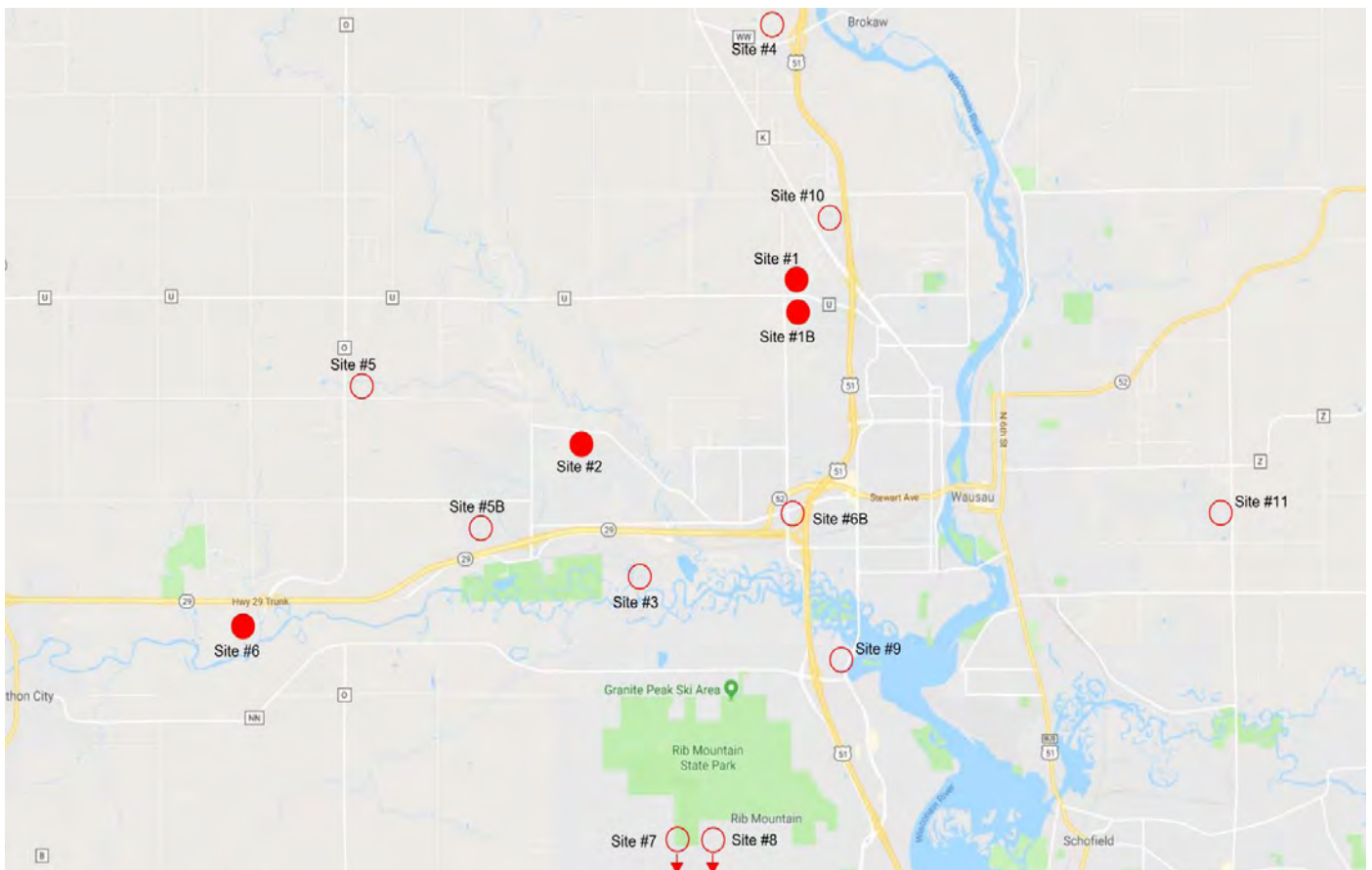


Image 2.1

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.

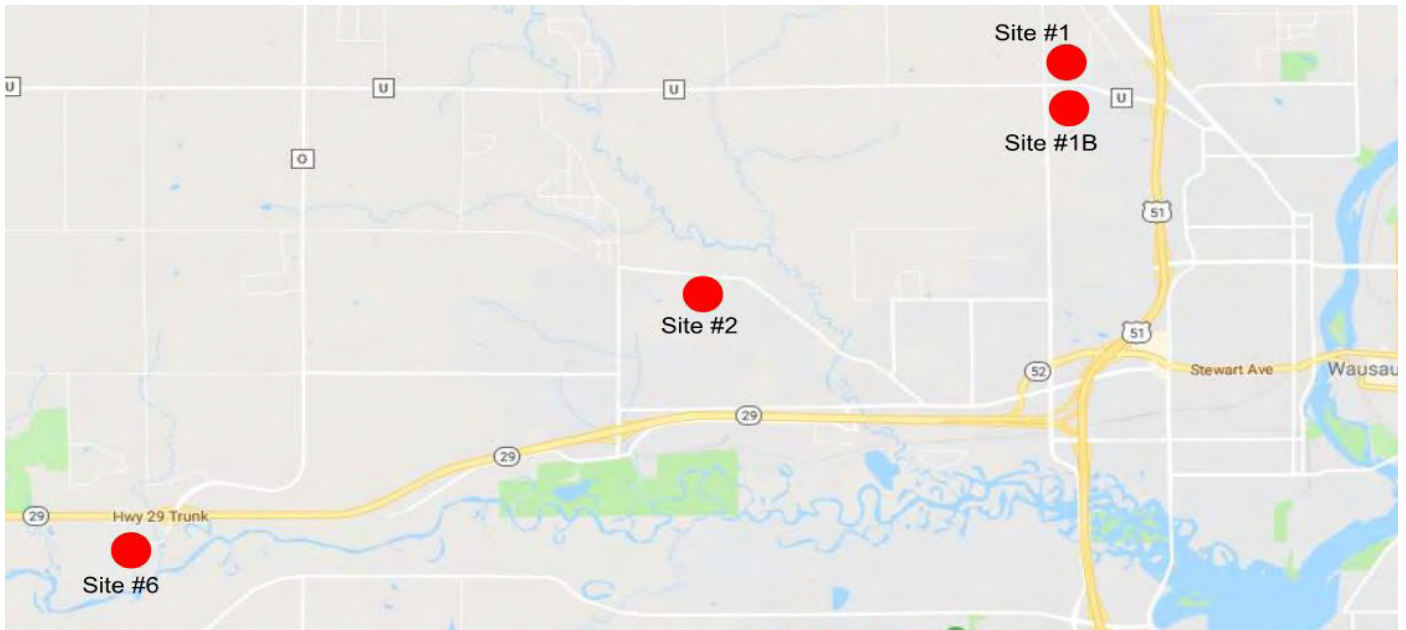


Image 2.3

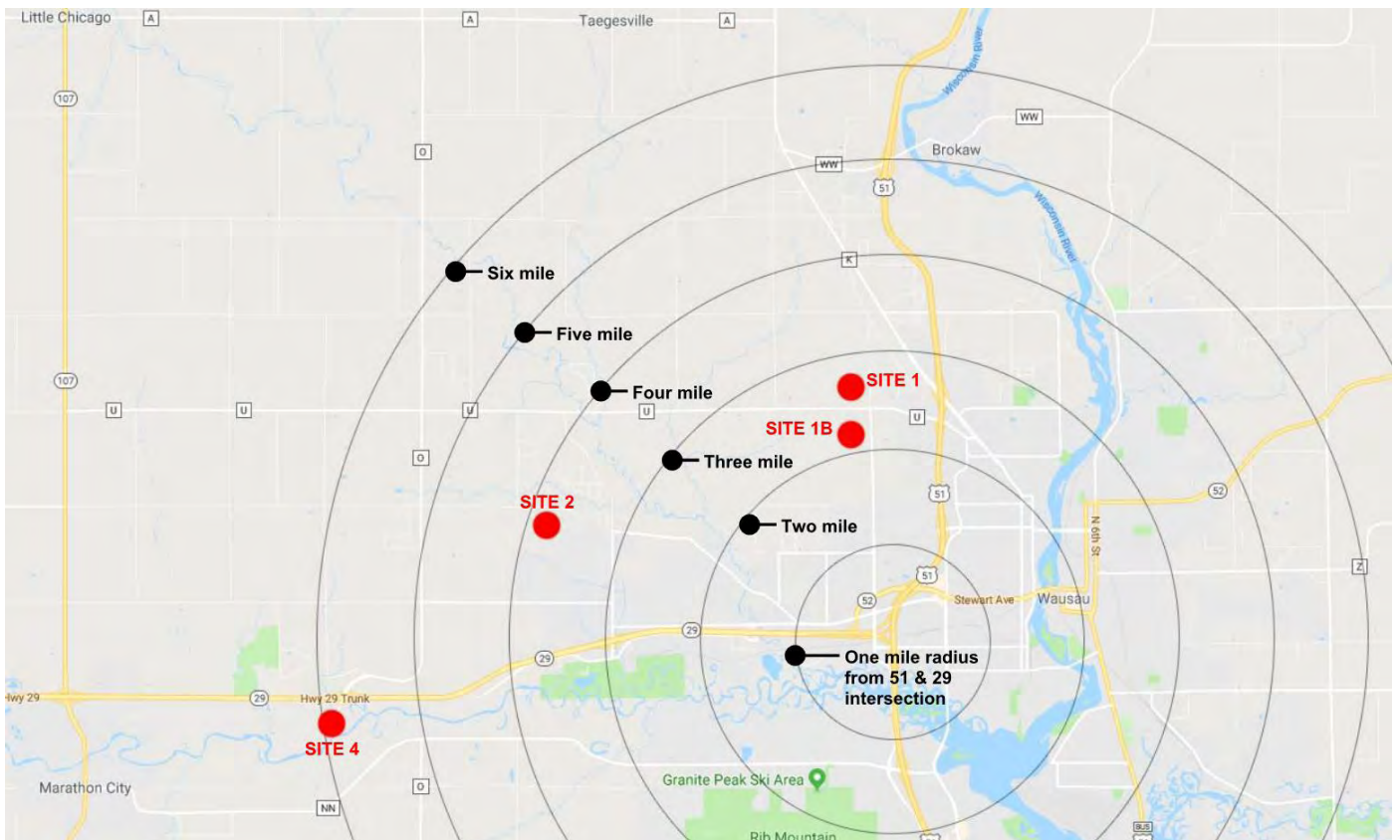


Image 2.4

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.

