



OFFICE OF KIM TRUEBLOOD
COUNTY CLERK
MARATHON COUNTY



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.

ADJOURNED ORGANIZATIONAL MEETING

THE ADJOURNED ORGANIZATIONAL MEETING of the Marathon County Board of Supervisors, composed of thirty-eight (38) members, will convene at the Marathon County Courthouse, Assembly Room, 500 Forest Street, Wausau, on Tuesday, August, 18, 2020 at 7:00 p.m. to consider the following matters:

Persons wishing to attend the meeting by phone may call into the telephone conference beginning ten minutes prior to the start time indicated above using the following number:

1-408-418-9388 Access code: 962 376 748

The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

A. OPENING OF SESSION:

1. Meeting called to order by Chairperson Gibbs at 7:00 p.m., the agenda being duly signed and posted
2. Pledge of Allegiance to the Flag; Followed by a Moment of Silence/Reflection
3. Reading of Notice
4. Request for silencing of cellphones and other electronic devices
5. Roll Call
6. Acknowledgment of visitors

B. EDUCATION PRESENTATIONS/REPORTS

7. Community Partner's Campus Presentation
8. Open Records Requests and Records Retention by Supervisors, Scott Corbett, Corporation Counsel

C. CONSENT AGENDA:

9. Approval of minutes from the July 23 & 28, 2020 meetings
10. Referral of bills and communications to respective committees
11. Authorizing the Clerk to issue orders, bills and claims from the last session through this session
12. Confirmation of Appointments:
 - a) Diversity Affairs Commission
13. Enactment of Ordinances:
 - a) Environmental Resources Committee:
 1. Town of McMillan Rezone, Tim Vreeland on behalf of Jon Hardinger #O-18-20
 2. Town of Frankfort Rezone, Tim Vreeland on behalf of John and Jessica Lindberg #O-19-20
 3. Town of Frankfort Rezone, Freedom Riders Snowmobile Club on behalf of Delores Telschow #O-20-20
 4. Town of Knowlton Rezone, David and Lauretta Kallstrom #O-21-20

14. Adoption of Resolutions:

a) Human Resources, Finance, and Property Committee:

1. Create (1) 1.0 FTE Administrative Position Supporting Both Conservation Planning & Zoning Dept .80FTE and Health Dept .20FTE #R-50-20
2. Create (2) 1.0 FTE Social Service Specialist Positions For the Department of Social Services #R-51-20

RESOLUTIONS

D. HUMAN RESOURCES, FINANCE, AND PROPERTY COMMITTEE:

15. Resolution Providing For the Sale of Not to Exceed \$17,845,000 General Obligation Health Care Project Building Bonds, Series 2020B #R-49-20
16. Authorizing the Creation of a Pool or Fund to Collect Routes to Recovery Allocations from Other Units of Government Within Marathon County for the Purpose of Funding an Eligible Broadband Project and/or Purchases of Other Eligible Goods and Services #R-52-20

E. COUNTY BOARD OF SUPERVISORS

17. Recognizing Rebecca Frisch's Contributions to Marathon County Upon Her Retirement #R-53-20

F. MISCELLANEOUS BUSINESS

18. Announcements and / or Requests
19. Motion to Adjourn

WITNESS: My signature this 18th day of August, 2020

Kim Trueblood
Marathon County Clerk

NOTE: The next meeting of the County Board will be the Educational Meeting on Thursday, September 10, 2020. The Business Meeting will be on Tuesday, September 15, 2020. Both meetings will be held at 7:00 p.m. in the Assembly Room of the Courthouse.

NOTICE PROVIDED TO: County Board Members
Marathon County Departments
News Media
Posted on County Website: www.co.marathon.wi.us

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 one business day before the meeting.



Community Partners Campus, Inc.
500 N. First Street, Suite 8000
P.O. Box 8050
Wausau, WI 54402-8050

Contacts:

Mr. Brian L. Gumness, (715) 218-7970, brian@greenheckfoundation.org

Mr. Kevin Noel, (715) 551-7429, knoel2home@aol.com

Ms. Amy E. Ebeling, (715) 845-4336, aebeling@ruderware.com

Strategic Planning Committee:

David Bliven

Jeffrey Todd

Ken Tokarz

Amy Ebeling

Kevin Noel

Brian Gumness

Barbara Brown



Community Partners Initiative

"The true measure of any society can be found in how it treats its most vulnerable members." - Gandhi

Community Partners Campus (CPC) is a newly formed 501 (c) (3) Corporation whose sole purpose is to develop and operate a shared space nonprofit center. The CPC intends to lease space and provide services to other tax-exempt organizations at below market rates thereby building a community in which charitable, educational, medical and social services can be more efficiently administered to the Marathon County area individuals and families in need.

Our vision includes the acquisition of a facility housing 8 – 15 nonprofit partners having a mission driven purpose to serve disadvantaged families and individuals in a single location. The mission of CPC is to help our community nonprofits meet client needs with an emphasis on food, clothing, shelter, medical, mental health and social well-being.

Community Partners Campus goal: ***Support the efforts of community nonprofit partners by offering functional, collaborative, shared space facilities housing organizations having a mission driven purpose to serve disadvantaged individuals and families of Marathon County with basic needs in a single location.***

In addition to providing more services to more people, CPC allows partners to focus efforts on their missions without the distractions of owning their own building or renting a facility at market rate. Finally, CPC will benefit the entire community by reducing tax dollars spent within the medical, legal, law enforcement and educational systems by providing the services families and individuals need under one roof.

At the time of this writing the need for this Campus has never been greater. Unemployment is surging and will result in more homeless; people are hungry and food banks are facing unprecedented demand from a limited food supply. This is not our effort but the effort of a community. We are asking for your help and guidance to make Community Partners Campus a reality in Marathon County. We're in this together.

Respectfully,

Community Partners Campus, Board of Directors



Community Partners Campus Marathon County Impact

The partners of Community Partners Campus: The Neighbors Place, Catholic Charities, The First Presbyterian Free Clinic, Blessings in a Backpack, North Central Community Action Program and other related services, serve all of Marathon County. Their outreach goes beyond the City of Wausau to encompass all of Marathon County and a good amount of commerce and activity comes from these services being located here. Of the many employees that work for the Marathon County government, not all live in the City of Wausau, a fair percentage live throughout all of the County. While many of the county's largest employers are in Wausau or the Greater Wausau area, their employee base stretches to all ends of Marathon County. Why is this important to recognize? Because all of these people benefit from going to the immediate Wausau area to work every day, so what happens in Wausau is also important to them. Above all else, the Marathon County Government is and should be a good partner to all municipalities located within the County so we can strengthen each other and our residents through collaboration in services as well as garnering additional resources. The City of Wausau would naturally be the largest partner.

Many of the CPC partners collect demographics on the people they serve. Because of that, they are able to track the communities throughout the County where their clients live. They often report by zip code, thus have data showing where in the County people live to obtain the services provided. However, in these reports please be mindful that 54403 and 54401 both report as Wausau, but it doesn't necessarily mean the services were provided in the City. The townships closest to the city are considered a Wausau address. For example: Town of Rib Mountain, Town of Texas, Town of Maine, Town of Stettin, Town of Wausau, etc. The end result places more weight on the City of Wausau for these services than there truly is.

North Central Community Action Program (NCCAP): The following is a summary of services for the first 6 months of 2020, amid the Pandemic. Through their services they have expended a total of over \$900,000 in Marathon County.

Weatherization (furnaces, water heaters, insulation, energy saving appliances, etc.): These services total over \$396,000 for 45 homes weatherized. Please note that limited services were provided during the months of March, April, and May. Location of homes weatherized; **City of Wausau 28**; other locations in **Marathon County 17**.

Through Wisconsin Rental Assistance Program (WRAP): NCCAP has assisted 143 households in Marathon County with \$151,176 in emergency rent assistance in June and July to prevent evictions. (This funding is only available to Community Action Agencies) **76 of these households are located in the City of Wausau** and the remaining **67 households are located throughout Marathon County** in Spencer, Stratford, Weston, Abbotsford, Athens, Colby, Edgar, Hatley, Mosinee, Rothschild, and Schofield. They will continue these efforts as well as serving many households with emergency funding from the City of Wausau and the State of Wisconsin through their emergency COVID-19 Community Services Block grant.

North Central Community Action Program, Inc. is the Lead Agency for Marathon County. As the Lead, they are able to assist other agencies with grant opportunities and are the fiscal agent for our Emergency Shelter Grant, Housing Prevention Grant, and the Emergency Housing Assistance grant from the United Way. They provide administrative, program, and fiscal services for their partners: Catholic Charities, The Women's Community, and The Salvation Army. What follows are the amounts for each and their breakouts.

Emergency Housing Assistance Fund (EHAF); 69 households served \$28,045 --**41 in Wausau, 28 other Marathon County communities;** in addition, these agencies also provided housing assistance: Catholic Charities 12 households \$4,949; Salvation Army 16 households \$7,865; Women's Community 16 households \$10,140 however, they did not report the locations of sub-recipients.

Emergency Shelter Grants to Catholic Charities and The Salvation Army in the amount of \$33,500 (in the City of Wausau, but all of their clients don't necessarily come from the city).

Housing Prevention (longer term help by NCCAP) \$23,757 in rental assistance for **12 households; 8 Wausau 4 other Marathon County communities.**

TBRA- Tenant Based Rental Assistance (this is assistance for families which can go up to two years and is based on the households' income-NCCAP) \$33,350 was provided for **11 households, 7 Wausau, 5 other Marathon County communities.**

The Neighbors Place is the largest food pantry in Marathon County and they work closely with the Marathon County Hunger Coalition to increase food security throughout the County. They currently have the capacity to act like a food bank, storing and distributing food to more than 20 food pantries, as well as other nonprofits, faith-based groups and schools.

About **425 families** from throughout Marathon County visit their food pantry every week. Visitors, must show proof of residence in Marathon County. They then receive a certain number of items (based on their family size) and can visit the pantry twice per month. Over the past year, starting in August of 2019, there had been **17,293 visits of which 69% check in using City of Wausau zip codes** while the balance of **31% were from the remaining zip codes throughout Marathon County.**



The Free Clinic of First Presbyterian Church, Wausau

The Free Clinic came into being in early 2018 after Dr. Jeffrey Oswald (a board-certified family physician with Marshfield Clinic) and Larry Meyer (construction), both serving on the Salvation Army board, approached the church Mission Team about the possibility of the church sponsoring the clinic. The SA had inadequate space and expertise to take on such a venture, while FPC had a decades long history of feeding ministries, refugee support activities, parish nursing and the like in a downtown location. The church Session enthusiastically accepted the challenge, and Jeff Todd, a retired Aspirus medical group practice administrator and former county public health officer, accepted the role of volunteer clinic manager. The church believed that offering free health care to local residents who were uninsured and living in poverty was an important ministry to be involved with. The fact all services were to be provided by highly skilled but unpaid volunteer healthcare providers made the effort all the more laudable. Originally, the clinic was to be housed on the lower level of the church, in 2,500 square feet of remodeled space the church was willing to donate. The clinic would be adjacent to the Fellowship Hall where Sunday Community Suppers have been served to local residents and homeless individuals for 15+ years. Architect Rod Cox was contracted to develop the plans. A capital fund raising initiative began almost immediately.

Shortly thereafter, the concept of a ***Community Partners Campus***, housing a number of critical community health and social service agencies, was developed. FPC was invited by Brian Gumness and Kevin Noel, to consider locating the Free Clinic on the campus. By then, the Free Clinic was operating a small outreach clinic serving homeless persons in cooperation with Catholic Charities Warming Center on 3rd Avenue. The idea of co-locating the permanent free clinic facility with the Warming Center, the Neighbor's Place, the Community Action Program, Blessings in a Backpack, Mobile Meals and numerous other critical local safety net organizations on the ***Community Partners Campus*** was too good to pass up.

Why a Free Clinic?

People living in poverty account for the vast majority of the uninsured (>70%). Research has clearly demonstrated the poor and uninsured have more limited access to healthcare while, paradoxically, being many times more likely to have health conditions that require ongoing medical attention, such as asthma, diabetes, cardiovascular disease, GI disorders, UTIs, obesity and musculoskeletal conditions. Health disparities based on race, ethnicity and geography also are well documented. The most common barrier to health care access is lack of insurance, but there are numerous other factors including: unemployment, no

company benefits, expense/cost sharing, lack of transportation, language &/or cultural issues, and immigration status, to name a few. While 3.2 million Americans lost their health insurance during 2017, and millions more in 2018 and 2019, the Coronavirus pandemic of 2020 and the resulting massive unemployment, have produced unprecedented numbers of uninsured. The Marathon County LIFE report found nearly 15% of county adults reported being uninsured at some point during the past year. And this was before COVID-19. No doubt, those numbers/rates are substantially higher now. Finally, people living in poverty and who are without health insurance tend to forego needed medical care until health emergencies arise, often times requiring ED services and hospital admission, even though their conditions were clearly amendable to outpatient, ambulatory management. Providing ambulatory, primary care services to low income, uninsured people is not only the compassionate and charitable thing to do, it is economically wise, both for the individual and society in general.

According to the Wisconsin Association of Free and Charitable Clinics, at present there are 85 Free and Charitable Clinics operating in Wisconsin. Although many of these clinics are in urban areas, many others operate in and serve rural populations, such as Ashland, Boscobel, Beaver Dam, Rice Lake, Marshfield, Merrill, Richland Center, Sparta, Waupun and Elkhorn. Wausau/ Marathon County is the last population center of our size without a Free Clinic in the state. Even though the FPC Free Clinic permanent site will be located in Wausau, we plan to engage in outreach activities and to serve any resident of Marathon County who is living at or near poverty and is uninsured. Research has shown urban areas tend to have higher poverty rates than rural communities, while rural areas tend to have older populations and higher uninsured rates. Both urban and rural communities in Marathon County will be served by the FPC Free Clinic.