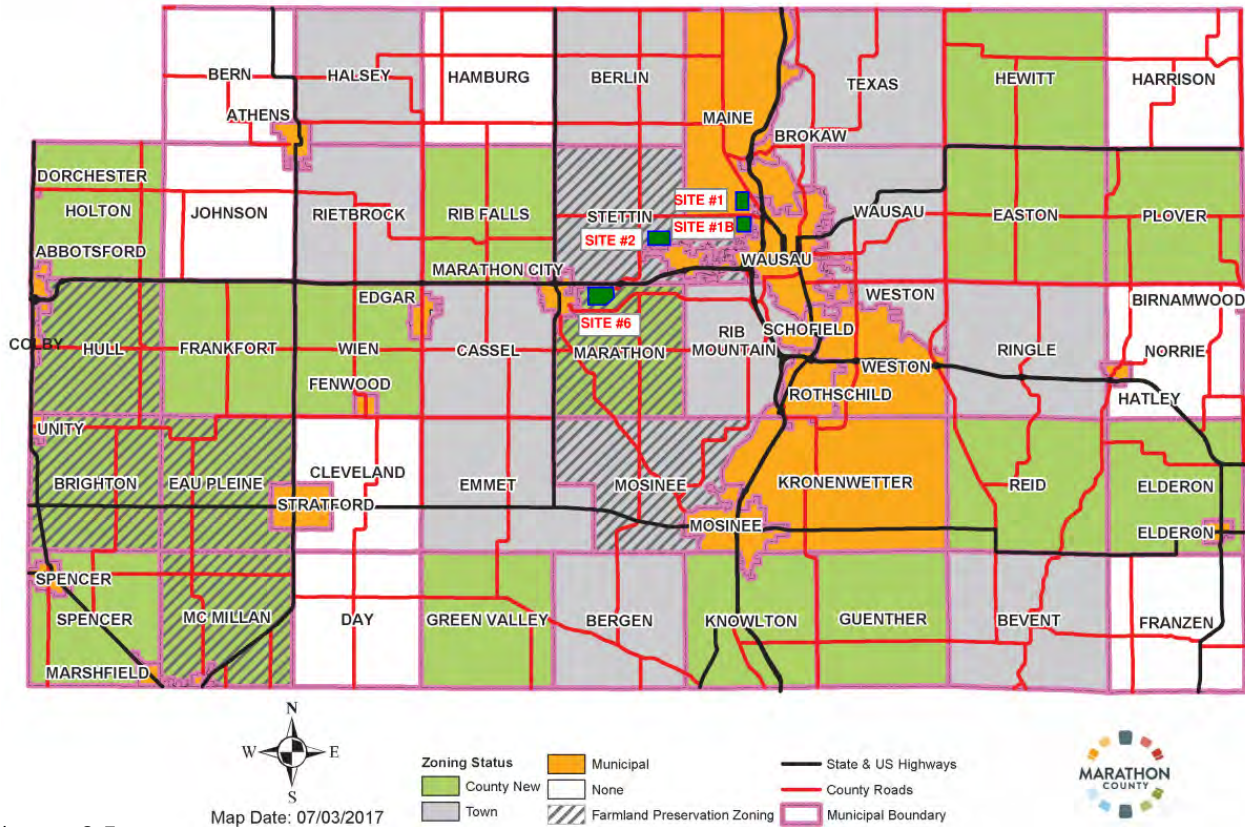


Image 2.5

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.