Collaboration is Already Being Achieved

The collaboration of the nonprofits that Community Partners Campus (CPC) was hoping to achieve from inception is already happening. Over 18 months ago when CPC held its first few nonprofit partner meetings the partners have already fostered that collaboration concept. St. Vincent de Paul (SVdP) took on the responsibility of collection, repair/refurbish and redistribution of furniture that The Neighbors Place (TNP) was doing. No clients will see any diminished service as a result. SVdP had the capacity and TNP did not have the volume to make it effective. It was a win-win for all.

Further, the Salvation Army (SA) and TNP had been working on eliminating the food pantry at SA. No clients will lose any services and it is more efficient for SA and again TNP has the capacity.

We have witnessed wonderful collaborative conversations between SA and Catholic Charities on who and how the homeless shelters will serve. We believe those will end up with eliminating a duplication and each organization being able to focus on the demographics that they serve. No one will be left behind and again more coordinated efforts resulting in increased efficiency.

I trust the examples given make it clear that the members of the Community Partners Campus serve all the people of Marathon County and that it may help demonstrate the importance that we bring all of the organizations together to further promote collaboration amongst them.



Envision Collaboration

Non-Profit Shared Space



Non-profit Shared Space

Concept for Wausau WI

Acquire and remodel a physical facility that houses more than one non-profit organization with a mission driven purpose to serve disadvantaged families and individuals.

Reasons to Share Space

Community Hub of Mutual Support

- Shared space connects organizations and their work to a wider community of nonprofits or social ventures, increases staff retention by making organizations a more vibrant and interesting place to work, and raises the organizations profile through a role as a dynamic community hub.
- Shared space can also serve as a community hub that attracts ideas, talent, volunteers, and ultimately builds collective impact by synergizing multiple organizations' work.
- In shared offices, business amenities, including high quality printers, copiers, scanners, shredding services and more, are provided.
- Shared spaces are full of engaged, smart people who are generally happy to lend a hand – whether it's helping you brainstorm a new project, attending your fundraiser, offering advice on marketing materials or just meeting for coffee to help you clarify the direction of your project. This mutual-support is at the heart of great shared spaces.



GOALS

SUPPORT - SHARING - PROVIDING

- Support the efforts of nonprofit partners by sharing or outsourcing the burden of property management and back office services while creating an environment of collaboration through the provision of below market rents.

Shared Amenities



- Commercial Kitchen
- Office Equipment
- Reception
- Board Room
- Community Room
- Restrooms & Showers
- Laundry
- Parking
- Utilities

- THE NEIGHBORS PLACE
- CATHOLIC CHARITIES
- BLESSINGS IN A BACKPACK
- WAUSAU AREA MOBILE MEALS
- NCCAP
- FIRST PRESBYTERIAN CHURCH
FREE CLINIC
- COUNSELING
 - Behavioral & Legal
- WAUSAU POLICE VICTIM
RESPONSE UNIT

POTENTIAL PARTNERS

The Glasser Schoenbaum Human Services Center Sarasota FL



- [Video Link](#)
- www.youtube.com/watch?v=kHFEWc9fFrc&feature=youtu.be

Our mission is to be the leader of a collaborative community providing high quality, accessible facilities and resources for the local human services nonprofit sector.



Food Pantry – Community Room – Medical - Shelter



Showers – Shared Office Equipment – Commercial Kitchen



Solar Energy – Barber – Bike Share



FOOD BANK COLLABORATIVE



FOOD BANK



Envision Collaboration
Brian Gumness 715-218-7970
Kevin Noel 715-551-7429

**APPOINTMENT
Diversity Affairs Commission**

I, Lance Leonhard, Marathon County Administrator, do hereby upon approval of the Board of Supervisors, appoint the following to the Diversity Affairs Commission, for a two year terms to expire at the April Organizational County Board meeting in 2022:

Idowu O. Odedosu, 2063 Sundial Avenue, Kronenwetter

Mileage/expense reimbursement is allowed for meeting attendance, paid upon request. Per diem will be paid to citizen members of the Commission.

Dated this 18th day of August, 2020.

Lance Leonhard
Marathon County Administrator

STATE OF WISCONSIN)
)SS.
COUNTY OF MARATHON)

I, Kim Trueblood, County Clerk in and for Marathon County, Wisconsin, hereby certify that the above appointment was confirmed by the Marathon County Board of Supervisors at their Adjourned Organizational meeting which was held August 18, 2020.

S E A L

Kim Trueblood
Marathon County Clerk

Idowu Odedosu Bio:

I recently moved to central Wisconsin from New York City for professional and personal reasons a few months ago. I am extremely interested in fostering my civic engagement duties by becoming more active in local initiatives. Through my research, I came across the Diversity Affairs Commission. As a Nigerian-American woman, I am extremely passionate about diversity, inclusion, and equity initiatives and increasing opportunities for underserved populations in the community I reside in. Professionally, I have over 15 years' experience in community and economic development initiatives serving marginalized communities. Through the Diversity Affairs Commission, I look forward to building strong relationships with thought leaders and successful managers from various sectors in Marathon County. My background working with vulnerable populations also aligns with the mission and purpose of three additional committees – (1) the Extension, Education and Economic Development Committee, (2) the Health and Human Services Committee, and (3) the Social Services Board.

Thank you!

Idowu O. Odedosu

E-mail: idowu.odedosu@gmail.com Cell: +1 917-716-1005

2063 Sundial Avenue Kronenwetter, WI 54455

SKILLS SUMMARY

Senior-level public housing and community development professional with over 10 years of experience in:

- Administering over \$10 million in city, federal, and private contracts with various partners
 - Developing and implementing strategies, policies, and investments affecting public housing communities
 - Organizing and implementing various social service programs that serve low-income populations
 - Managing program budgets and ensuring goals are achieved
 - Supervising and providing thought leadership to a 20+ team
 - Cultivating collaborative relationships with community partners and leading civic engagement efforts
 - Data analysis and program evaluation including preparing reports and analyzing key performance metrics
 - High proficiency with Microsoft Outlook, Word, Excel, and PowerPoint for data analysis and presentations
-

EDUCATION AND HONORS

- Columbia University, School of International and Public Affairs (SIPA)** New York, NY
Master of Public Administration May 2016
- *Branta Picker Fellow*
- Cornell University, Charles H. Dyson School of Applied Economics and Management** Ithaca, NY
Bachelor of Science in Applied Economics and Management, Concentration in Business May 2005
- *Cornell Tradition Fellow, Dean's List, Bill and Melinda Gates Foundation Scholar*
- City University of London, Cass Business School** London, England
Study Abroad Program and Internship Jan. 2004 – May 2004
- *Benjamin A. Gilman International Scholar sponsored by the U.S. Department of State*
-

PROFESSIONAL EXPERIENCE

- Stevens Point Housing Authority (SPHA)** Stevens Point, WI
Executive Director Jan. 2020 to Present
- Lead and manage an agency with an annual budget of \$8 million and a portfolio that includes 247 low- and moderate-income public housing units
 - Manage and supervise 8 experienced long-serving staff and report to a five-member Board of Commissioners
 - Design, implement, and administer all agency functions to meet or exceed Public Housing Assessment Subsystem (PHAS) goals
 - Prepare and present annual budgets and other supplemental budgets for Board approval
 - Implement the long-term and short-term operational priorities of the agency
 - Represent the agency and maintain liaison with regulatory agencies, local officials, and community-based organizations
- New York City Housing Authority (NYCHA) - Resident Economic Empowerment & Sustainability (REES)** New York, NY
- Assistant Director, Financial Capability & Resident Business Development* Dec. 2016 to Dec. 2019
- Assistant Director, Asset Building & Financial Literacy* June 2016 to Dec. 2016
- Project Manager* Dec. 2013 to Dec. 2015
- Senior Associate, Financial Literacy & Asset Building* Dec. 2011 – Dec. 2013
- Administered over \$5 million in contracts annually of city and public resources to address identified social service needs in NYC public housing communities
 - Managed the financial capability, homeownership, and small business portfolio for NYCHA's public-private partnership model called REES to measurably improve income and assets for over 5,000 public housing residents

New York City Housing Authority (NYCHA) Continued

New York, NY

- Supervised 21 staff members to effectively meet department goals and economic self-sufficiency outcomes for residents
- Oversaw strategic partnerships with over 25 community-based partners and local government agencies such as the Urban Upbound Federal Credit Union, NYC's Office of Financial Empowerment, and the Department of Small Business Services
- Spearheaded NYCHA's alternative workforce development and business accelerator programs (Food Business Pathways and Childcare Business Pathways) funded by a \$1.4 million investment from Citi Community Development to launch the businesses of over 400 NYCHA entrepreneurs, along with a suite of economic self-sufficiency services
- Developed a citywide strategy for tax season by expanding NYCHA's Virtual Volunteer Income Tax Assistance (VITA) program from 2 sites to over 25 sites in which over 6,000 NYCHA residents received over \$4 million in tax credits

First Access, Inc.

Dar es Salaam, Tanzania and New York, NY

Graduate School Consultant

Sep. 2015 to Jan. 2016

- Part of a 5-person consultant team that researched and created a database of over 150 technical assistance (TA) funds and microfinance investment vehicles (MIVs) that support credit analytics, credit scoring, alternative data, and loan decision-making software to microfinance banks in sub-Saharan Africa
- Traveled to Tanzania to meet with 4 First Access clients and partners to present recommendations on the funding procedure to effectively secure TA funding from investors

The Financial Clinic (TFC)

New York, NY

Financial Coach and Program Manager (contract position)

Mar. 2010 to Oct. 2011

- Co-directed TFC's Financial Aid University (FAU) initiative funded by Citi Foundation and designed to address and remedy inequality in college access among low-income and working poor populations
- Assisted over 600 disadvantaged students to complete the Free Application for Federal Student Aid (FAFSA)
- Expanded the FAU pilot from serving 3 local high schools to serving 18 within 1 year through over 75 separate events
- Recruited and supervised over 75 volunteers to work with over 450 customers on financial education
- Provided 1-on-1 financial coaching services to over 50 low- and moderate-income customers to introduce them to a range of financial development services that helped them learn skills in building assets, improving banking, repairing or establishing credit, managing debt, and tax planning

Local Initiatives Support Corporation (LISC), Education Facilities Financing Center (EFFC)

New York, NY

Analyst

Jan. 2009 to Feb. 2010

- Tracked over \$100 million in EEFC funds including grants, interest income, and recoverable grants
- Monitored over \$50 million in individual charter school loans and prepared reports for LISC's lending department
- Assisted in underwriting individual charter school loans, including new markets tax credit transactions financed through LISC administered local funds
- Provided support in structuring and modeling of loan and credit enhancement pools for educational facilities funds

CWCapital, LLC

New York, NY

Commercial Real Estate Underwriting Analyst

May 2007 to Oct. 2008

- Assisted senior underwriting team by closing of over \$20 million in mortgage loan transactions
- Analyzed financials including debt ratios, loan-to-value ratios, appraisal reports, tax returns, credit reports, and other financial information for over 10 multifamily and commercial properties
- Prepared over 10 loan committee memos and presentations

Deutsche Bank

New York, NY

Analyst

Sep. 2005 to Apr. 2007

- Managed the daily oversight of over \$2.3 billion outstanding Asset Backed Commercial Paper conduits
- Provided rotational support to three revenue-generating departments within Global Transaction Banking: (1) Cash Management and Corporate Sales, (2) Structured Finance/Trust and Securities Services and (3) Trade Finance
- Created asset-backed securities market segmentation book of collateral types, competitors, and bond issuers

LEADERSHIP AND INTERESTS

- Cornell University's Dyson School, Undergraduate Program Advisory Council and Diversity Alumni Ambassador
- High Water Women Foundation, Financial Literacy Volunteer
- Financial literacy, diversity and inclusion, travel, volunteering, community development, bike riding, and fitness

ORDINANCE # O -18-20

Town of McMillan Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinances for Marathon County Chapter 17 Zoning Code by Jon Hardinger to amend the Marathon County Zoning Ordinance to rezone lands from F-P Farmland Preservation to R-R Rural Residential described as part of the SW ¼ of the SE ¼ of Section 29, Township 26 North, Range 03 East, Town of McMillan. Proposed area to be rezoned (2.49 acres) is described as part of Lot 1 (3.484 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcels PIN# 056-2603-294-0997 and 056-2603-294-0996.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing thereon, pursuant to Section 59.69, Wisconsin Statutes on August 4, 2020 to consider the petition to amend Chapter 17; and

WHEREAS, the Committee being duly informed of the facts pertinent to the changes proposed, having reviewed the staff report, and duly advised of the recommendations of the Town of McMillan, hereby recommends the petition be GRANTED AS APPLIED FOR

NOW, THEREFORE, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying Zoning Map) is amended as stated above.

Dated this 4th day of August, 2020

ENVIRONMENTAL RESOURCES COMMITTEE

/s/ Jacob Langenhahn, Chair /s/ Randy Fifrlick /s/ Rick Seefeldt

/s/ Allen Drabek /s/ Sara Guild /s/ Bill Conway

/s/ Eric Vogel /s/ David Oberbeck /s/ Arnold Schlei

Dated this 18th day of August, 2020

Kurt Gibbs – Marathon County Board Chair

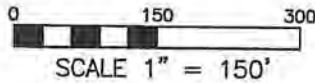
CERTIFIED SURVEY MAP

MARATHON COUNTY NO. _____

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4
OF SECTION 29, TOWNSHIP 26 NORTH, RANGE 3 EAST,
TOWN OF MCMILLAN, MARATHON COUNTY, WISCONSIN.