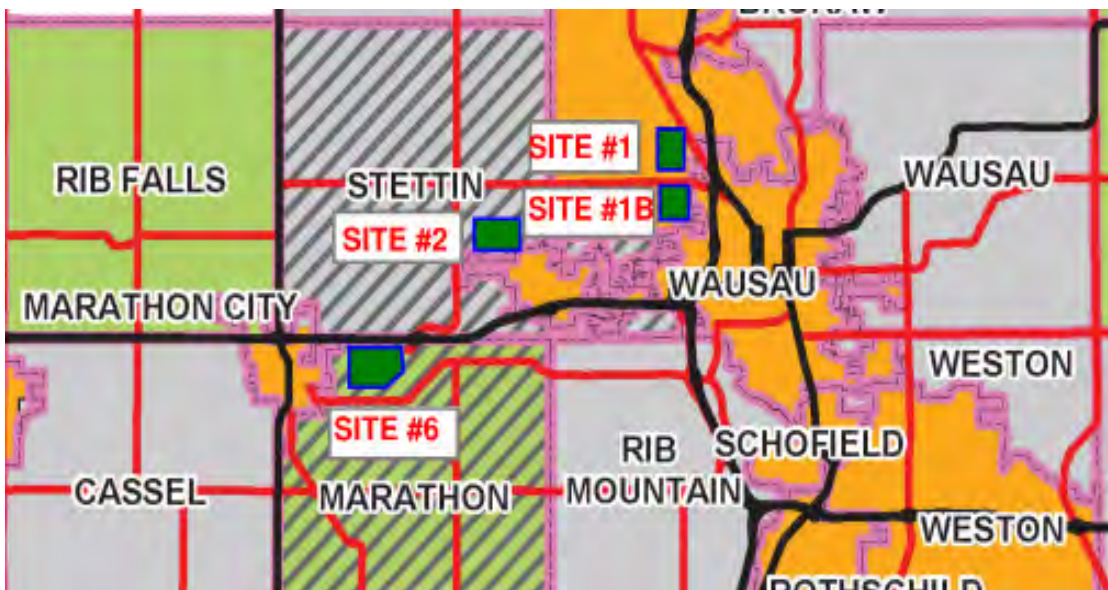


Image 2.6

Existing Land Use Planning Map with New Site Locations

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

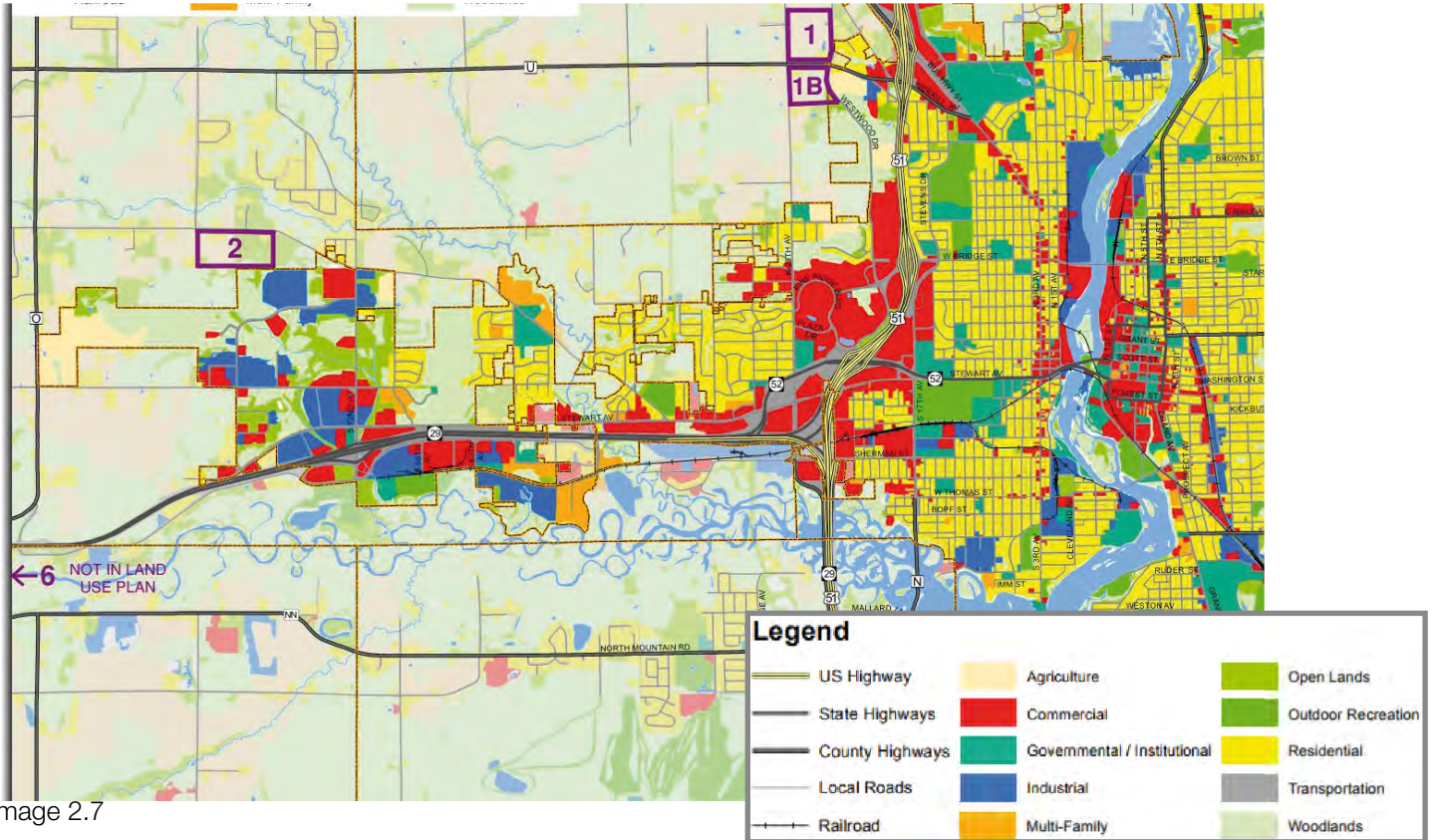


Image 2.7

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

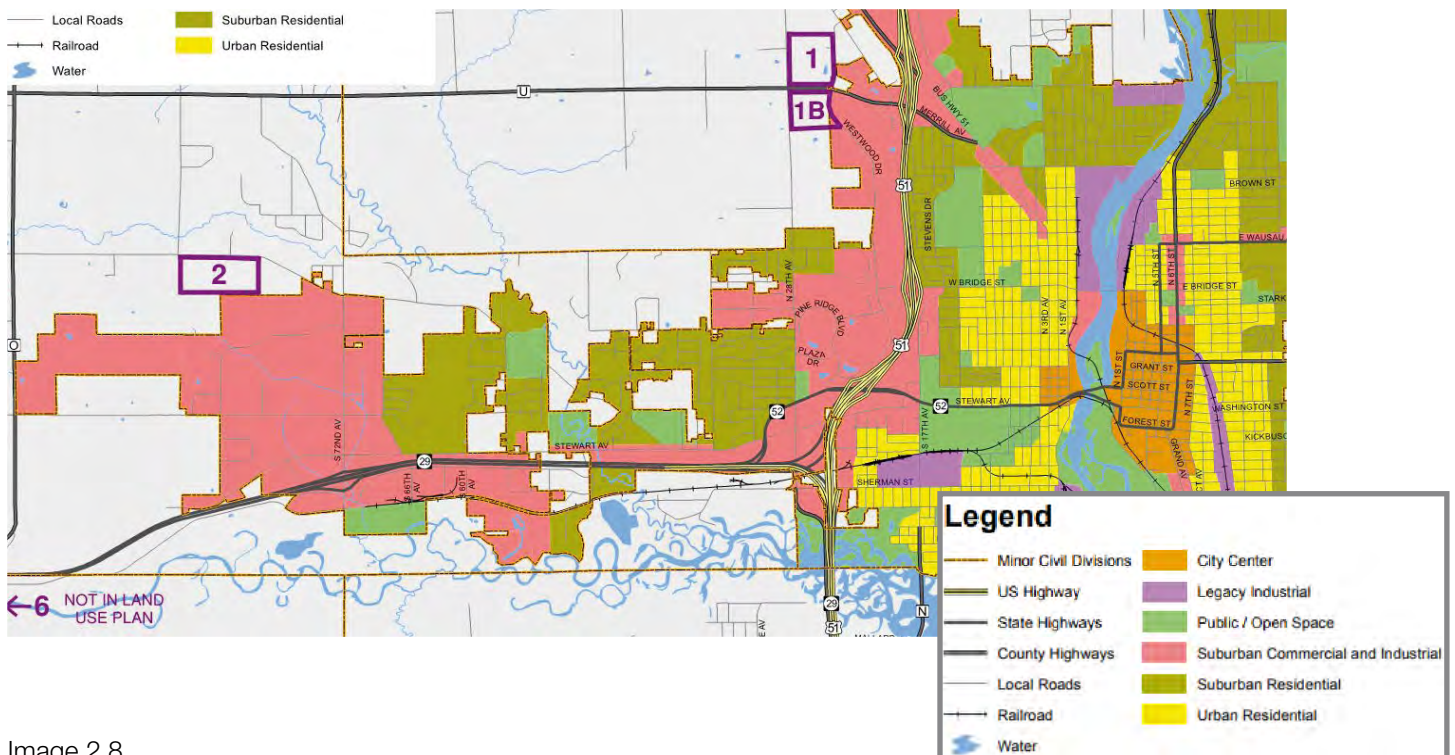


Image 2.8

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

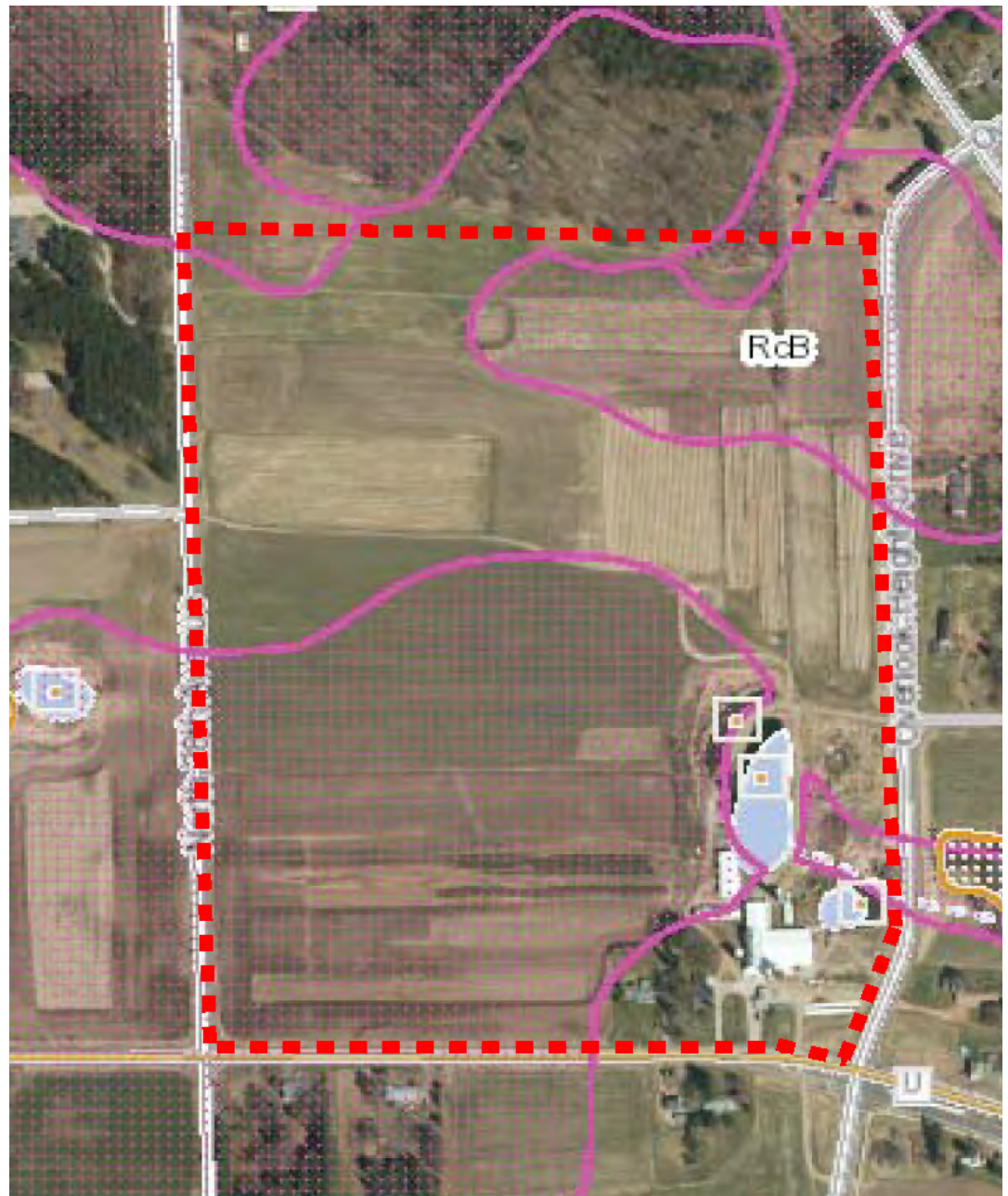




Image 3.6

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

Land Parcel Map

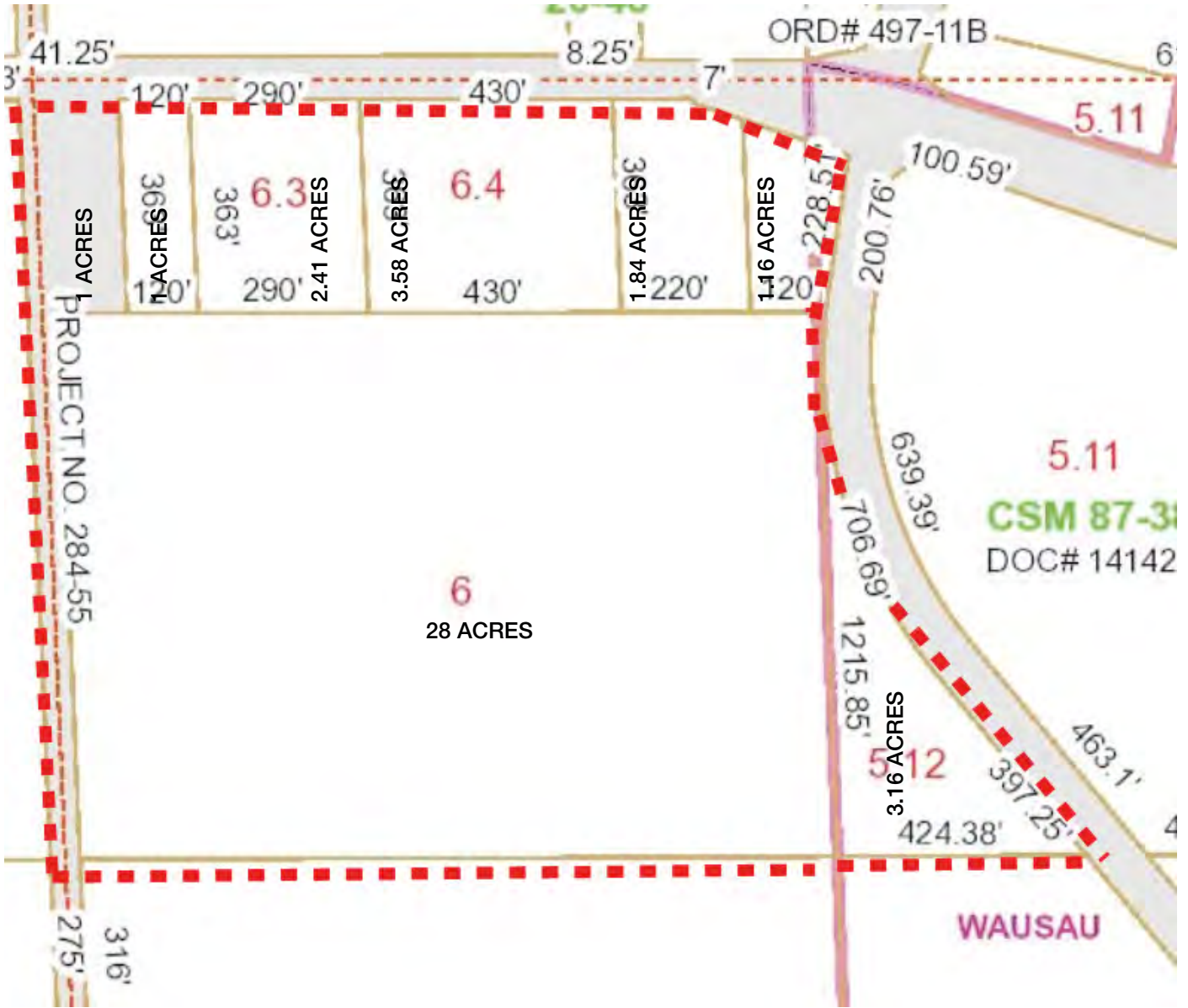


Image 4.4

42.15 ACRES

Topo Map

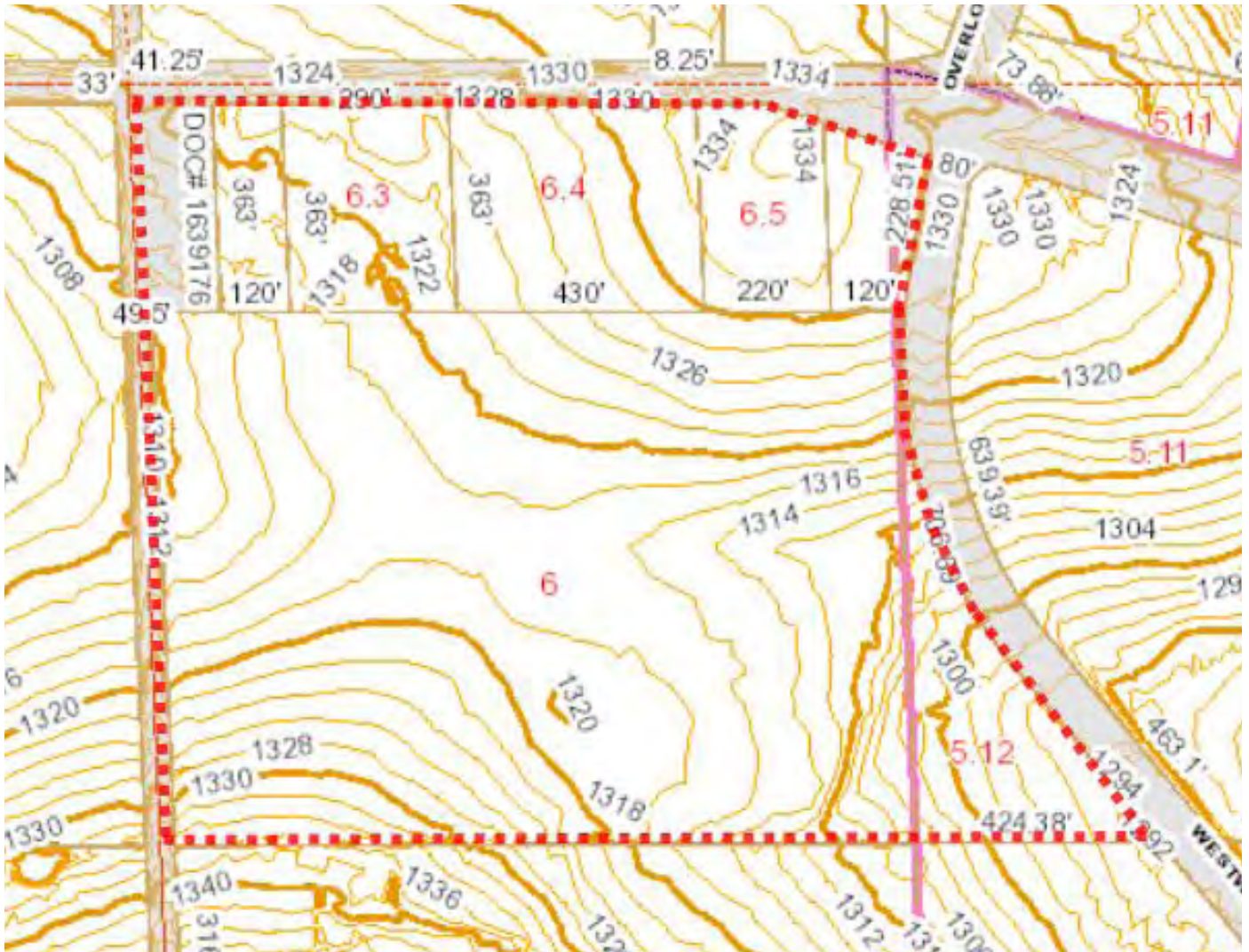


Image 4.5

DNR Wetland Map

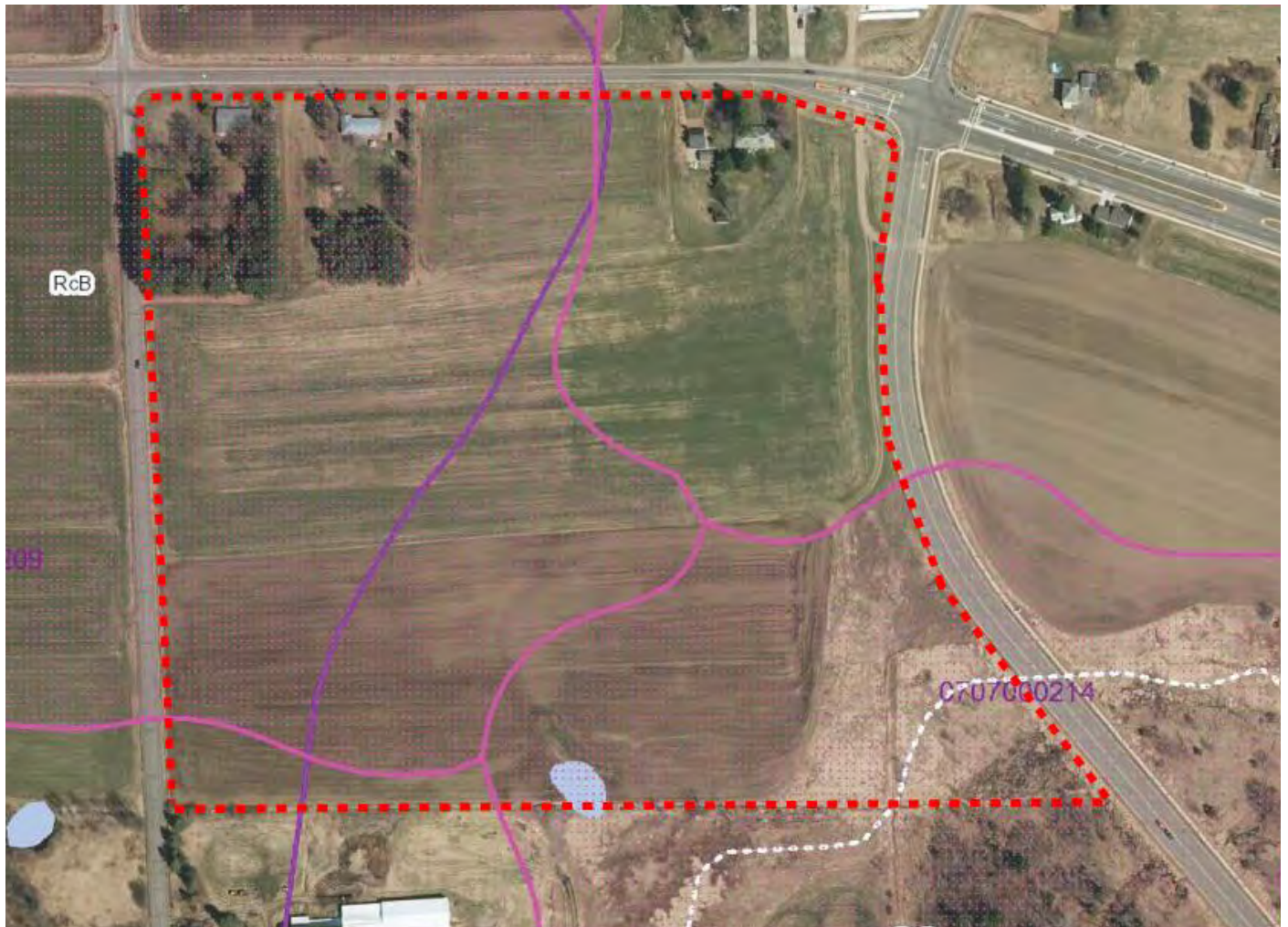




Image 4.6

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

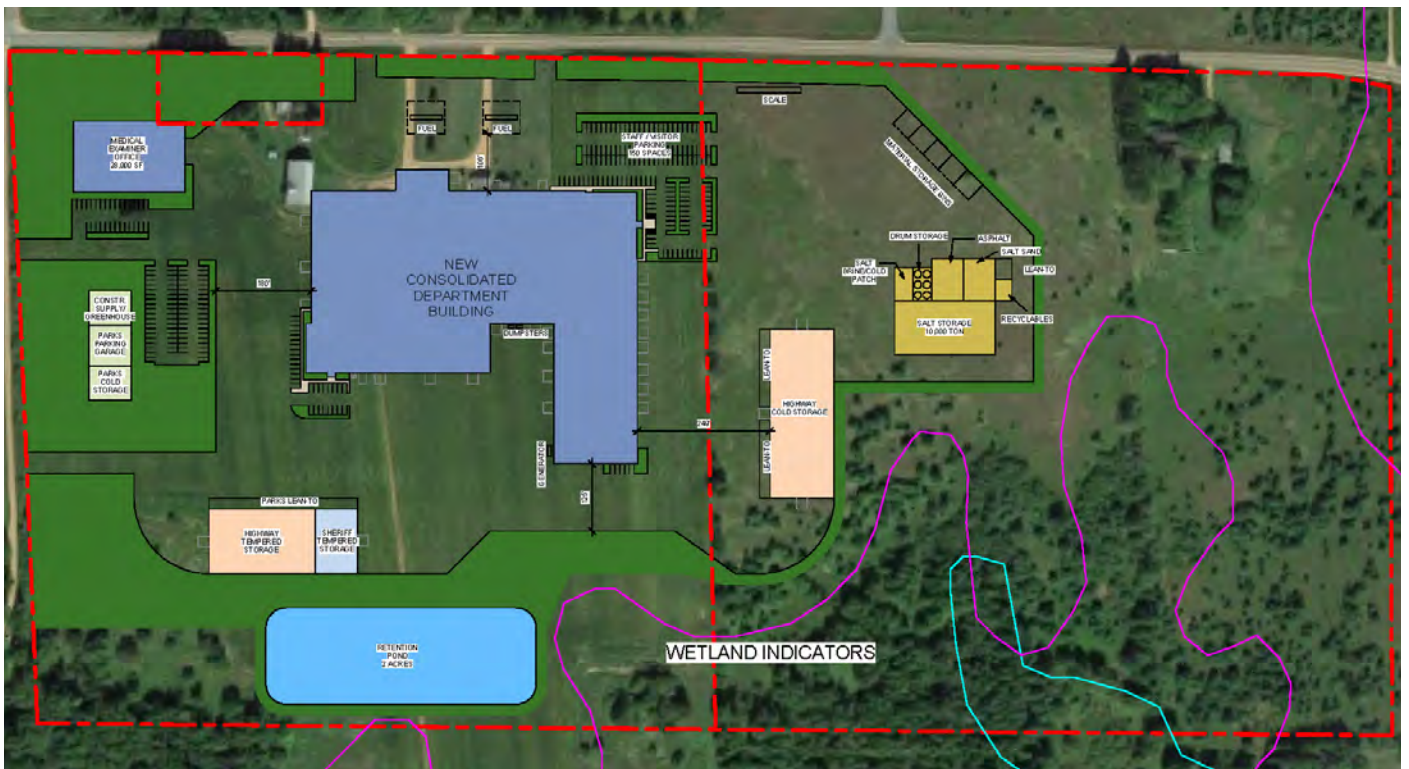


Image 5.2

Topo Map