VREELAND ASSOCIATES, INC. 6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 tim@vreelandassociates.us
PREPARED FOR: RITA BLENKER
FILE #: 20-0212 BLENKER
DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND

SHEET 1 OF 2 SHEETS



LEGEND

- ⊙ = GOVERNMENT CORNER LOCATION PER COUNTY SURVEY RECORDS
- = 1.315" OUTSIDE DIAMETER x 24" IRON PIPE 1.68 POUNDS PER FOOT SET
- = 1.315" OUTSIDE DIAMETER IRON PIPE FOUND IN PLACE
- < > = PREVIOUSLY RECORDED AS CSM = CERTIFIED SURVEY MAP



BEARINGS REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 BEARING N 89°37'18" W ALONG WISCONSIN COUNTY COORDINATE SYSTEM (MARATHON) NAD83 (2011)

THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP, AND THE SALE OR TRANSFER OF PROPERTY REQUIRES A RECORDED DEED EXCEPTING PUBLIC DEDICATION.

OWNER:
JON HARTINGER



CERTIFIED SURVEY MAP
MARATHON COUNTY NO. _____

PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 29, TOWNSHIP
26 NORTH, RANGE 3 EAST, TOWN OF MCMILLAN, MARATHON COUNTY, WISCONSIN.

SHEET 2 OF 2 SHEETS

SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE
DIRECTION OF RITA BLENKER, I SURVEYED, MAPPED AND DIVIDED THAT PART OF THE SOUTHWEST
1/4 OF THE SOUTHEAST 1/4 OF SECTION 29, TOWNSHIP 26 NORTH, RANGE 3 EAST, TOWN OF
MCMILLAN, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 29; THENCE N 89°37'18" W
ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 1316.50 FEET TO THE SOUTHEAST CORNER OF
THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4; THENCE N 0°06'19" W 33.00 FEET TO THE NORTH
LINE OF MANN STREET AND TO THE POINT OF BEGINNING; THENCE N 89°37'19" W ALONG THE
NORTH LINE OF MANN STREET 430.00 FEET; THENCE N 0°06'18" W 353.00 FEET; THENCE
S 89°37'18" E 430.00 FEET TO THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER
4538; THENCE S 0°06'19" E ALONG THE WEST LINE OF SAID LOT 1 353.00 FEET TO THE POINT
OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND
USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE
LAND SURVEYED AND THE DIVISION AND THE CERTIFIED SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES IN
SURVEYING, MAPPING AND DIVIDING THE LANDS, CHAPTER A-E 7 OF THE WISCONSIN
ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF MARATHON COUNTY AND THE TOWN
OF MCMILLAN, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND
MAPPING THE SAME.



DATED THIS 4TH DAY OF JUNE, 2020
SURVEY PERFORMED JUNE 3RD, 2020

TIMOTHY G. VREELAND P.L.S. 2291

APPROVED FOR RECORDING UNDER
THE TERMS OF THE MARATHON
COUNTY LAND DIVISION REGULATIONS.

BY _____

DATE _____
MARATHON CO. CONSERVATION,
PLANNING & ZONING DEPT.
CPZ TRACKING NO. _____

REVIEWED AND APPROVED FOR
RECORDING BY THE TOWN OF

DATE: _____

TOWN OF _____

STATE OF WISCONSIN)
MARATHON COUNTY)
TOWN OF MCMILLAN)

RESOLUTION ON ZONING ORDINANCE AMENDMENT

TO THE MARATHON COUNTY ENVIRONMENTAL RESOURCES COMMITTEE

I, Patti Rahn, Clerk of the Town of McMillan, Marathon County, State of Wisconsin, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of McMillan Town Board at a meeting held on the 13 day of July, 2020.

RESOLUTION

WHEREAS, Section 59.69(5)(e)3., Wisconsin Statutes, provides that if a town affected by a proposed amendment disapproves of the proposed amendment, the town board may file a certified copy of a resolution adopted by such board disapproving of the petition with the Environmental Resources Committee prior to, at or within ten (10) days after the public hearing, and

WHEREAS, if the town board of the town affected in the case of an ordinance relating to the location of boundaries of districts files such a resolution, the Environmental Resources Committee may not recommend to the County Board approval of the petition without change, but may only recommend approval with change or recommend disapproval.

NOW, THEREFORE BE IT RESOLVED that the Town of McMillan Town Board considered on the 13 day of July, 2020, petition by Tim Vreeland on behalf of Jon Hardinger described as part of the SW ¼ of the SE ¼ of Section 29, Township 26 North, Range 03 East, Town of McMillan. Proposed area to be rezoned (2.49 acres) is described as part of Lot 1 (3.484 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcels PIN# 056-2603-294-0997 and 056-2603-294-0996.

The Town of McMillan hereby has considered the following standards for rezoning above property (*use additional sheets if necessary*):

- 1) **Has the applicant provided what public facilities and/or services currently serve the proposed development, what additional services may be required, and how the additional services will be provided?**
 No Yes Explain: _____
- 2) **Has the applicant demonstrated how the provision of the public facilities will not be an unreasonable burden to local government?**
 No Yes Explain: _____
- 3) **Has the applicant determined that the land is suitable for the development proposed? Explain.**
 No Yes Explain: _____
- 4) **Has the applicant demonstrated what will have to be done so the development will not cause unreasonable air and water pollution, soil erosion, or adverse effects on rare or irreplaceable natural areas? Explain.**
 No Yes Explain: _____
- 5) **Is there any potential for conflict with existing land uses in the area?**
 No Yes Explain: _____

(OVER)

- 6) Has the applicant demonstrated the need for the proposed development at this location? Explain.
 No Yes Explain: _____
- 7) Has the applicant demonstrated the availability of alternative locations? Be specific
 No Yes Explain: N/A
- 8) Is cropland is being consumed by this zone change? What is the productivity of the agricultural lands involved?
 No Yes Explain: _____
- 9) Has the applicant explained how the proposed development will be located to minimize the amount of agricultural land converted?
 No Yes Explain: N/A
- 10) Is proposed rezone request consistent with the town's adopted Comprehensive Plan? Explain.
 No Yes Explain: _____
- 11) Is there anything else the Town wishes to present or comment on regarding this application to the Marathon County Environmental Resources (ERC) Committee?
 No Yes Explain: _____

The Town of McMillan recommends: **Approval** **Disapproval** of the amendment and/or zone change.

OR **Requests an Extension*** for the following reasons: _____

*Wis. Stats §59.69(5)(e), (3), and (3m) authorizes Towns to extend the time to disapprove a zone change for a total of thirty (30) days beyond the date of the public hearing. The extension must be by Town Board Resolution and remains in effect until the Town Board adopts a resolution rescinding the extension.

Clerk Latti Luha
 Town Board Debra Despres, Gary J. Tracy
[Signature]
[Signature]

NOTE: If you recommend disapproval of this request, please make every effort to send a representative to the Environmental Resources Committee Public Hearing. Town input at the hearing is always appreciated. Please return this form before July 27, 2020 to:

Marathon County Conservation, Planning and Zoning Department
 210 River Drive
 Wausau, WI 54403

ORDINANCE # O -19-20

Town of Frankfort Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinances for Marathon County Chapter 17 Zoning Code by Tim Vreeland on behalf of John and Jessica Lindberg to amend the Marathon County Zoning Ordinance to rezone lands from G-A General Agriculture to R-R Rural Residential described as part of the S ½ of the fractional NW ¼ of Section 18, Township 28 North, Range 03 East, Town of Frankfort. Area proposed to be rezoned is described as Lot 1 (3.751 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcel PIN# 026-2803-182-0994.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing thereon, pursuant to Section 59.69, Wisconsin Statutes on August 4, 2020 to consider the petition to amend Chapter 17; and

WHEREAS, the Committee being duly informed of the facts pertinent to the changes proposed, having reviewed the staff report, and duly advised of the recommendations of the Town of Frankfort hereby recommends the petition be GRANTED AS APPLIED FOR

NOW, THEREFORE, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying Zoning Map) is amended as stated above.

Dated this 4th day of August, 2020

ENVIRONMENTAL RESOURCES COMMITTEE

/s/ Jacob Langenhahn, Chair /s/ Randy Fifrick /s/ Rick Seefeldt

/s/ Allen Drabek /s/ Sara Guild /s/ Bill Conway

/s/ Eric Vogel /s/ David Oberbeck /s/ Arnold Schlei

Dated this 18th day of August, 2020

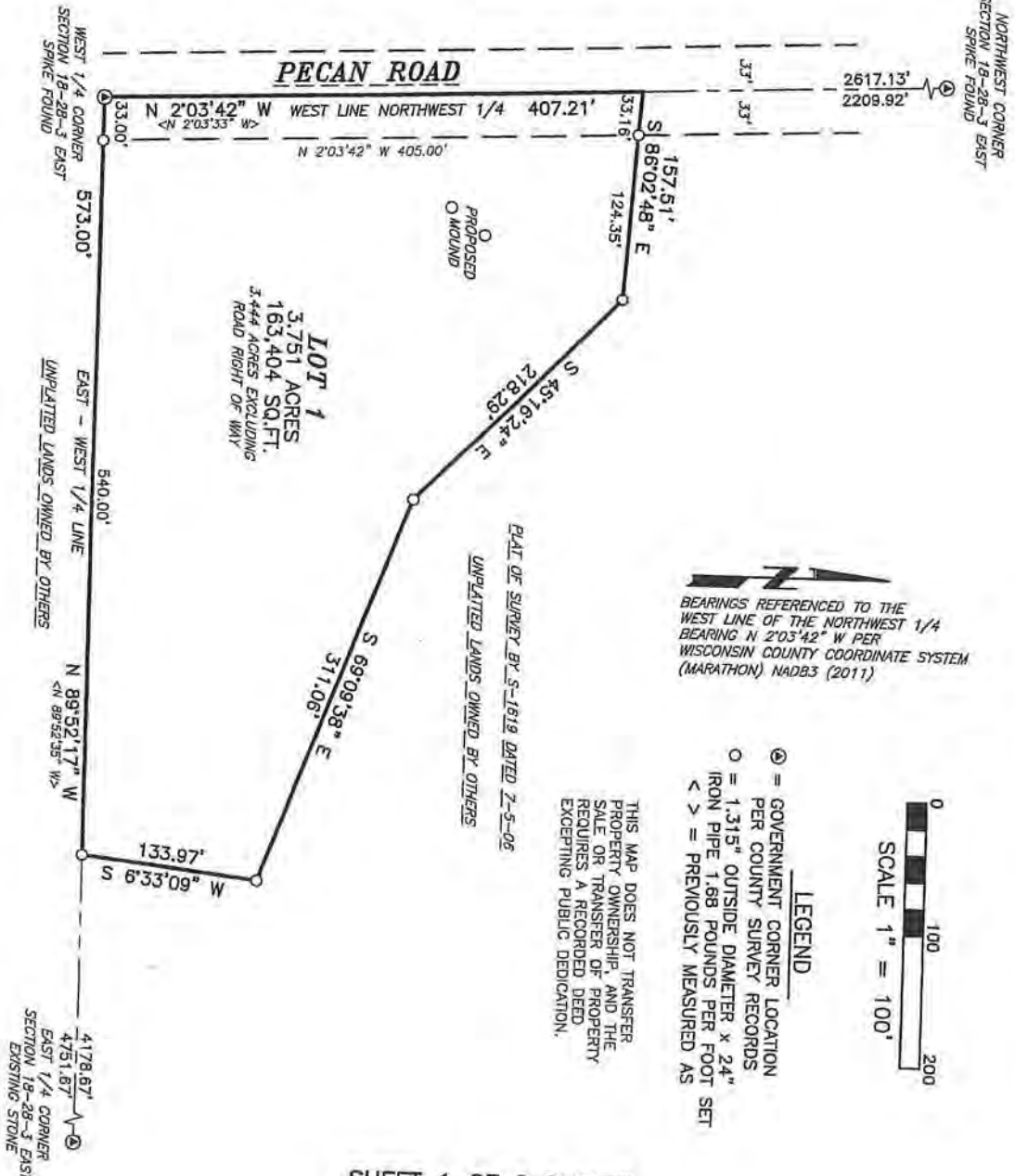
Kurt Gibbs – Marathon County Board Chair

CERTIFIED SURVEY MAP

MARATHON COUNTY NO. _____

PART OF THE SOUTH 1/2 OF THE FRACTIONAL NORTHWEST
1/4 OF SECTION 18, TOWNSHIP 28 NORTH, RANGE 3 EAST,
TOWN OF FRANKFORT, MARATHON COUNTY, WISCONSIN.

VREELAND ASSOCIATES, INC.	
6103 DAWN STREET WESTON, WI. 54476	
PH (715) 241-0947 tim@vreelandassociates.us	
OWNER: JESSICA LINDBERG	
FILE #: 20-0228 LINDBERG	
DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND	



CERTIFIED SURVEY MAP
MARATHON COUNTY NO. _____

PART OF THE SOUTH 1/2 OF THE FRACTIONAL NORTHWEST
1/4 OF SECTION 18, TOWNSHIP 28 NORTH, RANGE 3 EAST,
TOWN OF FRANKFORT, MARATHON COUNTY, WISCONSIN.
SHEET 2 OF 2 SHEETS

SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF JESSICA LINDBERG, I SURVEYED, MAPPED AND DIVIDED THAT PART OF THE SOUTH 1/2 OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 25 NORTH, RANGE 3 EAST, TOWN OF FRANKFORT, MARATHON COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE WEST 1/4 CORNER OF SAID SECTION 18; THENCE N 2°03'42" W ALONG THE WEST LINE OF THE NORTHWEST 1/4 407.21 FEET; THENCE S 86°02'48" E 157.51 FEET; THENCE S 45°16'24" E 218.29 FEET; THENCE S 69°09'38" E 311.06 FEET; THENCE S 6°33'09" W 133.97 FEET TO THE EAST - WEST 1/4 LINE; THENCE N 89°52'17" W ALONG THE EAST - WEST 1/4 LINE 573.00 FEET TO THE POINT OF BEGINNING. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION AND THE CERTIFIED SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH SECTION 236.34 OF THE WISCONSIN STATUTES IN SURVEYING, MAPPING AND DIVIDING THE LANDS, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF MARATHON COUNTY AND THE TOWN OF FRANKFORT, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.

DATED THIS 8TH DAY OF JUNE, 2020
SURVEY PERFORMED JUNE 6TH, 2020

TIMOTHY G. VREELAND P.L.S. 2291

APPROVED FOR RECORDING UNDER
THE TERMS OF THE MARATHON
COUNTY LAND DIVISION REGULATIONS.

BY _____

DATE _____
MARATHON CO. CONSERVATION,
PLANNING & ZONING DEPT.
CPZ TRACKING NO. _____

STATE OF WISCONSIN)
MARATHON COUNTY)
TOWN OF FRANKFORT)

RESOLUTION ON ZONING ORDINANCE AMENDMENT

TO THE MARATHON COUNTY ENVIRONMENTAL RESOURCES COMMITTEE

I, Kelly Wussow, Clerk of the Town of Frankfort, Marathon County, State of Wisconsin, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Frankfort Town Board at a meeting held on the 13 day of July, 2020.

RESOLUTION

WHEREAS, Section 59.69(5)(e)3., Wisconsin Statutes, provides that if a town affected by a proposed amendment disapproves of the proposed amendment, the town board may file a certified copy of a resolution adopted by such board disapproving of the petition with the Environmental Resources Committee prior to, at or within ten (10) days after the public hearing, and

WHEREAS, if the town board of the town affected in the case of an ordinance relating to the location of boundaries of districts files such a resolution, the Environmental Resources Committee may not recommend to the County Board approval of the petition without change, but may only recommend approval with change or recommend disapproval.

NOW, THEREFORE BE IT RESOLVED that the Town of Frankfort Town Board considered on the 13 day of July, 2020, petition by Tim Vreeland on behalf of John and Jessica Lindberg to amend the Marathon County Zoning Ordinance to rezone lands from G-A General Agriculture to R-R Rural Residential described as part of the S 1/2 of the fractional NW 1/4 of Section 18, Township 28 North, Range 03 East, Town of Frankfort. Area proposed to be rezoned is described as Lot 1 (3.751 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcel PIN# 026-2803-182-0994.

The Town of Frankfort hereby has considered the following standards for rezoning above property (use additional sheets if necessary):

- 1) Has the applicant provided what public facilities and/or services currently serve the proposed development, what additional services may be required, and how the additional services will be provided?
 No Yes Explain: _____
- 2) Has the applicant demonstrated how the provision of the public facilities will not be an unreasonable burden to local government?
 No Yes Explain: _____
- 3) Has the applicant determined that the land is suitable for the development proposed? Explain.
 No Yes Explain: _____
- 4) Has the applicant demonstrated what will have to be done so the development will not cause unreasonable air and water pollution, soil erosion, or adverse effects on rare or irreplaceable natural areas? Explain.
 No Yes Explain: _____
- 5) Is there any potential for conflict with existing land uses in the area?
 No Yes Explain: _____

RECEIVED

JUL 24 2020

MARATHON CO. CONSERVATION,
PLANNING & ZONING DEPT

(OVER)

- 6) Has the applicant demonstrated the need for the proposed development at this location? Explain.
 No Yes Explain: _____
- 7) Has the applicant demonstrated the availability of alternative locations? Be specific
 No Yes Explain: _____
- 8) Is cropland is being consumed by this zone change? What is the productivity of the agricultural lands involved?
 No Yes Explain: _____
- 9) Has the applicant explained how the proposed development will be located to minimize the amount of agricultural land converted?
 No Yes Explain: _____
- 10) Is proposed rezone request consistent with the town's adopted Comprehensive Plan? Explain.
 No Yes Explain: _____
- 11) Is there anything else the Town wishes to present or comment on regarding this application to the Marathon County Environmental Resources (ERC) Committee?
 No Yes Explain: _____

The Town of Frankfort recommends: Approval Disapproval of the amendment and/or zone change.

OR Requests an Extension* for the following reasons: _____

*Wis. Stats §59.69(5)(e), (3), and (3m) authorizes Towns to extend the time to disapprove a zone change for a total of thirty (30) days beyond the date of the public hearing. The extension must be by Town Board Resolution and remains in effect until the Town Board adopts a resolution rescinding the extension.

Clerk _____
 Town Board _____

NOTE: If you recommend disapproval of this request, please make every effort to send a representative to the Environmental Resources Committee Public Hearing. Town input at the hearing is always appreciated. Please return this form before July 27, 2020 to:

Marathon County Conservation, Planning and Zoning Department
 210 River Drive
 Wausau, WI 54403

ORDINANCE # O -20-20

Town of Frankfort Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinances for Marathon County Chapter 17 Zoning Code of Frankfort Freedom Riders Snowmobile Club (Rob Weis) on behalf of Delores Telschow to amend the Marathon County Zoning Ordinance to rezone lands from R-E Rural Estate to CV/RC Conservancy Recreation described as the SE ¼ of the SE ¼ and the NE ¼ of the SE ¼ of Section 15, Township 28 North, Range 03 East, Town of Frankfort. The area proposed to be rezoned is described as Lot 2 (2.007 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcel PIN# 026-2803-154-0993.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing thereon, pursuant to Section 59.69, Wisconsin Statutes on August 4, 2020 to consider the petition to amend Chapter 17; and

WHEREAS, the Committee being duly informed of the facts pertinent to the changes proposed, having reviewed the staff report, and duly advised of the recommendations of the Town of Frankfort hereby recommends the petition be GRANTED AS APPLIED FOR

NOW, THEREFORE, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying Zoning Map) is amended as stated above.

Dated this 4th day of August, 2020

ENVIRONMENTAL RESOURCES COMMITTEE

/s/ Jacob Langenhahn, Chair /s/ Randy Fifrick /s/ Rick Seefeldt

/s/ Allen Drabek /s/ Sara Guild /s/ Bill Conway

/s/ Eric Vogel /s/ David Oberbeck /s/ Arnold Schlei

Dated this 18th day of August, 2020

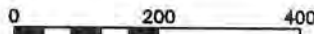
Kurt Gibbs – Marathon County Board Chair

CERTIFIED SURVEY MAP

MARATHON COUNTY NO. _____

ALL OF LOT 1 OF CSM 15809-72-80, LOCATED IN THE SE1/4 SE1/4 AND NE1/4 SE1/4 OF SECTION 15, TOWNSHIP 28 NORTH, RANGE 3 EAST, TOWN OF FRANKFORT, MARATHON COUNTY, WISCONSIN.

VREELAND ASSOCIATES, INC.	
6103 DAWN STREET WESTON, WI. 54476	
PH (715) 241-0947	tim@vreelandassociates.us
OWNER:	DELORES TELSCHOW
FILE #:	T-126 TELSCHOW
DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND	



SCALE 1" = 200'

LEGEND

- ⊙ = GOVERNMENT CORNER LOCATION PER COUNTY SURVEY RECORDS
- = 1.315" OUTSIDE DIAMETER x 24" IRON PIPE 1.68 POUNDS PER FOOT SET
- = 1.315" OUTSIDE DIAMETER IRON PIPE FOUND IN PLACE
- CSM = CERTIFIED SURVEY MAP

APPROVED FOR RECORDING UNDER THE TERMS OF THE MARATHON COUNTY LAND DIVISION REGULATIONS.

BY _____
DATE _____
MARATHON CO. CONSERVATION, PLANNING & ZONING DEPT.
CPZ TRACKING NO. _____

NOTE: PINENUT ROAD R/W WIDTH COULD NOT BE DETERMINED FROM PUBLIC RECORDS. WIDTH ESTABLISHED AT 66' PURSUANT TO PROVISIONS OF SEC. 82.18, WISCONSIN STATUTES, WHICH IS CONSISTENT WITH R/W FENCES AND RECORDED SURVEYS.

▲ ▲ = APPROXIMATE LOCATION OF WETLANDS PER DNR INVENTORY MAPPING. DELINEATION WOULD BE NEEDED TO VERIFY THE LOCATION.

THIS MAP DOES NOT TRANSFER PROPERTY OWNERSHIP, AND THE SALE OR TRANSFER OF PROPERTY REQUIRES A RECORDED DEED EXCEPTING PUBLIC DEDICATION.

SURVEYORS CERTIFICATE

I, TIMOTHY G. VREELAND, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT AT THE DIRECTION OF ROB WEIS, I SURVEYED, MAPPED AND DIVIDED ALL OF LOT 1 OF CERTIFIED SURVEY MAP NUMBER 15809, RECORDED IN VOLUME 72 OF SURVEYS ON PAGE 80, LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 AND THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 28 NORTH, RANGE 3 EAST, TOWN OF FRANKFORT, MARATHON COUNTY, WISCONSIN. SUBJECT TO ALL EASEMENTS, RESTRICTIONS AND RIGHTS OF WAY OF RECORD AND USE.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SURVEY MAP THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES, CHAPTER A-E 7 OF THE WISCONSIN ADMINISTRATIVE CODE AND THE LAND DIVISION ORDINANCE OF MARATHON COUNTY AND THE TOWN OF FRANKFORT, ALL TO THE BEST OF MY KNOWLEDGE AND BELIEF IN SURVEYING, DIVIDING AND MAPPING THE SAME.


TIMOTHY G. VREELAND P.L.S. 2291
DATED THIS 12TH DAY OF MAY, 2020
SURVEY PERFORMED MAY 11TH, 2020

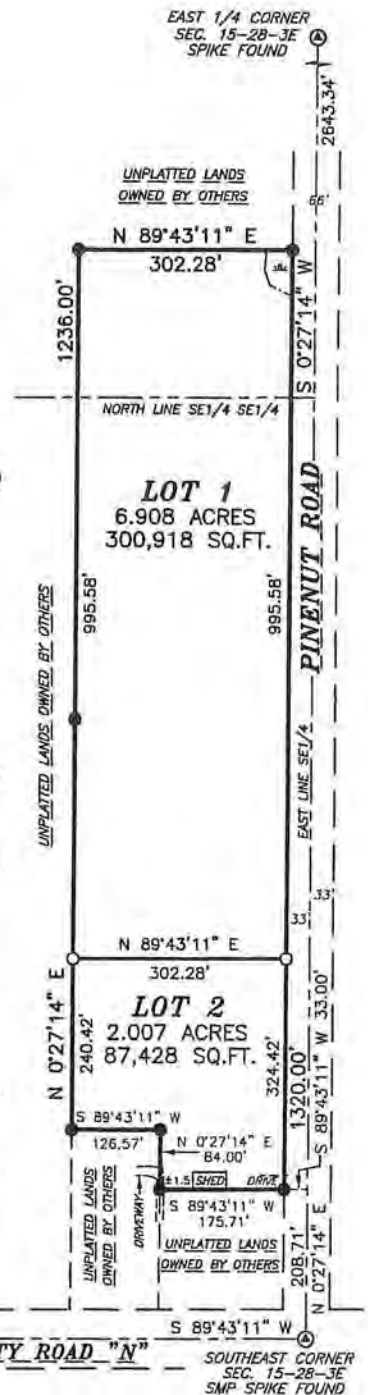


SOUTH 1/4 CORNER SEC. 15-28-3E SMP SPIKE FOUND ⊙ 2612.21'

SOUTH LINE SE1/4

COUNTY ROAD "N"

SOUTHEAST CORNER SEC. 15-28-3E SMP SPIKE FOUND ⊙



STATE OF WISCONSIN)
MARATHON COUNTY)
TOWN OF FRANKFORT)

RESOLUTION ON ZONING ORDINANCE AMENDMENT

TO THE MARATHON COUNTY ENVIRONMENTAL RESOURCES COMMITTEE

I, Kelly Wussow, Clerk of the Town of Frankfort, Marathon County, State of Wisconsin, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Frankfort Town Board at a meeting held on the 13 day of July, 2020.

RESOLUTION

WHEREAS, Section 59.69(5)(e)3., Wisconsin Statutes, provides that if a town affected by a proposed amendment disapproves of the proposed amendment, the town board may file a certified copy of a resolution adopted by such board disapproving of the petition with the Environmental Resources Committee prior to, at or within ten (10) days after the public hearing, and

WHEREAS, if the town board of the town affected in the case of an ordinance relating to the location of boundaries of districts files such a resolution, the Environmental Resources Committee may not recommend to the County Board approval of the petition without change, but may only recommend approval with change or recommend disapproval.

NOW, THEREFORE BE IT RESOLVED that the Town of Frankfort Town Board considered on the 13 day of July, 2020, petition by of Frankfort Freedom Riders Snowmobile Club (Rob Weis) on behalf of Delores Telschow described as part of SE ¼ of the SE ¼ and the NE ¼ of the SE ¼ of Section 15, Township 28 North, Range 03 East, Town of Frankfort. The area proposed to be rezoned is described as Lot 2 (2.007 acres) on the Preliminary Certified Survey Map (CSM) submitted as a part of the rezone petition. Part of parent parcel PIN# 026-2803-154-0993.