Image 5.5

DNR Wetland Map

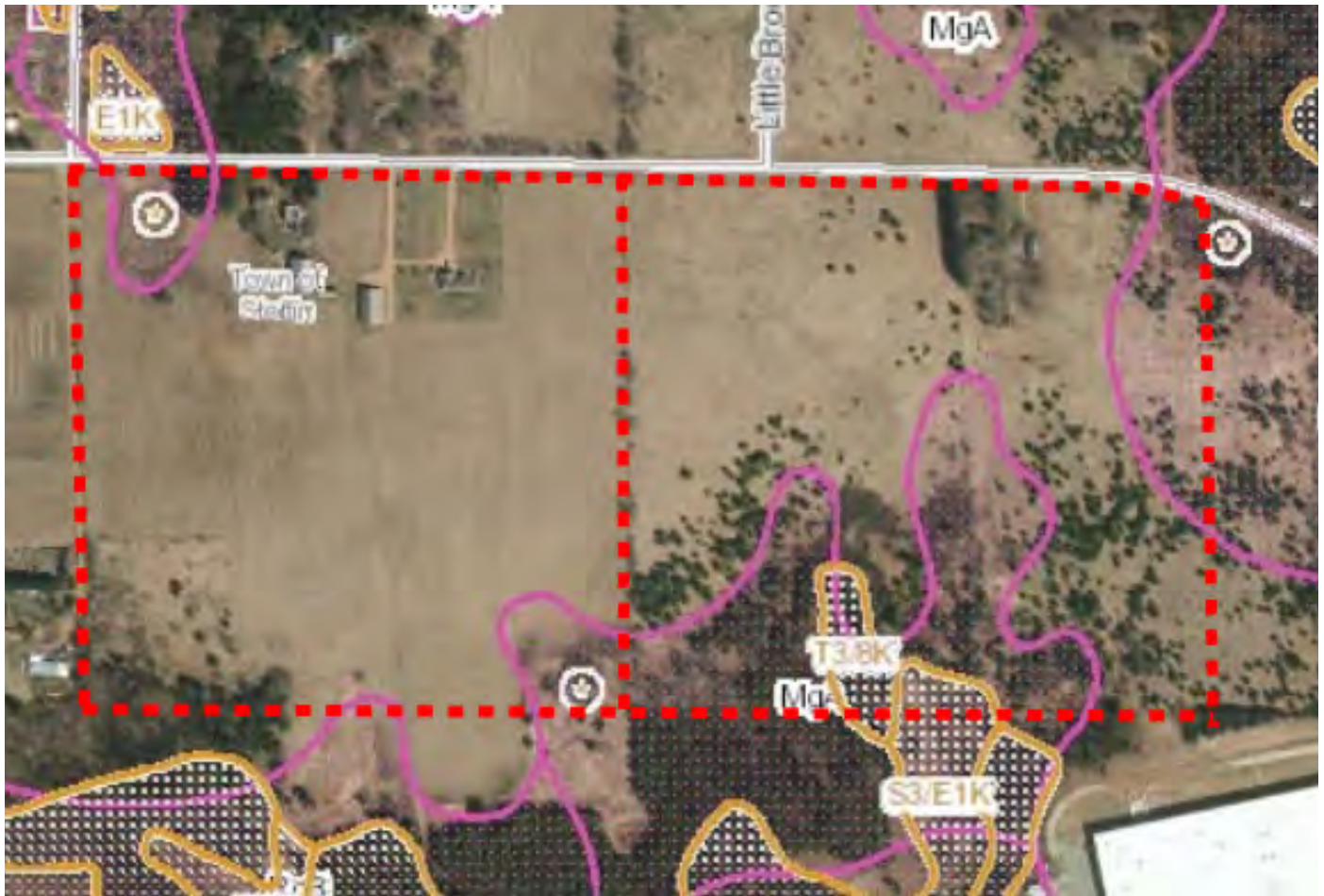



Image 5.6

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.

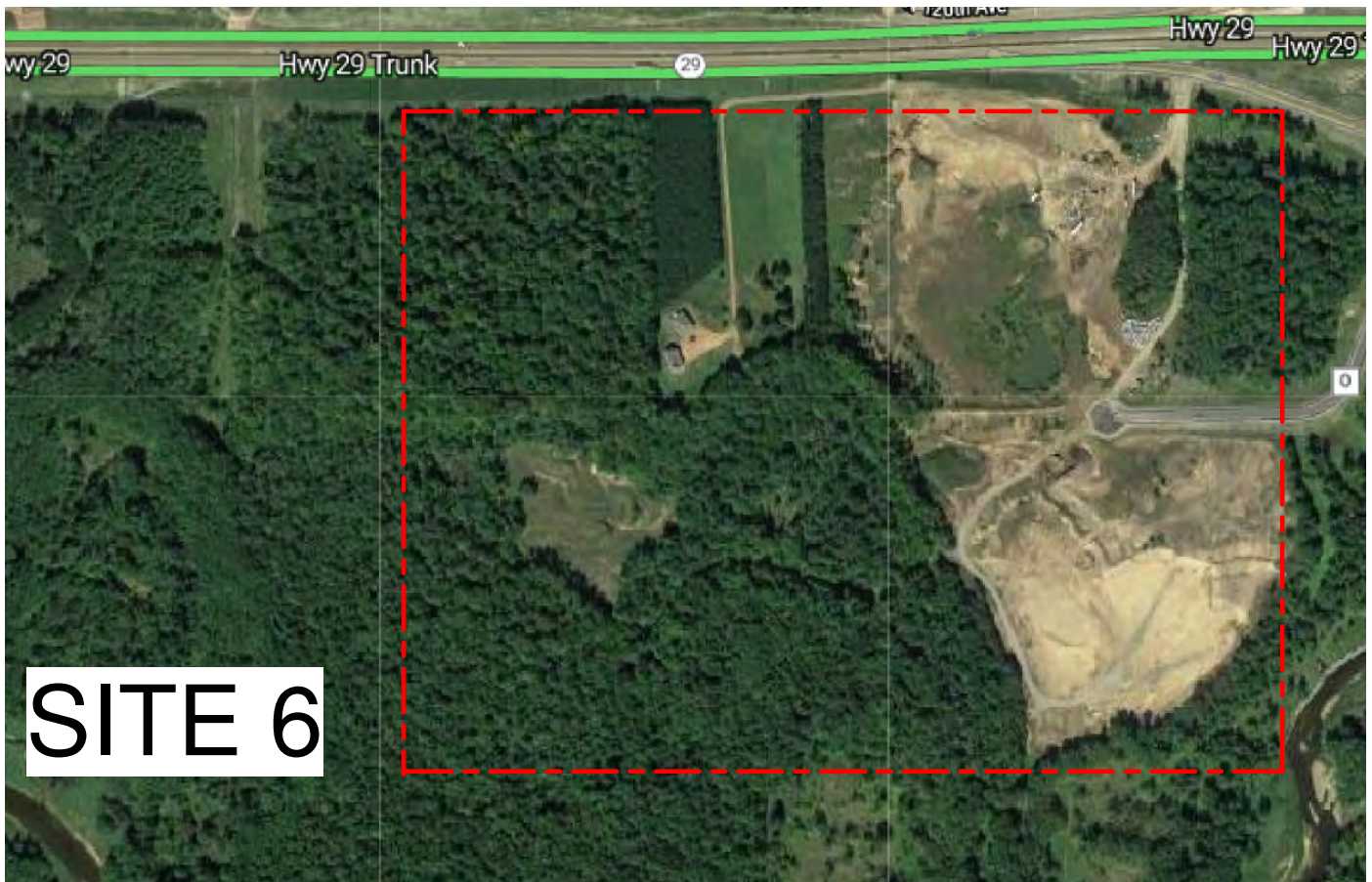


Image 6.1

Aerial Site Plan



Image 6.2

Site Plan



Image 6.3

Land Parcel Map



Image 6.4

131.35 ACRES

Topo Map

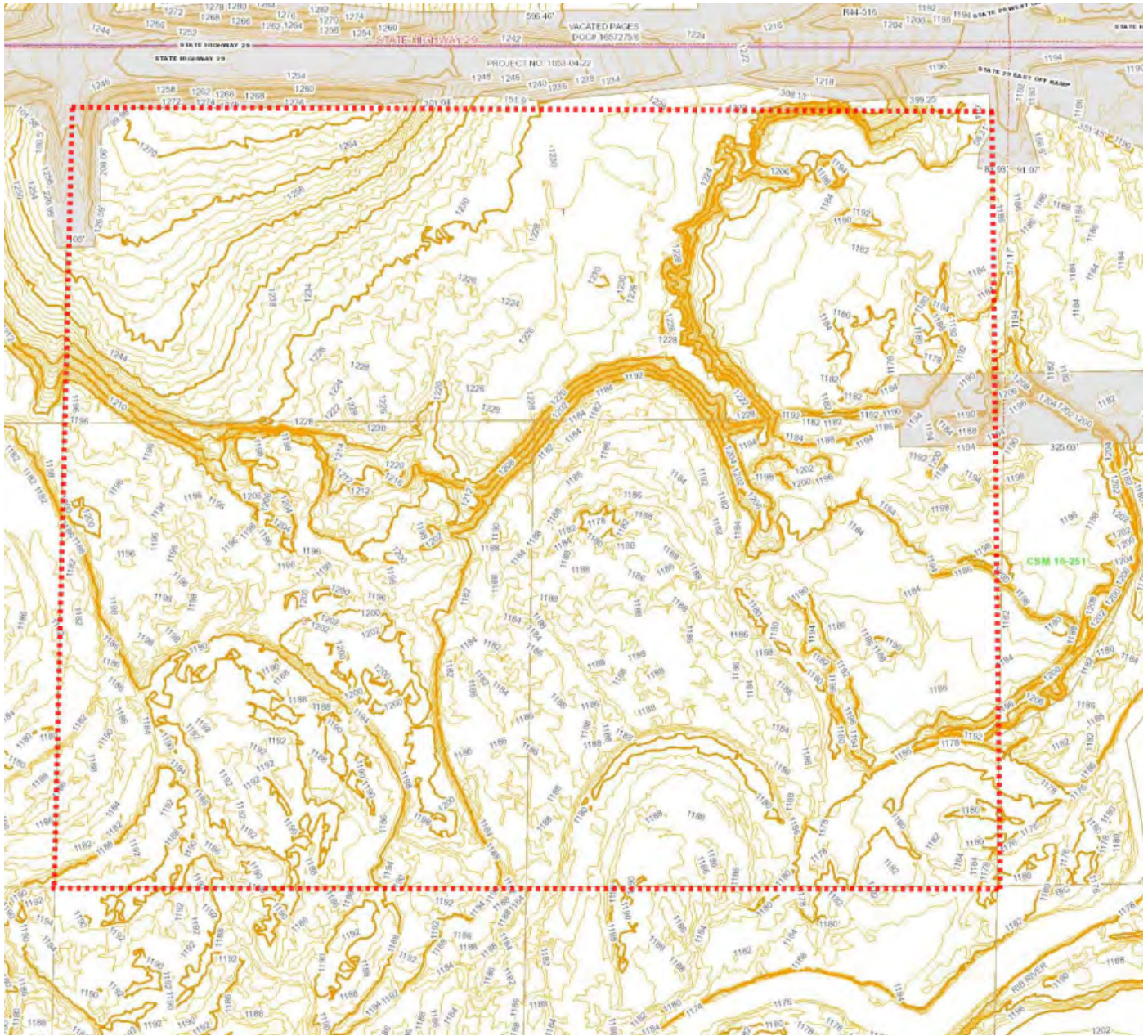


Image 6.5

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.