The Town of Frankfort hereby has considered the following standards for rezoning above property (*use additional sheets if necessary*):

- 1) **Has the applicant provided what public facilities and/or services currently serve the proposed development, what additional services may be required, and how the additional services will be provided?**
 No Yes Explain: _____
- 2) **Has the applicant demonstrated how the provision of the public facilities will not be an unreasonable burden to local government?**
 No Yes Explain: _____
- 3) **Has the applicant determined that the land is suitable for the development proposed? Explain.**
 No Yes Explain: _____
- 4) **Has the applicant demonstrated what will have to be done so the development will not cause unreasonable air and water pollution, soil erosion, or adverse effects on rare or irreplaceable natural areas? Explain.**
 No Yes Explain: _____
- 5) **Is there any potential for conflict with existing land uses in the area?**
 No Yes Explain: _____

RECEIVED

JUL 20 2020

MARATHON CO. CONSERVATION,
PLANNING & ZONING DEPT

(OVER)

- 6) Has the applicant demonstrated the need for the proposed development at this location? Explain.
 No Yes Explain: _____
- 7) Has the applicant demonstrated the availability of alternative locations? Be specific
 No Yes Explain: _____
- 8) Is cropland is being consumed by this zone change? What is the productivity of the agricultural lands involved?
 No Yes Explain: _____
- 9) Has the applicant explained how the proposed development will be located to minimize the amount of agricultural land converted?
 No Yes Explain: _____
- 10) Is proposed rezone request consistent with the town's adopted Comprehensive Plan? Explain.
 No Yes Explain: _____
- 11) Is there anything else the Town wishes to present or comment on regarding this application to the Marathon County Environmental Resources (ERC) Committee?
 No Yes Explain: _____

The Town of Frankfort recommends: **Approval** **Disapproval** of the amendment and/or zone change.

OR **Requests an Extension*** for the following reasons: _____

*Wis. Stats §59.69(5)(e), (3), and (3m) authorizes Towns to extend the time to disapprove a zone change for a total of thirty (30) days beyond the date of the public hearing. The extension must be by Town Board Resolution and remains in effect until the Town Board adopts a resolution rescinding the extension.

Clerk *Kelly...*
 Town Board *[Signature]*
[Signature]
Gary Wason

NOTE: If you recommend disapproval of this request, please make every effort to send a representative to the Environmental Resources Committee Public Hearing. Town input at the hearing is always appreciated. Please return this form before July 27, 2020 to:

Marathon County Conservation, Planning and Zoning Department
 210 River Drive
 Wausau, WI 54403

ORDINANCE # O -21-20

Town of Knowlton Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinances for Marathon County Chapter 17 Zoning Code by David and Lauretta Kallstrom to amend the Marathon County Zoning Ordinance to rezone lands from L-D-R Low Density Residential to R-E Rural Estate located in Government Lot 2 of Section 32, Township 26 North, Range 07 East, Town of Knowlton described as Lot 1 (10.116 acres) of Certified Survey Map (CSM): DOC #1670752. Parcel PIN# 048-2607-325-0951.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing thereon, pursuant to Section 59.69, Wisconsin Statutes on August 4, 2020 to consider the petition to amend Chapter 17; and

WHEREAS, the Committee being duly informed of the facts pertinent to the changes proposed, having reviewed the staff report, and duly advised of the recommendations of the Town of Knowlton hereby recommends the petition be GRANTED AS APPLIED FOR

NOW, THEREFORE, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying Zoning Map) is amended as stated above.

Dated this 4th day of August, 2020

ENVIRONMENTAL RESOURCES COMMITTEE

/s/ Jacob Langenhahn, Chair /s/ Randy Fifrick /s/ Rick Seefeldt

/s/ Allen Drabek /s/ Sara Guild /s/ Bill Conway

/s/ Eric Vogel /s/ David Oberbeck /s/ Arnold Schlei

Dated this 18th day of August, 2020

Kurt Gibbs – Marathon County Board Chair



DOC# 1670752

David and Laretta Kallstrom
 Rezoning Request 06/08/2020

Michael J. Sydow

16816

30.00 chg VREE
 3.00 copy

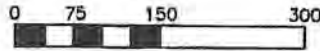
CERTIFIED SURVEY MAP

MARATHON COUNTY NO. 16814 VOL. 79 PAGE 17

PART OF LOT 1 OF CSM 11128-46-180, ALL OF LOTS 1, 2, 3 & 4 OF CSM 15299-69-41 AND VACATED LINDSEY LANE, LOCATED IN GOVERNMENT LOT 2, SECTION 32, T 26 N, R 7 E, TOWN OF KNOWLTON, MARATHON COUNTY, WISCONSIN.

VREELAND ASSOCIATES, INC. 6103 DAWN STREET WESTON, WI. 54476 PH (715) 241-0947 OR TOLL FREE (866) 693-3979 FAX (715) 241-9826 vreeland@dwave.net	PREPARED FOR: JIM LINDSEY W 14089221 BOXHORN DRIVE MUSKEGO, WI 53150
FILE #: KR-137 KRELAU CSM	DRAFTED AND DRAWN BY: TIMOTHY G. VREELAND

SHEET 1 OF 2 SHEETS



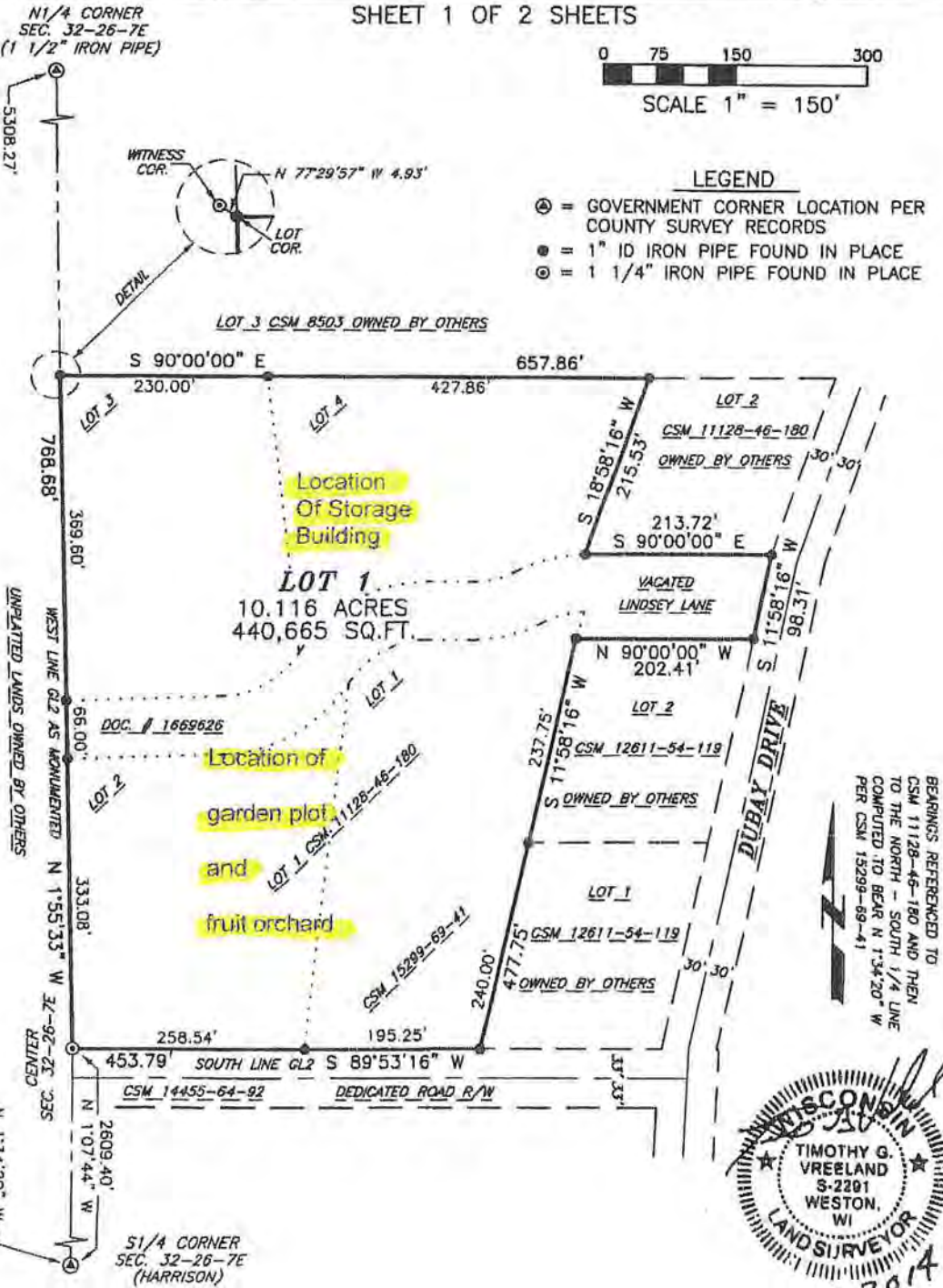
SCALE 1" = 150'

LEGEND

- ⊙ = GOVERNMENT CORNER LOCATION PER COUNTY SURVEY RECORDS
- = 1" ID IRON PIPE FOUND IN PLACE
- ⊖ = 1 1/4" IRON PIPE FOUND IN PLACE

1197683
1518851

018.4.2607.325.0951



N 1/4 CORNER
 SEC. 32-26-7E
 (1 1/2" IRON PIPE)

S 1/4 CORNER
 SEC. 32-26-7E
 (HARRISON)

STATE OF WISCONSIN)
MARATHON COUNTY)
TOWN OF KNOWLTON)

RESOLUTION ON ZONING ORDINANCE AMENDMENT

TO THE MARATHON COUNTY ENVIRONMENTAL RESOURCES COMMITTEE

I, Alan Fochs, Clerk of the Town of Knowlton, Marathon County, State of Wisconsin, do hereby certify that the following is a true and correct copy of a resolution adopted by the Town of Knowlton Town Board at a meeting held on the 13th day of July, 2020.

RESOLUTION

WHEREAS, Section 59.69(5)(e)3., Wisconsin Statutes, provides that if a town affected by a proposed amendment disapproves of the proposed amendment, the town board may file a certified copy of a resolution adopted by such board disapproving of the petition with the Environmental Resources Committee prior to, at or within ten (10) days after the public hearing, and

WHEREAS, if the town board of the town affected in the case of an ordinance relating to the location of boundaries of districts files such a resolution, the Environmental Resources Committee may not recommend to the County Board approval of the petition without change, but may only recommend approval with change or recommend disapproval.

NOW, THEREFORE BE IT RESOLVED that the Town of Knowlton Town Board considered on the 13th day of July, 2020, petition by David and Lauretta Kallstrom to amend the Marathon County Zoning Ordinance to rezone lands from L-D-R Low Density Residential to R-E Rural Estate located in Government Lot 2 of Section 32, Township 26 North, Range 07 East, Town of Knowlton described as Lot 1 (10.116 acres) of Certified Survey Map (CSM): DOC #1670752. Parcel PIN# 048-2607-325-0951.

The Town of Knowlton hereby has considered the following standards for rezoning above property (*use additional sheets if necessary*):

- 1) **Has the applicant provided what public facilities and/or services currently serve the proposed development, what additional services may be required, and how the additional services will be provided?**
 No Yes Explain: NA

- 2) **Has the applicant demonstrated how the provision of the public facilities will not be an unreasonable burden to local government?**
 No Yes Explain: NA

- 3) **Has the applicant determined that the land is suitable for the development proposed? Explain.**
 No Yes Explain: currently undeveloped

- 4) **Has the applicant demonstrated what will have to be done so the development will not cause unreasonable air and water pollution, soil erosion, or adverse effects on rare or irreplaceable natural areas? Explain.**
 No Yes Explain: NA

- 5) **Is there any potential for conflict with existing land uses in the area?**
 No Yes Explain: _____

(OVER)

- 6) Has the applicant demonstrated the need for the proposed development at this location? Explain.
 No Yes Explain: Would like to be able to build shed with a first building a home
- 7) Has the applicant demonstrated the availability of alternative locations? Be specific
 No Yes Explain: NA
- 8) Is cropland is being consumed by this zone change? What is the productivity of the agricultural lands involved?
 No Yes Explain: _____
- 9) Has the applicant explained how the proposed development will be located to minimize the amount of agricultural land converted?
 No Yes Explain: NA
- 10) Is proposed rezone request consistent with the town's adopted Comprehensive Plan? Explain.
 No Yes Explain: _____
- 11) Is there anything else the Town wishes to present or comment on regarding this application to the Marathon County Environmental Resources (ERC) Committee?
 No Yes Explain: _____

The Town of Knowlton recommends: **Approval** **Disapproval** of the amendment and/or zone change.

OR **Requests an Extension*** for the following reasons: _____

*Wis. Stats §59.69(5)(c), (3), and (3m) authorizes Towns to extend the time to disapprove a zone change for a total of thirty (30) days beyond the date of the public hearing. The extension must be by Town Board Resolution and remains in effect until the Town Board adopts a resolution rescinding the extension.