WB-11 RESIDENTIAL OFFER TO PURCHASE

1 LICENSEE DRAFTING THIS OFFER ON _____ [DATE] IS
2 AGENT OF BUYER

GENERAL PROVISIONS

3 The Buyer, Marathon County, a quasi-municipal corporation,
4 , offers to purchase the Property known as [Street Address] See attached addendum,
5 Six (6) parcels in the Town of Maine and City
6 of Wausau, County of Marathon, Wisconsin, (Insert additional
7 description, if any, at lines 165-172 or 435-442 or attach as an addendum per line 434), on the following terms:

8 ■ PURCHASE PRICE: Two million two hundred thousand
9 and no/100 Dollars (\$2,200,000).

10 ■ EARNEST MONEY of \$ zero accompanies this Offer and earnest money of \$ zero
11 will be mailed, or commercially or personally delivered within N/A days of acceptance to listing broker or
12 N/A.

13 ■ THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.

14 ■ INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on
15 the date of this Offer not excluded at lines 17-18, and the following additional items: N/A.

16
17 ■ NOT INCLUDED IN PURCHASE PRICE: N/A.

18
19 **CAUTION: Identify Fixtures that are on the Property (see lines 185-193) to be excluded by Seller or which are rented
20 and will continue to be owned by the lessor.**

21 **NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are
22 included/excluded.**

ACCEPTANCE

23 Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
24 copies of the Offer.

25 **CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines
26 running from acceptance provide adequate time for both binding acceptance and performance.**

BINDING ACCEPTANCE

27 This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
28 or before to be determined September 30, 2019. Seller may keep the Property on the
29 market and accept secondary offers after binding acceptance of this Offer.

30 **CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**

OPTIONAL PROVISIONS

31 TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (□) ARE PART OF THIS
32 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
33 OR ARE LEFT BLANK.

DELIVERY OF DOCUMENTS AND WRITTEN NOTICES

34 Unless otherwise stated in this Offer, delivery of documents and
35 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 36-54.

36 (1) Personal Delivery: giving the document or written notice personally to the Party, or the Party's recipient for delivery if
37 named at line 38 or 39.

38 Seller's recipient for delivery (optional): Thomas Witter, 2400 County Road U, Wausau, WI 54401

39 Buyer's recipient for delivery (optional): Gary Wyman, 211065 St. Hwy. 49, Elderon, WI 54429

40 (2) Fax: fax transmission of the document or written notice to the following telephone number:

41 Seller: () Buyer: ()

42 (3) Commercial Delivery: depositing the document or written notice fees prepaid or charged to an account with a
43 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 38 or 39, for
44 delivery to the Party's delivery address at line 47 or 48.

45 (4) U.S. Mail: depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
46 or to the Party's recipient for delivery if named at line 38 or 39, for delivery to the Party's delivery address at line 47 or 48.

47 Delivery address for Seller: 2400 County Rd. U, Wausau, WI 54401

48 Delivery address for Buyer: 211065 St. Hwy. 49, Elderon, WI 54429

49 (5) E-Mail: electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
50 53 or 54. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
51 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
52 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.

53 E-Mail address for Seller (optional):

54 E-Mail address for Buyer (optional):

PERSONAL DELIVERY/ACTUAL RECEIPT

55 Personal delivery to, or Actual Receipt by, any named Buyer or Seller
56 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

57 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this
 58 Offer at lines 165-172 or 435-442 or in an addendum attached per line 434. At time of Buyer's occupancy, Property shall be in
 59 broom swept condition and free of all debris and personal property except for personal property belonging to current tenants,
 60 or that sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

61 **DEFINITIONS**

- 62 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or
 63 written notice physically in the Party's possession, regardless of the method of delivery.
- 64 ■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are
 65 defined to include:
- 66 a. Defects in the roof.
 - 67 b. Defects in the electrical system.
 - 68 c. Defects in part of the plumbing system (including the water heater, water softener and swimming pool) that is included in
 69 the sale.
 - 70 d. Defects in the heating and air conditioning system (including the air filters and humidifiers).
 - 71 e. Defects in the well, including unsafe well water.
 - 72 f. Property is served by a joint well.
 - 73 g. Defects in the septic system or other sanitary disposal system.
 - 74 h. Underground or aboveground fuel storage tanks on or previously located on the Property. (If "yes", the owner, by law,
 75 may have to register the tanks with the Department of Commerce at P.O. Box 7970, Madison, Wisconsin, 53707, whether
 76 the tanks are in use or not. Regulations of the Department of Commerce may require the closure or removal of unused
 77 tanks.)
 - 78 i. "LP" tank on the Property (specify in the additional information whether the tank is owned or leased).
 - 79 j. Defects in the basement or foundation (including cracks, seepage and bulges).
 - 80 k. Property is located in a floodplain, wetland or shoreland zoning area.
 - 81 l. Defects in the structure of the Property.
 - 82 m. Defects in mechanical equipment included in the sale either as Fixtures or personal property.
 - 83 n. Boundary or lot line disputes, encroachments or encumbrances (including a joint driveway).
 - 84 o. Defect caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in paint,
 85 lead in soil, lead in water supplies or plumbing system, or other potentially hazardous or toxic substances on the Property.
 86 **NOTE: Specific federal lead paint disclosure requirements must be complied with in the sale of most residential**
 87 **properties built before 1978.**
 - 88 p. Presence of asbestos or asbestos-containing materials on the Property.
 - 89 q. Defect caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic substances
 90 on neighboring properties.
 - 91 r. Current or previous termite, powder-post beetle or carpenter ant infestations or Defects caused by animal or other insect
 92 infestations.
 - 93 s. Defects in a wood burning stove or fireplace or Defects caused by a fire in a stove or fireplace or elsewhere on the
 94 Property.
 - 95 t. Remodeling affecting the Property's structure or mechanical systems or additions to Property during Seller's ownership
 96 without required permits.
 - 97 u. Federal, state, or local regulations requiring repairs, alterations or corrections of an existing condition.
 - 98 v. Notice of property tax increases, other than normal annual increases, or pending property reassessment.
 - 99 w. Remodeling that may increase Property's assessed value.
 - 100 x. Proposed or pending special assessments.
 - 101 y. Property is located within a special purpose district, such as a drainage district, that has the authority to impose
 102 assessments against the real property located within the district.
 - 103 z. Proposed construction of a public project that may affect the use of the Property.
 - 104 aa. Subdivision homeowners' associations, common areas co-owned with others, zoning violations or nonconforming uses,
 105 rights-of-way, easements or another use of a part of the Property by non-owners, other than recorded utility easements.
 - 106 bb. Structure on the Property is designated as an historic building or part of the Property is in an historic district.
 - 107 cc. Any land division involving the Property for which required state or local permits had not been obtained.
 - 108 dd. Violation of state or local smoke and carbon monoxide detector laws.
 - 109 ee. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the
 110 Property.
 - 111 ff. The Property is subject to a mitigation plan required by Wisconsin Department of Natural Resources (DNR) rules related
 112 to county shoreland zoning ordinances that obligates the owner to establish or maintain certain measures related to
 113 shoreland conditions, enforceable by the county.
 - 114 gg. Other Defects affecting the Property.
- 115 **(Definitions Continued on page 4)**

Property Address: See Addendum A

116 **CLOSING** This transaction is to be closed no later than December 15, 2019
 117 at the place selected by Seller, unless otherwise agreed by the Parties in writing.

118 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
 119 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association
 120 assessments, fuel and N/A.

121 **CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

122 Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

123 Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

124 The net general real estate taxes for the preceding year, or the current year if available (Net general real estate
 125 taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE
 126 APPLIES IF NO BOX IS CHECKED)

127 Current assessment times current mill rate (current means as of the date of closing)

128 Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior
 129 year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

130
 131 **CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be**
 132 **substantially different than the amount used for proration especially in transactions involving new construction,**
 133 **extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor**
 134 **regarding possible tax changes.**

135 Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on
 136 the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5
 137 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall
 138 re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation
 139 and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

140 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
 141 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
 142 lease(s), if any, are property not leased
 143 . Insert additional terms, if any, at lines 165-172 or 435-442 or attach as an addendum per line 434.

144 **RENTAL WEATHERIZATION** This transaction ~~is~~ exempt from Wisconsin Rental Weatherization
 145 Standards (Wis. Admin. Code Ch. Comm 67). If not exempt, ~~the~~ ("Buyer" if neither is stricken) shall
 146 be responsible for compliance, including all costs, with Wisconsin Rental Weatherization Standards. If Seller is responsible for
 147 compliance, Seller shall provide a Certificate of Compliance at closing.

148 **REAL ESTATE CONDITION REPORT** Wisconsin law requires owners of property which includes 1-4 dwelling units to
 149 provide Buyers with a Real Estate Condition Report. Excluded from this requirement are sales of property that has never been
 150 inhabited, sales exempt from the real estate transfer fee, and sales by certain court-appointed fiduciaries, (for example,
 151 personal representatives who have never occupied the Property). The form of the Report is found in Wis. Stat. § 709.03. The
 152 law provides: "§ 709.02 Disclosure ... the owner of the property shall furnish, not later than 10 days after acceptance of the
 153 contract of sale ..., to the prospective Buyer of the property a completed copy of the report ... A prospective Buyer who does
 154 not receive a report within the 10 days may, within 2 business days after the end of that 10 day period, rescind the contract of
 155 sale ... by delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission
 156 rights if a Real Estate Condition Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is
 157 submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding
 158 rescission rights.