Clerk [Signature]
 Town Board [Signature]
[Signature]
[Signature]

NOTE: If you recommend disapproval of this request, please make every effort to send a representative to the Environmental Resources Committee Public Hearing. Town input at the hearing is always appreciated. Please return this form before July 27, 2020 to:

Marathon County Conservation, Planning and Zoning Department
 210 River Drive
 Wausau, WI 54403

RESOLUTION NO. #R-49-20

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$17,845,000 GENERAL OBLIGATION HEALTH CARE
PROJECT BUILDING BONDS, SERIES 2020B

WHEREAS, on June 19, 2018, the County Board of Supervisors of Marathon County, Wisconsin (the "County") adopted an initial resolution (the "Initial Resolution"), by a vote of at least 3/4 of the members-elect, authorizing the issuance of general obligation bonds or promissory notes in the principal amount not to exceed \$67,000,000 for the public purpose of financing North Central Health Care ("NCHC") Master Facility Plan projects, including the design and construction of building additions, renovations and landscaping to the NCHC Center and Mount View Care Center campus;

WHEREAS, the County has previously issued general obligation promissory notes in the principal amount of \$7,775,000 for projects authorized by the Initial Resolution; and

WHEREAS, it has now been determined to issue general obligation bonds authorized by the Initial Resolution in an amount not to exceed \$17,845,000 for NCHC Master Facility Plan projects;

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. Issuance of the Bonds. The County shall issue general obligation bonds authorized by the Initial Resolution in an amount not to exceed \$17,845,000 for the purpose above specified, which bonds shall be designated "General Obligation Health Care Project Building Bonds, Series 2020B" (the "Bonds").

Section 2. Sale of Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk be and hereby is directed to cause notice of the sale of the Bonds to be disseminated at such times and in such manner as the County Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by PFM Financial Advisors LLC. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so

conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded August 18, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____
_____	_____

Fiscal Impact:

Kurt Gibbs
Chairperson

Attest:

Kim Trueblood
County Clerk

3. **Notification of Media.** On the _____ day of _____, 20__ at approximately _____ o'clock __.m., I communicated or caused to be communicated, the time, date, place and subject matter (including specific reference to the borrowing) of said meeting to those news media who have filed a written request for such notice, and to the official newspaper of the _____, or, if none exists, to a news medium (County, City, etc.)

likely to give notice in the area.

4. **Open Meeting Law Compliance.** Said meeting was a _____ meeting of the (regular, special, adjourned annual, etc.) _____ which was called, noticed, held and (County Board, Common Council, etc.) conducted in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and State statutes.

Name:
Title:

Attest:

Name:
Title:

(SEAL)

(Note: Questions regarding this form or open meeting law compliance generally should be directed to local counsel or Quarles & Brady LLP.)

Excerpts of Minutes of Meeting
of the
County Board of Supervisors of
Marathon County

A meeting of the County Board of Supervisors of Marathon County, Wisconsin, was duly called, noticed, held and conducted in the manner required by the County Board of Supervisors and the pertinent Wisconsin Statutes on August 18, 2020. The meeting was called to order at _____ p.m. The Chairperson and _____ other members were present. The following members were absent:

(Here occurred other matters.)

The following resolution was then moved by _____ and seconded by _____:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$17,845,000 GENERAL OBLIGATION HEALTH
CARE PROJECT BUILDING BONDS, SERIES 2020B

(A true copy of the resolution as adopted is attached hereto and incorporated herein by reference.)

Upon the vote being taken, the following voted

Aye:

Nay:

Abstaining:

and the resolution was declared adopted.

(Here occurred other matters.)

Upon motion made and seconded, the County Board of Supervisors adjourned.

Certification of Minutes Excerpt

I, Kim Trueblood, am the duly qualified and acting County Clerk of Marathon County, Wisconsin. I hereby certify that the foregoing is a true and correct excerpt of the official minutes of the County Board of Supervisors meeting of August 18, 2020.

I further certify that the attached is a true and correct copy of the resolution adopted by the County Board of Supervisors at such meeting.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on August 18, 2020.

(SEAL)

Kim Trueblood
County Clerk



411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
www.quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minnesota
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

August 6, 2020

VIA EMAIL

Ms. Kristi Palmer
Finance Director
Marathon County
County Courthouse
500 Forest Street
Wausau, WI 54403-5568

Re: Marathon County - General Obligation Health Care Project Building
Bonds, Series 2020B

Dear Kristi:

Attached is a **Resolution** providing for the sale of the above Bonds. Please review the Resolution carefully. It is our understanding that this Resolution will be considered by the Finance Committee on August 11 and by the County Board of Supervisors on August 18.

Please include the title of this Resolution on the agenda for the meetings. Please then post the agenda in at least three public places and provide it to the official newspaper of the County (or if the County has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meetings (see Section 19.84(1)(b) Wisconsin Statutes). **If the meeting will be a virtual meeting, please be sure to include on the agenda and the notices the dial-in number or other information necessary for the public and the media to access and monitor the meeting.** The attached **Certificate of Compliance with Open Meeting Law** and **Excerpts of Minutes of Meeting** must be completed in connection with the meeting at which the Resolution is adopted.

A vote of a majority of a quorum of the County Board of Supervisors is necessary to adopt the Resolution.

Following the adoption of this Resolution, we request that you return an executed copy of the Resolution, as well as executed copies of the Open Meeting Law Certificate and Excerpts of Minutes, to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the August 18, 2020 meeting.

Ms. Kristi Palmer
August 6, 2020
Page 2

If you have any questions regarding the Resolution or any other matter, please do not hesitate to call us at any time.

Very truly yours,
QUARLES & BRADY LLP

Brian G. Lanser/AB

Brian G. Lanser

BGL:SMN:adb
#630738.00023

Enclosures

cc: Mr. Scott Corbett (w/enc. via email)
Mr. Lance Leonhard (w/enc. via email)
Ms. Kristin A. Hanson (w/enc. via email)
Mr. Kevin Dowling (w/enc. via email)
Ms. Andrea Umentum (w/enc. via email)



Sale Memorandum

To: Brian Lanser, Quarles & Brady, LLP (414) 277-5775
brian.lanser@quarles.com

From: Kristin A. Hanson, PFM Financial Advisors LLC (414) 847-5586
hansonk@pfm.com

cc: Kristi Palmer, Marathon County (715) 261-1172
Kristi.Palmer@co.marathon.wi.us

Date: August 4, 2020

Re: Board of Supervisors – Marathon County
General Obligation Health Care Project Building Bonds, Series 2020B

pfm

115 South 84th Street
Suite 315
Milwaukee, WI 53132
414.771.2700

pfm.com

Below are some the specifications needed for you to draft the necessary legal documents for the above referenced issue for the upcoming sale of the County's general obligation bonds:

PURPOSE: To finance the finance the next phase of the North Central Health Care ("NCHC") Master Facility Plan projects.

AMOUNT: \$17,845,000

PRICE: Not less than 99% of par (\$17,666,550) and not more than 102% of par (\$18,201,900).

SALE: Tuesday, September 15, 2020. Bid opening at 10:00 A.M. CDT, offices of PFM Financial Advisors, LLC, 115 South 84th Street, Suite 315, Milwaukee, WI 53124. Electronic bids maybe submitted by PARITY.

AWARD DATE: Tuesday, September 15th, 2020 at 7:30 P.M. CST

SALE METHOD: Competitive Sale.

AWARD: Based on the TIC computed from the delivery date.

DATED/DELIVERY DATE: Wednesday, October 7th, 2020

PRINCIPAL PAYMENTS: Annually, February 1, 2023 through 2040.

INTEREST: On each February 1 and August 1, commencing February 1, 2021. Interest will be computed on a 360-day year, 30-day month basis, to the owners of record as of the close of business on the fifteenth of the immediately preceding month.



**PAYMENT
SCHEDULE:**

February 1, as follows: (2023 to 2040)

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2023	760,000	2032	995,000
2024	785,000	2033	1,025,000
2025	805,000	2034	1,055,000
2026	830,000	2035	1,090,000
2027	855,000	2036	1,120,000
2028	880,000	2037	1,155,000
2029	910,000	2038	1,190,000
2030	935,000	2039	1,225,000
2031	965,000	2040	1,265,000

DENOMINATION: \$5,000 or integral multiples thereof.

ADJUSTMENTS: The Board reserves the right to adjust the total par amount and individual maturities in multiples of \$5,000.

CALL FEATURE: The Bonds maturing on or after February 1, 2031, are subject to redemption prior to maturity at the option of the County on February 1, 2030 or on any date thereafter at a price of par plus accrued interest.

**NO TERM BOND
OPTION:** Proposals for the Bonds may not contain Term Bonds.

RATE: One rate per maturity expressed in integral multiples of 1/20 or 1/8 of 1%. No rate specified for any maturity may be lower than the interest rate specified for any earlier maturity. All Notes of the same maturity shall bear a single uniform rate from date of issue to maturity. Each bid must be for the entire principal amount of the Notes.

**QUALIFIED
TAX-EXEMPT
OBLIGATIONS:** The Notes will **NOT** be designated as "Qualified Tax-Exempt Obligations."

FORM: The Notes will be issued as book-entry securities.

PAYING AGENT: The Issuer

CUSIP NUMBERS: The County will assume no obligation for the assignment of CUSIP numbers on the Notes or for the correctness of any numbers printed thereon, but will permit such printing to be done at the expense of the purchaser, if the purchaser waives any extension of the time of delivery caused thereby.

INSURANCE: The Purchaser may purchase municipal insurance on this issue.

**GOOD FAITH
DEPOSIT:** 1% of the par amount of the Bonds. The successful bidder shall submit the Good Faith Deposit within two hours after verbal award is made.



**ESTABLISHMENT
OF ISSUE PRICE:**

In the event that the competitive sale requirements are not satisfied, the winning bidder will be required to hold the initial offering price to the public as of the sale date or using the first price at which 10% of each maturity of the Notes is sold to the public. (Subject to change prior to publishing the Notice of Sale)

**OFFICIAL
STATEMENT:**

The Official Statement will be prepared by PFM Financial Advisors LLC.

The Issuer will provide the successful bidder with a reasonable number of final Official Statements or a reasonably available electronic version of the same promptly after the sale date, but in no event later than seven (7) business days after such date.

ACTION:

Please provide the appropriate legal documents to the Issuer and PFM when they are available.

**MARATHON COUNTY HEALTH DEPARTMENT AND MARATHON COUNTY
CONSERVATION, PLANNING, AND ZONING DEPARTMENT**

CONSOLIDATED SHARED POSITION PROPOSAL

June 8, 2020

In order to become more efficient and cost effective, while maintaining exceptional customer service, the Marathon County Health Department (MCHD) and Conservation, Planning and Zoning (CPZ) Department have explored the possibility of sharing an administrative support position. This proposal provides the opportunity to pilot a shared position between the two departments and potentially serve as a model for other county departments to join together to address county-wide staffing needs.

Key objective:

- Pilot a shared Administrative Support position between CPZ and MCHD to determine if efficiencies can be gained and sustained by combining two part-time positions into one full time position.

Proposal:

CPZ and MCHD propose to convert the current CPZ casual Administrative Assistant position (28 hours per week); the MCHD .4 FTE allocated position (16 hours per week) to one full time (1 FTE) Administrative Assistant position (.8 FTE –CPZ; .2 FTE – MCHD). The proposal includes the abolishment of a CPZ Casual Conservation Technician position in order to provide a portion of the non-tax levy funding for the new position. The purpose of this position is to continue to provide enhanced customer service to our citizens and administrative support for the CPZ and MCHD professional staff.

<u>Current</u>	<u>Future</u>	<u>Difference</u>
Health – 832 hours allocated	Health - 416 per year = 8 hours per week	Health - 8 hours per week instead of 16 hours per week
CPZ – 3,000 hours, casual (2 positions, 1500 hours cap)	CPZ - 1664 hours per year = 32 hours per week	CPZ -32 hours per week instead of an average 28 or fewer hours
Total – 3832 hours	Total - 2,080 hours, 1.0 FTE	Reduction: 1752 hours

Note: Hours allocated between departments may be adjusted as required by workload/season. Grant funded Casual CPZ Technician workload would be shifted to existing staff and new administrative support position.

Background:

- Currently MCHD has a .4 part-time permanent Administrative Assistant who retired at the end of May, 2020. CPZ has a 1500 hour per year casual Administrative Assistant and a 1500 hour per year casual CPZ Conservation Technician. The casual CPZ Conservation Technician position is currently vacant.

- There has been an increase in the administrative assistant type workload within CPZ due to private onsite wastewater treatment system (POWTS) program expansion. This workload includes: additional phone calls, permit processing, scanning, online form development, etc. (2020 POWTS permit applications submitted to CPZ through May 31st, 2020 = 130 compared to 82 at this time last year; 2020, CPZ has averaged 358 incoming phone calls per week to the 2 main department numbers. This position is responsible for answering 60% of these calls and screens inquiries, answers questions, and if needed, forwards to professional staff.
- There is an opportunity to shift the conservation workload of the Casual CPZ Conservation Technician to existing staff as well as shifting administrative type duties of this position to administrative support staff.
- Although the MCHD need for reception desk coverage has not changed, the increased use of technology and integration of self-service options has caused reduced occupancy within that position.

Efficiency and Productivity Benefits:

- Allowing an individual to complete necessary CPZ work while covering the MCHD reception desk will increase occupancy and efficiency, allowing 1 fulltime individual to complete more meaningful work than 3 part time people in the same number of hours.
- Improves continuation of operations for both CPZ and MCHD by allowing access to staff fulltime during normal business hours as opposed to gaps in part time service. It avoids employee reorientation after having been out of the office.
- Position can respond to both MCHD and CPZ phone calls regardless of where the person is sitting.
- Having this position available to provide customer support allows the higher paid technical and professional staff to focus on higher skill/priority work, saving money and reducing customer wait times.
- Reduces the need for other administrative support staff to work over 40 hours per week to complete tasks in a timely manner when part-time individual is not scheduled to work. This causes a potential “liability” to Marathon County as it relates to payment of overtime and /or accumulation of comp time.
- Combining seasonal and part time positions that currently have similar duties into 1 FTE will save management time (onboarding, training, appraisals, rounding, etc.)
- Casual and part-time staff typically have higher turnover, which equals loss of highly qualified, knowledgeable staff.

Additional Benefits

- Current arrangement continues to have departments operate in “silos”. This would be a new opportunity to “pilot” a new interdepartmental working arrangement, increasing our commitment to Core Values (specifically Shared Purpose and Stewardship of Resources).
- One shared position increases the shared knowledge base of interrelated programs/projects in each department that:
 - ✓ May identify areas of collaboration or further shared resources (i.e. POWTS and well testing program, etc.).

- ✓ Provides staffing for anticipated future administrative work related to groundwater and Strategic Plan Objective 6.3, Protect and enhance the quantity and quality of potable groundwater and potable surface water supplies.
- ✓ Provides an opportunity for interdepartmental idea/best practice sharing
- Reflects the seasonal nature of each department’s needs and workload.
 - ✓ CPZ needs more administrative support from April through November.
 - ✓ MCHD needs more administrative support from September through May.
- Serves as an example for future collaborative positions between other County departments.
- Position provides administrative support for programs that have been identified as Quartile 2 in Priority Based Budgeting.
- Helps Marathon County be a preferred employer by offering a desirable fulltime position to a dedicated casual employee with the core values and work ethic that Marathon County strives to maintain.

STAFFING COSTS AND FINANCIAL IMPACT

2020 Budget Amounts

Health .4 FTE, 832 hours/year	41%	Health tax levy	\$6,556
	59%	PHP (Health grant funds)	\$9,437
CPZ Casual, 1,500 hours/year	50%	Tax Levy	\$11,250
	50%	POWTS/Zoning permit fees	\$11,250
CPZ Casual Conservation Technician, 1500 hours /year	100%	Conservation Grants and fees	\$22,505
TOTAL			\$60,998

In 2019, CPZ submitted a 2020 CPZ Expanded Position request to convert the casual Administrative Assistant to a full time position at an estimated cost of \$56,000 (salary and fringes). The requested expanded position was initially approved by Administration and later was removed during the 2020 budget process.

The anticipated cost for a FTE Administrative Assistant with family health insurance coverage for 2021 is \$58,610. The anticipated cost for a FTE Administrative Assistant at \$15/ hour with no health or dental insurance is \$36,294. Since CPZ and MCHD anticipate that this position would be filled by the current CPZ casual Administrative Assistant, the anticipated cost would be \$36,294.

2021 Budget Amounts

Health (416 hours/year)	Health grant funds	\$7,259
CPZ (1664 hours/year)	Conservation grant funds	\$8,711
	Permit Revenue	\$20,324
Total		\$36,294

Note:

With any new “pilot” program, it is imperative that evaluation as to effectiveness is completed. MCHD and CPZ Management have discussed possible metrics to utilize for evaluation. These metrics may include: financial savings, efficiencies created, customer satisfaction, online/self-service advancements, etc. With the assistance of the Organizational Excellence Program Manager, these metrics would be clearly identified and measured should CPZ and MCHD receive approval to proceed with this proposal.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. **GENERAL INFORMATION**

Department: *Conservation, Planning and Zoning (CPZ) and Health Department (MCHD)* Date: *May 29, 2020*

Position Requested: *Administrative Assistant (Conversion of existing 2 CPZ casual positions and 1 Health Department allocated .4 FTE to fulltime)*

FT PT FTE 100%

Number of Positions: *1*

Division Position Will Be Assigned To: *N/A*

Projected Start Date of Position: *1-1-2021 (OR August, 2020 if approved)* Priority Number of This Position: *1*

II. **FULL EXPLANATION OF NEED FOR POSITION**

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

This position is compatible with the County's mission statement as it will allow CPZ and MCHD to continue and expand its customer service capabilities to ensure timely responses to our customer needs while providing programs that help make Marathon County a preferred place to live, work, visit, and do business. In addition, this shared position request will serve as a "pilot" initiative to serve as a model for other county departments to address customer needs.

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

CPZ's mission is to: Protect our community's land and environment, because we believe that 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 so that Marathon County has healthy people, a healthy economy and a healthy environment today and tomorrow.

MCHD's mission is to advance a healthy Marathon County community by preventing disease, promoting health and protecting the public from environmental hazards.

This position request will support both CPZ and MCHD as the departments continue to grow resource protection and disease prevention programs by providing additional administrative support to serve customers involved with these programs. CPZ and MCHD are heavily involved with numerous Strategic Plan Objectives (Objectives 3.3, 3.7, 5.2, 6.3, 7.2, 10.8, 10.10, 10.12 and 12.3) and are the lead departments for Objectives 3.7, 5.2, 6.3 and 7.2. The professional staff implementing programs that address these objectives need administrative support to ensure enhanced service and success with obtaining outcomes.

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

This request is to convert the current CPZ casual Administrative Assistant position (28 hours per week); the MCHD .4 FTE allocated position (16 hours per week) to one full time (1 FTE) Administrative Assistant position (.8 FTE –CPZ; .2 FTE – MCHD). This conversion will also include abolishing the CPZ LTE Conservation Technician position to provide a portion of the funding for the new position. The purpose of this position is to continue to provide enhanced customer service to our citizens and administrative support for the CPZ and MCHD professional staff.

Additional document will be submitted that provides supporting data related to the workload data and trends for this position request.

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

Benefit of the position:

A shared consolidated fulltime Administrative Assistant position will provide efficiencies and productivity benefits for both departments. The benefits include:

Increase in occupancy and efficiency by allowing an individual to complete necessary CPZ work while covering the MCHD reception desk or vice versa. This allows 1 fulltime individual to complete more meaningful work than 3 part time people working the same number of hours.

Position can respond to both MCHD and CPZ calls regardless of where the person is sitting.

Improves continuation of operations for both CPZ and MCHD by allowing access to staff fulltime during normal business hours as opposed to gaps in part time service. It avoids reoccurring employee reorientation after having been out of the office.

Having this position available to provide customer support allows the higher paid technical and professional staff to focus on higher skill/priority work, saving money and reducing customer wait times. In addition, this request creates a dedicated staff person available to assist customers with wading through the complex and diverse programs and providing personal customer contact in order to better understand the customers' needs.

Provides for office coverage when Administrative Coordinators are attending the numerous committee and board meetings which CPZ support (Environmental Resource Committee, Board of Adjustment, Metropolitan Planning Organization, Solid Waste Management Board, etc.)

Reduces the need for other administrative support staff to work over 40 hours per week to complete tasks in a timely manner when part-time individual is not scheduled to work. This causes another financial burden to Marathon County as it relates to payment of overtime and /or lost work time due to accumulation and use of comp time.

Combining 3 casual and part time positions that currently have similar duties into 1 FTE will save management time (onboarding, training, appraisals, rounding, etc.) In addition, casual and part-time staff typically have higher turnover, which equals loss of highly qualified, trained staff.

Improve/Enhance customer service:

Although there has been a significant shift in society to serve customers through technology, in government there will always be a need for personal contacts to address unique personal situations. Both departments are striving to provide increased customer service through technology, but due to the nature and complexity of CPZ programs and ordinances, individuals will continue to seek assistance through conversations about their unique circumstances of their land, structures, and management practices. This position would be the first point of contact for those customers.

Due to the state mandated requirements of county inspections, particularly for installation of private onsite wastewater treatment systems within 24 hours of notification from the plumber, scheduling those inspections can be difficult and cannot be accommodated by online scheduling. Weather, equipment, and material delivery related challenges disrupt normal scheduling. This position would be responsible for answering the phone and assisting customers/plumbers with scheduling and rescheduling inspections.

In addition to the position benefit examples listed above, this position creates the ability for both departments to fully utilize technology to provide customer service and will create opportunities for customers to self-serve/24/7 using technology. Current examples of this includes online purchasing of Health Department test kits. CPZ will continue to pursue and develop more online permit applications through Laserfiche workflow process and this position would assist with those efforts.

The proposal also demonstrates the ability for Marathon County to fully utilize technology to serve customers no matter where the person is physically located. Ultimately, this shared consolidated position proposal will serve as “pilot” for future opportunities to enhance customer service throughout Marathon County government.

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

Alternatives considered by both departments include refilling the .4 FTE position at MCHD as is and continue with the current 2 CPZ casual positions. This alternative would continue to have departments operate in “silos” and does not demonstrate the core values of shared purpose and stewardship of resources. This current situation continues the underutilization of staffing resources with the .4 FTE position.

Based upon the information above and after thorough review of the current programs, workload and in the spirit of shared purpose and stewardship of resources, MCHD and CPZ believes that sharing a consolidated fulltime position is the most efficient and effective method to address departmental needs. Providing enhanced customer service to customers (both internal and external) is of highest priority to MCHD and CPZ. CPZ’s complex and diverse programs need personal customer contact as some customers struggle to understand ordinance and program requirements through the website alone. Utilizing an Administrative Support staff person to provide preliminary guidance on the complex programs, allows the higher paid technical staff more time to focus on higher level program issues thus fully utilizing the skillset of staff to the best interest of Marathon County (financially and programmatically).

This proposal is a strong example of cross department cooperation and fully utilizing staffing resources to address long term needs of both departments.

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

CPZ’s and MCHD’s goal is to provide an enhanced level of service in all program areas. The effect of not expanding this administrative assistant position to a fulltime shared position will be the inability to maintain the current level of customer service as well as not providing the anticipated level of services needed as the workload increases with the expanded programs. This will impact the processing time for permit applications as well as permit revenue.

As stated previously, this position will convert forms, permits, and processes to be available online and more accessible to citizens. With the current administrative support workload, some of the basic administrative support tasks such as scanning of documents and conversion of forms becomes low priority and therefore not accomplished, leading to long-term inefficiencies.

As programs continue to grow and expand, CPZ and MCHD Management evaluate and make adjustments to higher level positions (professional, technical and administrative coordinator positions), therefore, ensuring that staff are working at the appropriate level for their positions and shifting administrative tasks to support staff. Without a fulltime Administrative Assistant this will not be accomplished.

In addition, as a “pilot” example of a shared consolidated position, not creating this position does not allow CPZ and MCHD to demonstrate cross departmental cooperation that could lead as an example for future shared positions.

- 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?)

With any new “pilot” program, it is imperative that program effectiveness is completed. MCHD and CPZ Management have discussed metrics that include: financial savings, efficiencies created, customer satisfaction, online/self-service advancements, etc. (see list below). These metrics would be clearly identified and measured should CPZ and MCHD receive approval to proceed with this proposal. “Pilot” program metrics that may be used to monitor the effectiveness and performance of this position

include:

- *Permit processing time improvements which leads to issuance of more permits which increase permit fee revenue*
- *Maximum customer understanding and acceptance of the reasons for their need to comply with the POWTS maintenance requirements through quality customer service.*
- *Efficiencies in technical staff time increased because standard program related questions are answered by support staff*
- *Zoning Program growth and timeliness of permit issuance.*
- *Forms, permits, processes are available online.*
- *Customer service surveys show high satisfaction with customer service and adherence to core values.*

III. SPECIFIC DUTIES OF NEW POSITION

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

Specific duties of this shared position include: serving as receptionist and general staff support, provide information to the public, scheduling appointments/inspections, assisting with evening immunization clinics, updating staff calendars, file and retrieve documents, data entry, distribute/process mail, cash receipting, assist with newsletters and mailings, preliminary permit application completion and processing, assist with permit issuance, test kit intake, cash receipting, document scanning and imaging, quality assurance of scanned documents for specific file management systems (Nightingale notes, Ascent permitting system, etc.), development of intranet/internet resources, online forms, applications and documents, website monitoring, and file management.

It is anticipated that the Administrative Assistant position will provide support to the POWTS, Zoning, and Conservation programs 70% of the time and the general office support activities listed above 30% of the time annually.

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

The uniqueness of this position proposal does benefit more than one department and can serve as a "pilot" for future collaborative opportunities throughout the County which will ultimately benefit all Departments. This would be a new opportunity to maximize the use of technology and eliminate departmental "silos". The position could be physically sitting at MCHD but also doing CPZ work or vice versa. That alone will allow for full utilization of staffing resources.

- 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, the work at MCHD is being done by the .4 FTE position and at CPZ, some of this work is being done by the casual Administrative Assistant position and a casual Conservation Technician position. This arrangement is currently no longer acceptable because the .4 FTE at MCHD has recently submitted her retirement announcement and as previously explained, CPZ is experiencing program growth which is creating additional workload that other support staff cannot absorb.

At MCHD, there is a need for reception desk coverage, but because of increased use of technology and integration of self-service options there is reduced occupancy within the .4 FTE position. There has been an increase in the administrative assistant type workload within CPZ due to private onsite wastewater treatment system (POWTS) program expansion and zoning program that makes the casual position no longer adequate.

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.)

The anticipated cost for a FTE Administrative Assistant with family health insurance coverage is \$58,610. The anticipated cost for a FTE Administrative Assistant at \$15/ hour with no health or dental insurance is \$36,294.