159 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has no
 160 notice or knowledge of Conditions Affecting the Property or Transaction (lines 64-114) other than those identified in Seller's
 161 Real Estate Condition Report dated N/A, which was received by Buyer prior to Buyer
 162 signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE** and
 163

164 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE CONDITION REPORT**

165 **ADDITIONAL PROVISIONS/CONTINGENCIES**

166
 167 Buyer waives property condition report. Buyer will not use property for residential purposes, except to the extent Buyer leases
 168
 169 premises back to Sellers pursuant to terms set forth in Addendum B.
 170
 171
 172

DEFINITIONS CONTINUED FROM PAGE 2

- 173
- 174 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
 175 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.
 176 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under
 177 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
 178 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the
 179 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours
 180 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as
 181 closing, expire at midnight of that day.
- 182 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
 183 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
 184 significantly shorten or adversely affect the expected normal life of the premises.
- 185 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land or
 186 improvements so as to be treated as part of the real estate, including, without limitation, physically attached items not easily
 187 removable without damage to the premises, items specifically adapted to the premises and items customarily treated as
 188 fixtures, including, but not limited to, all: garden bulbs; plants; shrubs and trees; screen and storm doors and windows; electric
 189 lighting fixtures; window shades; curtain and traverse rods; blinds and shutters; central heating and cooling units and attached
 190 equipment; water heaters and treatment systems; sump pumps; attached or fitted floor coverings; awnings; attached
 191 antennas; garage door openers and remote controls; installed security systems; central vacuum systems and accessories; in-
 192 ground sprinkler systems and component parts; built-in appliances; ceiling fans; fences; storage buildings on permanent
 193 foundations and docks/piers on permanent foundations.
- 194 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented (e.g., water softener or other water**
 195 **conditioning systems, home entertainment and satellite dish components, L.P. tanks, etc.) on lines 17-18.**
- 196 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.

PROPERTY DIMENSIONS AND SURVEYS

197 Buyer acknowledges that any land, building or room dimensions, or total
 198 acreage or building square footage figures, provided to Buyer by Seller or by a broker, may be approximate because of
 199 rounding, formulas used or other reasons, unless verified by survey or other means.

200 **CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land, building**
 201 **or room dimensions, if material.**

BUYER'S PRE-CLOSING WALK-THROUGH

202 Within 3 days prior to closing, at a reasonable time pre-approved by Seller or
 203 Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change
 204 in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects
 205 Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING

206 Seller shall maintain the Property until the earlier of
 207 closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary
 208 wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price,
 209 Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later
 210 than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed
 211 such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer.
 212 Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any,
 213 relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on
 214 such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall
 215 be held in trust for the sole purpose of restoring the Property.

Property Address: See Addendum A

216 **IF LINE 217 IS NOT MARKED OR IS MARKED N/A LINES 257-263 APPLY.**

217 **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written
 218 [INSERT LOAN PROGRAM OR SOURCE] first mortgage
 219 loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an
 220 amount of not less than \$ _____ for a term of not less than _____ years, amortized over not less than
 221 _____ years. Initial monthly payments of principal and interest shall not exceed \$ _____. Monthly payments may
 222 also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance
 223 premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination
 224 fee in an amount not to exceed _____ % of the loan. If the purchase price under this Offer is modified, the financed
 225 amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and
 226 the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

227 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 228 OR 229.**

228 **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____ %.
 229 **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____ %. The initial interest
 230 rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____ % per
 231 year. The maximum interest rate during the mortgage term shall not exceed _____ %. Monthly payments of principal
 232 and interest may be adjusted to reflect interest changes.

233 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines
 234 165-172 or 435-442 or in an addendum attached per line 434.

235 **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a
 236 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described
 237 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no
 238 later than the deadline at line 219. **Buyer and Seller agree that delivery of a copy of any written loan commitment to
 239 Seller (even if subject to conditions) shall satisfy Buyer's financing contingency if, after review of the loan
 240 commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall
 241 accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of
 242 unacceptability.**

243 **CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide
 244 the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN
 245 COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS
 246 ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.**

247 **SELLER TERMINATION RIGHTS:** If Buyer does not make timely delivery of said commitment; Seller may terminate this
 248 Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan
 249 commitment.

250 **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already
 251 delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of
 252 same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is
 253 named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this
 254 transaction on the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing
 255 extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain
 256 any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

257 **IF THIS OFFER IS NOT CONTINGENT ON FINANCING:** Within 7 days of acceptance, a financial institution or third party
 258 in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification,
 259 sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering
 260 written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing
 261 contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands
 262 and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an
 263 appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

264 **APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised
 265 at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated
 266 subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon
 267 purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers
 268 to Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon
 269 purchase price, accompanied by a written notice of termination.

270 **CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether
 271 deadlines provide adequate time for performance.**

272 **DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the
273 Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as
274 defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple
275 listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information
276 and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers
277 researching comparable sales, market conditions and listings, upon inquiry.

278 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and
279 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the
280 defaulting party to liability for damages or other legal remedies.

281 If Buyer defaults, Seller may:

282 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
283 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual
284 damages.

285 If Seller defaults, Buyer may:

286 (1) sue for specific performance; or
287 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

288 In addition, the Parties may seek any other remedies available in law or equity.

289 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the
290 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution
291 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of
292 law those disputes covered by the arbitration agreement.

293 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**
294 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**
295 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**
296 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**
297 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

298 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller
299 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and
300 inures to the benefit of the Parties to this Offer and their successors in interest.

301 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
302 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
303 <http://www.widocoffenders.org> or by telephone at (608) 240-5830.

Property Address: See Addendum A

304 **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of Buyer's
305 property located at _____, no later than _____. If Seller accepts
306 a bona fide secondary offer, Seller may give written notice to Buyer of acceptance. If Buyer does not deliver to Seller a written
307 waiver of the Closing of Buyer's Property Contingency and
308

309 **[INSERT OTHER REQUIREMENTS, IF ANY (e.g., PAYMENT OF ADDITIONAL EARNEST MONEY, WAIVER OF ALL**
310 **CONTINGENCIES, OR PROVIDING EVIDENCE OF SALE OR BRIDGE LOAN, etc.)]** within _____ hours of Buyer's Actual
311 Receipt of said notice, this Offer shall be null and void.

312 **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery
313 of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior
314 to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers.
315 Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice
316 that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All
317 other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

318 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: (1) xxxxxxxxxxxxxxxxxxxx; (2) binding acceptance; (3)
319 occupancy; (4) date of closing; (5) contingency Deadlines; ~~STRIKE AS APPLICABLE~~ and all other dates and Deadlines in this
320 Offer except: N/A.

321
322 . If "Time is of the Essence" applies to a date or
323 Deadline, failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to
324 a date or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

325 **TITLE EVIDENCE**

326 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
327 (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
328 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
329 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
330 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Real Estate
331 Condition Report and in this Offer, general taxes levied in the year of closing and N/A
332 Buyer waves Real Estate Condition Reports.
333
334

335 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
336 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

337 **WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements may**
338 **prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates making**
339 **improvements to Property or a use other than the current use.**

340 ■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the
341 purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all
342 costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

343 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at
344 ("Seller's" if neither chosen) cost to provide coverage for any liens or encumbrances first filed or recorded after
345 the effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy
346 exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap
347 coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 353-359).

348 ■ **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
349 insurance commitment is delivered to Buyer's attorney or Buyer not less than 5 business days before closing, showing title to
350 the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per lines 326-335,
351 subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and
352 exceptions, as appropriate.

353 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
354 objections to title by the time set for closing. In such event, Seller shall have a reasonable time, but not exceeding 15 days, to
355 remove the objections, and the time for closing shall be extended as necessary for this purpose. In the event that Seller is
356 unable to remove said objections, Buyer shall have 5 days from receipt of notice thereof, to deliver written notice waiving the
357 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, this Offer shall be
358 null and void. Providing title evidence acceptable for closing does not extinguish Seller's obligations to give
359 merchantable title to Buyer.

360 ■ **SPECIAL ASSESSMENTS/OTHER EXPENSES:** Special assessments, if any, levied or for work actually commenced prior
 361 to the date of this Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by
 362 Buyer.

363 **CAUTION: Consider a special agreement if area assessments, property owners association assessments, special**
 364 **charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are**
 365 **one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments)**
 366 **relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all**
 367 **sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact**
 368 **fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

EARNEST MONEY

369
 370 ■ **HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker
 371 (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or
 372 otherwise disbursed as provided in the Offer.

373 **CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the**
 374 **Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special**
 375 **disbursement agreement.**

376 ■ **DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after
 377 clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money.
 378 At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest
 379 money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said
 380 disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse
 381 the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller;
 382 (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4)
 383 any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an
 384 interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to
 385 exceed \$250, prior to disbursement.

386 ■ **LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in
 387 relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to
 388 disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or
 389 Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement.
 390 Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4
 391 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their
 392 legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith
 393 disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing
 394 regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

INSPECTIONS AND TESTING

395 Buyer may only conduct inspections or tests if specific contingencies are included as a part of
 396 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the
 397 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,
 398 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building
 399 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,
 400 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in
 401 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's
 402 authorization for inspections does not authorize Buyer to conduct testing of the Property.

403 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**
 404 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**
 405 **material terms of the contingency.**

406 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed
 407 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.
 408 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported
 409 to the Wisconsin Department of Natural Resources.

Property Address: See Addendum A

410 **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 395-409). This
 411 Offer is contingent upon a Wisconsin registered home inspector performing a home inspection of the Property which discloses
 412 no Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party
 413 performing an inspection of
 414 (list any Property component(s) to be separately inspected, e.g.,
 415 swimming pool, roof, foundation, chimney, etc.) which discloses no Defects. Buyer shall order the inspection(s) and be
 416 responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a written report resulting
 417 from an authorized inspection, provided they occur prior to the deadline specified at line 421. Inspection(s) shall be performed
 418 by a qualified independent inspector or independent qualified third party.
 419 **CAUTION: Buyer should provide sufficient time for the home inspection and/or any specialized inspection(s), as well**
 420 **as any follow-up inspection(s).**

421 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the
 422 written inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice
 423 of Defects).

424 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**
 425 For the purposes of this contingency, Defects (see lines 182-184) do not include structural, mechanical or other conditions the
 426 nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.

427 **RIGHT TO CURE:** Seller shall ("shall" if neither is chosen) have a right to cure the Defects. If
 428 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
 429 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and
 430 workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
 431 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
 432 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
 433 or (b) Seller does not timely deliver the written notice of election to cure.

434 **ADDENDA:** The attached Addendum A, Addendum B and Addendum C is/are made part of this Offer.

ADDITIONAL PROVISIONS/CONTINGENCIES

435 See ATTACHED Addendum A, Addendum B and Addendum C for additional terms and
 436 conditions regarding purchase of six parcels, two of which
 437 are residential, four of which are
 438 vacant land.
 439 This Offer was drafted by [Licensee and Firm] Office of Marathon County Corporation

444 Counsel, By: Scott M. Corbett, State Bar ID No. 1010635 on _____

445 (X) See signature page attached hereto with respect to each of six parcels included in this offer
 446 Buyer's Signature ▲ Print Name Here ► Date ▲ 9/4/2019
Brad Karger BRAD KARGER, Marathon Co. Administrator
 447 (X) Buyer's Signature ▲ Print Name Here ► Date ▲

EARNEST MONEY RECEIPT

449 Broker acknowledges receipt of earnest money as per line 10 of the above Offer.
 450 Broker (by)
 451 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
 452 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY**
 453 **ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS**
 454 **OFFER.**

455 (X) Seller's Signature ▲ Print Name Here ► Date ▲

457 (X) Seller's Signature ▲ Print Name Here ► Date ▲

459 This Offer was presented to Seller by [Licensee and Firm] *Gary Wymore Jim Kenyon*
 460 on *10/20/19* at *The Home Depot* *Block*

461 This Offer is rejected Seller Initials ▲ Date ▲ This Offer is countered [See attached counter] Seller Initials ▲ Date ▲

Dated this ____ day of September, 2019.

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)

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

Dated this ____ day of September, 2019.

291-2907-222-0972 (City)

Thomas Witter
Diane Witter

Dated this ____ day of September, 2019.

146-2907-222-0987 (6.3)

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

ADDENDUM A
PROPERTY DESCRIPTIONS
TO OFFER TO PURCHASE

Parcel # 1: Vacant Land

Lot three (3) of Certified Survey Map Number 17923 recorded in Register of Deeds for Marathon County, Wisconsin, as Document number 1750197; being part of the Northeast quarter (NE 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, in the City of Wausau, Marathon County, Wisconsin; subject to easements of record.

Consisting of 3.161 acres.

PIN Number: 291-2907-222-0972 (5.12)

Parcel Number: 59-222907-005-012-00-00

Parcel # 2: Vacant Land

Part of the Northwest quarter (NW 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, further described as the Southern nine-hundred-thirty (930) feet more or less where the Northern boundary coincides with the Southern boundary of Certified Survey Map Number 6140 recorded in the Register of Deeds for Marathon County as Document Number 934918) extended, in the Village of Maine, Marathon County, Wisconsin.

Consisting of 28.08 acres.

PIN Number: 146-2907-222-0990 (6.0)

Parcel Number: 64-222907-006-000-00-00

Parcel # 3: Vacant Land

Lot two (2) of Certified Survey Map Number 6140 recorded in the Register of Deeds for Marathon County, Wisconsin, as Document Number 934918; being part of the Northwest quarter (NW 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, in the Village of Maine, Marathon County, Wisconsin, subject to easements of record.

Consisting of 3.58 acres.

PIN Number: 146-2907-222-0986 (6.4)

Parcel Number: 64-222907-006-004-00-00

Parcel # 4: Residential

Lot one (1) of Certified Survey Map Number 6140 recorded in the Register of Deeds for Marathon County, Wisconsin, as Document Number 934918; being part of the Northwest quarter (NW 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, in the Village of Maine, Marathon County, Wisconsin.

Consisting of 2.41 acres.

PIN Number: 146-2907-222-0987 (6.3)

Parcel Number: 64-222907-006-003-00-00

Parcel # 5: Vacant Land

Part of the Northwest quarter (NW 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, commencing at the Northwest (NW) corner of Lot 3 of Certified Survey Map Number 17923 recorded in Register of Deeds for Marathon County, Wisconsin, as Document Number 1750197, which is the Point of Beginning, then continuing Northwesterly along the road right-of-way one-hundred-twenty (120) feet more or less, then Southerly three-hundred-sixty-three (363) feet

more or less, then Easterly one-hundred-thirteen (113) feet more or less to the West line of Lot 3 of Certified Survey Map Number 17923, then Northerly along the West line of Lot 3 two-hundred-ninety (290) feet more or less to the Point of Beginning, in the Village of Maine, Marathon County, Wisconsin.

Consisting of 1.16 acres.

PIN Number: 146-2907-222-0984 (6.6)

Parcel Number: 64-222907-006-006-00-00

Parcel # 6: Residential

Part of the Northwest quarter (NW 1/4) of the Northwest quarter (NW 1/4) of Section twenty-two (22), Township twenty-nine (29) North, Range seven (7) East, commencing at the Northwest (NW) corner of Lot three (3) of Certified Survey Map Number 17923 recorded in Register of Deeds for Marathon County, Wisconsin, as Document Number 1750197, continuing Northwesterly along the road right-of-way one-hundred-twenty (120) feet more or less to the Point of Beginning, then continuing Northwesterly along the road right-of-way ninety (90) feet more or less to a point, then continuing Westerly along the road right-of-way one-hundred-thirty-six (136) feet more or less to the Northeast corner of Lot two (2) of Certified Survey Map Number 6140 recorded in the Register of Deeds for Marathon County, Wisconsin, as Document Number 934918, then following the East line of Lot two (2) in a Southerly direction three-hundred-sixty-three (363) feet, then Easterly two-hundred-twenty (220) feet more or less, then Northerly three-hundred-twenty-six feet more or less to the Point of Beginning, in the Village of Maine, Marathon County, Wisconsin.

Consisting of 1.84 acres.

PIN Number: 146-2907-222-0985 (6.5)

Parcel Number: 64-222907-006-005-00-00

ADDENDUM B TO PURCHASE AGREEMENT

- A. No earnest money accompanies this offer.
- B. Sellers understand this offer is **not** made in lieu of a jurisdictional offer under Wisconsin Condemnation law.
- C. This Offer to Purchase is contingent on approval of the Board of Supervisors for Marathon County by specific resolution.
- D. Sellers agree to pay:
 - 1. 2019 property taxes, which shall be prorated at time of closing.
 - 2. Wisconsin Real Estate transfer tax due at closing (estimated, based on purchase price of \$2,200,000 x .003 = \$6600).
- E. Buyer agrees to pay cost of:
 - 1. Services of Marathon County Corporation Counsel for: Offer to Purchase.
 - 2. Title insurance/ deed preparation/ closing document preparation/additional closing costs.
 - 3. Creation and annual maintenance of Disbursement Account provided by Title Company.
 - 4. Recording fees.
- F. Lease-back to Sellers under the following terms:
 - 1. Rent is \$1.00 per year per parcel.
 - 2. Sellers must maintain liability insurance for all property and renter's insurance covering contents of all improvements.
 - 3. Vacant property may be farmed through Crop-year 2023.
 - 4. Residential property must be vacated no later than December 31, 2023
Sellers may remove any buildings and/or fixtures located on residential property.
- G. Conditions of property.

1. Buyer accepts all property as currently zoned. If changes are necessary to accommodate Buyer's intended use of the property, the Buyer accepts responsibility to make necessary changes.
2. Buyer waives any condition reports.

H. Payment of purchase price.

1. Total purchase price for all six parcels described herein shall be \$2.2 million.
2. Payments shall be made to Sellers in installments as set forth below.
3. Total purchase price includes "stated interest" of 5% per annum on annual payments made pursuant to a promissory note to be signed by Buyer.
4. Payment schedule*

Amount	Year	Date of Closing
\$250,000.00	2019	Date of Closing
\$500,000.00	2020	Jan. 15
\$500,000.00	2021	Jan. 15
\$500,000.00	2022	Jan. 15
\$450,000.00	2023	Jan. 15

*Payment schedule shows installment payments **including** principal and "stated interest" at the rate of 5%. Detail of the breakdown of interest and principal attached hereto as Addendum C (total on Addendum C does not include down payment of \$250,000 in 2019).

5. Installment payments will be made by Buyer to a disbursement account maintained by Buyer and provided by a title company of Buyer's choice.
6. Disbursements shall be made by the Title Company pursuant to terms agreed upon by Sellers.
 - a. Sellers shall be responsible for notifying title company regarding terms of the agreement.
 - b. Buyer may review the disbursement agreement prior to release of each payment.

7. Sellers are solely responsible for calculating the tax consequences of this purchase agreement.

I. Gratuities and kickbacks.

It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee, or for any elected official, employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer for employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the contents of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or a higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract, or order.

J. Closing shall occur at the offices of the Title Company selected by Buyer to provide Title Insurance and Distribution Account Services.

K. Buyer is specifically authorized to conduct Environmental Testing with respect to all six parcels subject to this offer (see lines 395-409 Offer to Purchase) for the purposes of conducting an Environmental Screen, Phase I and Phase II Environmental Site Assessments in order to comply with Marathon County Gen. §3.23, authorizing purchase by Marathon County. Buyer's agents shall be permitted access to all property subject to this offer, but only during regular business hours and only upon reasonable advance notice to Sellers and occupants of the property. Any costs for such testing, inspection or assessment shall be paid by Buyer.

Addendum C to Purchase Agreement

BOND DEBT SERVICE

Marathon County, Wisconsin Highway Facility

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
01/15/2020	477,367.99	5.000%	22,632.00	499,999.99	499,999.99
01/15/2021	434,078.39	5.000%	65,921.61	500,000.00	500,000.00
01/15/2022	455,782.31	5.000%	44,217.69	500,000.00	500,000.00
01/15/2023	428,571.42	5.000%	21,428.57	449,999.99	449,999.99
	1,795,800.11		154,199.87	1,949,999.98	1,949,999.98

AMENDMENT TO RESIDENTIAL OFFER TO PURCHASE

Marathon County's Offer to Purchase dated, 09/04/2019, is hereby amended as follows:

1. Lines 27-29 of the Offer are changed to read: **BINDING ACCEPTANCE**. This offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on or before **October 25, 2019**. Seller may keep the Property on the market and accept secondary offers after binding acceptance of this offer.
2. Terms and conditions of the Offer not specifically modified above remain in full force and effect.

Dated this 25TH day of OCTOBER, 2019.

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)

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

Dated this 25TH day of OCTOBER, 2019.

291-2907-222-0972 (City)

Thomas Witter Diane Witter
Thomas Witter
Diane Witter
DIANA

Dated this 25TH day of OCTOBER, 2019.

146-2907-222-0987 (6.3)

Thomas Witter
Thomas Witter

On behalf of:
GWTW LLC and
GWTC II LLC
GWTW

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 ~~15~~ 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 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