- B. Explain specifically how position will be funded. *The position would be funded by a MCHD Public Health Preparedness Grant, a CPZ Conservation grant, and CPZ fee revenues as follows:*

FUNDING SOURCE	AMOUNT	NOTES
<i>MCHD Grant Funds</i>	<i>\$ 7,259</i>	<i>Public Health Preparedness Grant</i>
<i>CPZ Grant Funds</i>	<i>\$ 8,711</i>	<i>CPZ Conservation Grant funds and fees</i>
<i>CPZ Permit Fees</i>	<i>\$ 20,324</i>	<i>POWTS/Zoning permit fees</i>
TOTALS	\$36,294	

NOTE: By using other funding sources, this proposal would reduce the 2020 budgeted tax levy for staff. If the positions were unchanged, the impact on the 2021 budgeted tax levy would be approximately \$18,000.

Length of outside funding: *Funding from additional sanitary permit revenue through the state mandated POWTS Maintenance program is expected through 2026. CPZ has been the one of the highest ranked counties for a number of years in terms of conservation grant funding and utilization and it is anticipated this will continue. State and federal agencies regularly contact CPZ directly and request us to apply for their grant funds. MCHD grant funds have been available for over 15 years and it is anticipated that these funds will continue to be available long term.*

Likelihood of funding renewal: High likelihood (automatic)

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

CPZ and MCHD continually review outside funding sources for opportunities to offset tax levy. The MCHD grant funds used for this position requires the accomplishment of specific objectives therefore could not be used to offset tax levy elsewhere.

While increased revenues could be used to offset tax levy, CPZ anticipates that through this program expansion, additional revenues will need to be utilized to support and successfully implement the increased POWTS workload. The bottom-line is that it takes full time dedicated people to successfully implement long term programs to meet county strategic plan objectives and expected outcomes.

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

Potentially yes. CPZ's estimates provided for increased revenues are very conservative and may exceed the cost of the position. So far in 2020, CPZ has seen a 39% increase in permits and this is anticipated to continue into the near future. This increase in permits equals approximately \$25,500 in additional revenue to date. CPZ intends to continue to engage citizens with failing septic systems and replacement requirements that will be a positive impact on Department revenues.

- 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?

This shared consolidate position proposal will serve as a "pilot" for future opportunities throughout the

County that may lead to greater staff occupancy, potential for cost savings and more effectiveness/efficiencies in the future. Sharing staffing resources across departmental boundaries and increasing current staff occupancy will be a positive investment for the County.

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

CPZ and MCHD continually evaluate programs for efficiencies/effectiveness and make adjustments as needed for cost savings and greater utilization of grant funds. CPZ proposed position costs are being offset by utilizing grant funding and consolidating duties from another casual position. This proposed position will primarily be assisting with Priority Based Budgeting Quartile 2 programs which are funded through fees and grants. Eliminating or reducing a lower priority function within each department to offset the cost of this position would need thoughtful consideration of impacts to programs since many of our department programs are interconnected. In addition, some grant funding cannot be shifted to other program areas since grant funds typically have defined objectives that the funding can be used for.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Per email from Administration and per rule 4.2, this position request will be reviewed by Administration prior to any discussion before the committee of jurisdiction.

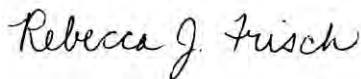
NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.



Signature of Supervisor/Manager Completing Request

May 29, 2020

Date



Department Head Signature

May 29, 2020

Date

1 Full time Administrative Assistant in CPZ
 (.20 Health Dept and .80 FTE CPZ Dept)

2021 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum	At \$15/hr No health or dental
DBM A12		\$27,975	\$32,170	\$37,458	\$31,200
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556	\$0
Dental - Family	\$62.00	\$744	\$744	\$744	\$0
FICA Retirement Rate	6.20%	\$1,734	\$1,995	\$2,322	\$1,934
FICA Medicare Rate	1.45%	\$406	\$466	\$543	\$452
Unemployment Insurance	0.10%	\$28	\$32	\$37	\$31
Retirement - Employer	6.75%	\$1,888	\$2,171	\$2,528	\$2,106
Worker's Comp - Clerical	0.08%	\$22	\$26	\$30	\$25
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost 1 FTE		\$56,899	\$61,706	\$67,764	\$36,294

.40 FTE vacant position in Health Department would be reduced to .20 FTE and would be 100% funded by health depart grant. (\$7,259 grant and save approximately \$5,689 tax levy)

CPZ would use existing Conservation Grants and POWTS and Zoning Permit fees to fund remaining .80 FTE by reallocating dollars from Casual positions that were funding by grants and permit fees (\$29,035). And if needed to cover health & dental benefits still have approximately \$5,689 tax levy from Health savings and \$12,131 tax levy dollars from casual administrative assistant position that will not be filled.

HEALTH DEPT .40 FTE ALLOCATED POSITION ABSORBED BY CPZ					CPZ ELIMINATE TWO CASUAL POSITIONS	
Item	2020 Rates	Minimum	Mid-Point	Maximum	Casual Admin Asst 1500 hours @ \$15/hr	Casual CPZ Tech 1500 hours @ \$15/hr
DBM A12 Cost .40 FTE		\$11,190	\$12,868	\$14,983	\$22,500	\$22,500
Health - Family	\$1,800.51	\$0	\$0	\$0	\$0	\$0
Dental - Family	\$60.32	\$0	\$0	\$0	\$0	\$0
FICA Retirement Rate	6.20%	\$694	\$798	\$929	\$1,395	\$1,395
FICA Medicare Rate	1.45%	\$162	\$187	\$217	\$326	\$326
Unemployment Insurance	0.10%	\$11	\$13	\$15	\$23	\$23
Retirement - Employer	6.75%	\$0	\$0	\$0	\$0	\$0
Worker's Comp - Clerical	0.08%	\$9	\$10	\$12	\$18	\$18
PEHP	\$21	\$0	\$0	\$0	\$0	\$0
SAVINGS FROM .40 FTE POSITION		\$12,066	\$13,876	\$16,156	\$24,262	\$24,262

41% tax levy (\$5,689)

59% grants

50% tax levy (\$12,131)

50% grants & fees

100% grants & fees

Added Cost for .60 FTE addition: \$44,833 \$47,830 \$51,608

RESOLUTION #R- 50 -20

TO CREATE ONE (1) FULL-TIME ADMINISTRATIVE POSITION SUPPORTING BOTH CONSERVATION PLANNING & ZONING DEPT .80FTE AND HEALTH DEPT .20 FTE

WHEREAS, the creation of this position is compatible with the County’s mission statement as it will allow Conservation Planning and Zoning (CPZ) and the Marathon County Health Department (MCHD) to continue and expand their customer service capabilities to ensure timely responses to our customer needs while providing programs that help make Marathon County a preferred place to live, work, visit, and do business. In addition, this shared position request will serve as a “pilot” initiative and provide a model for other county departments to address customer needs; and

WHEREAS, the creation this position would directly assist both CPZ and MCHD as they continue to grow programs related to resource protection and disease prevention by providing additional administrative support to serve customers involved with these programs. CPZ and MCHD are jointly involved with respect to Marathon County Strategic Plan Objectives 6.3 (Protect and enhance the quantity and quality of potable groundwater and potable surface water supplies) and 12.3 (Promote cost-effective public services). CPZ and MSHD are also named individually as Departments contributing to the achievement of Objectives 3.3, 3.7, 5.2, 7.2, 10.8, 10.10, and 10.12; and

WHEREAS, this position will not require additional tax levy, and may reduce tax levy for staff, as it will be funded by:

- 1) converting a current CPZ Casual Administrative Assistant position (28 hours per week),
- 2) absorbing the MCHD (vacant).4 FTE allocated position (16 hours per week), and
- 3) abolishing a CPZ LTE Conservation Technician position

in order to create one full time (1 FTE) Administrative Assistant position at an annual cost of \$61,706 (.8 FTE – CPZ; .2 FTE – MCHD).

WHEREAS, on June 30, 2020, the Environmental Resources Committee voted to recommend the creation of one full-time FTE Administrative Assistant to the Human Resources, Finance and Property Committee; and

WHEREAS, August 11, the Human Resources, Finance and Property Committee also voted to recommend the creation of one (1) fulltime Administrative Assistant, Pay Grade A12 to County Board.

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Supervisors of the County of Marathon:

- A. To create one (1) full-time Administrative Assistant position providing .80 FTE to CPZ and .20 FTE to MCHD, Pay Grade A12, as soon as selection/recruitment can be completed.

Respectfully submitted this ___th day of August, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Impact: No increase to tax levy. Funding will come from the Public Health Preparedness Grant, CPZ Conservation Grant funds and fees. [Annual Cost is \\$61,706 \(80% paid by CPZ, 20% paid by MCHD\).](#) Funds are already included in the budgets of the respective departments. No budget amendment is necessary.

**MARATHON COUNTY HEALTH DEPARTMENT AND MARATHON COUNTY
CONSERVATION, PLANNING, AND ZONING DEPARTMENT**

CONSOLIDATED SHARED POSITION PROPOSAL

June 8, 2020

In order to become more efficient and cost effective, while maintaining exceptional customer service, the Marathon County Health Department (MCHD) and Conservation, Planning and Zoning (CPZ) Department have explored the possibility of sharing an administrative support position. This proposal provides the opportunity to pilot a shared position between the two departments and potentially serve as a model for other county departments to join together to address county-wide staffing needs.

Key objective:

- Pilot a shared Administrative Support position between CPZ and MCHD to determine if efficiencies can be gained and sustained by combining two part-time positions into one full time position.

Proposal:

CPZ and MCHD propose to convert the current CPZ casual Administrative Assistant position (28 hours per week); the MCHD .4 FTE allocated position (16 hours per week) to one full time (1 FTE) Administrative Assistant position (.8 FTE –CPZ; .2 FTE – MCHD). The proposal includes the abolishment of a CPZ Casual Conservation Technician position in order to provide a portion of the non-tax levy funding for the new position. The purpose of this position is to continue to provide enhanced customer service to our citizens and administrative support for the CPZ and MCHD professional staff.

<u>Current</u>	<u>Future</u>	<u>Difference</u>
Health – 832 hours allocated	Health - 416 per year = 8 hours per week	Health - 8 hours per week instead of 16 hours per week
CPZ – 3,000 hours, casual (2 positions, 1500 hours cap)	CPZ - 1664 hours per year = 32 hours per week	CPZ -32 hours per week instead of an average 28 or fewer hours
Total – 3832 hours	Total - 2,080 hours, 1.0 FTE	Reduction: 1752 hours

Note: Hours allocated between departments may be adjusted as required by workload/season. Grant funded Casual CPZ Technician workload would be shifted to existing staff and new administrative support position.

Background:

- Currently MCHD has a .4 part-time permanent Administrative Assistant who retired at the end of May, 2020. CPZ has a 1500 hour per year casual Administrative Assistant and a 1500 hour per year casual CPZ Conservation Technician. The casual CPZ Conservation Technician position is currently vacant.

- There has been an increase in the administrative assistant type workload within CPZ due to private onsite wastewater treatment system (POWTS) program expansion. This workload includes: additional phone calls, permit processing, scanning, online form development, etc. (2020 POWTS permit applications submitted to CPZ through May 31st, 2020 = 130 compared to 82 at this time last year; 2020, CPZ has averaged 358 incoming phone calls per week to the 2 main department numbers. This position is responsible for answering 60% of these calls and screens inquiries, answers questions, and if needed, forwards to professional staff.
- There is an opportunity to shift the conservation workload of the Casual CPZ Conservation Technician to existing staff as well as shifting administrative type duties of this position to administrative support staff.
- Although the MCHD need for reception desk coverage has not changed, the increased use of technology and integration of self-service options has caused reduced occupancy within that position.

Efficiency and Productivity Benefits:

- Allowing an individual to complete necessary CPZ work while covering the MCHD reception desk will increase occupancy and efficiency, allowing 1 fulltime individual to complete more meaningful work than 3 part time people in the same number of hours.
- Improves continuation of operations for both CPZ and MCHD by allowing access to staff fulltime during normal business hours as opposed to gaps in part time service. It avoids employee reorientation after having been out of the office.
- Position can respond to both MCHD and CPZ phone calls regardless of where the person is sitting.
- Having this position available to provide customer support allows the higher paid technical and professional staff to focus on higher skill/priority work, saving money and reducing customer wait times.
- Reduces the need for other administrative support staff to work over 40 hours per week to complete tasks in a timely manner when part-time individual is not scheduled to work. This causes a potential “liability” to Marathon County as it relates to payment of overtime and /or accumulation of comp time.
- Combining seasonal and part time positions that currently have similar duties into 1 FTE will save management time (onboarding, training, appraisals, rounding, etc.)
- Casual and part-time staff typically have higher turnover, which equals loss of highly qualified, knowledgeable staff.

Additional Benefits

- Current arrangement continues to have departments operate in “silos”. This would be a new opportunity to “pilot” a new interdepartmental working arrangement, increasing our commitment to Core Values (specifically Shared Purpose and Stewardship of Resources).
- One shared position increases the shared knowledge base of interrelated programs/projects in each department that:
 - ✓ May identify areas of collaboration or further shared resources (i.e. POWTS and well testing program, etc.).

- ✓ Provides staffing for anticipated future administrative work related to groundwater and Strategic Plan Objective 6.3, Protect and enhance the quantity and quality of potable groundwater and potable surface water supplies.
- ✓ Provides an opportunity for interdepartmental idea/best practice sharing
- Reflects the seasonal nature of each department’s needs and workload.
 - ✓ CPZ needs more administrative support from April through November.
 - ✓ MCHD needs more administrative support from September through May.
- Serves as an example for future collaborative positions between other County departments.
- Position provides administrative support for programs that have been identified as Quartile 2 in Priority Based Budgeting.
- Helps Marathon County be a preferred employer by offering a desirable fulltime position to a dedicated casual employee with the core values and work ethic that Marathon County strives to maintain.

STAFFING COSTS AND FINANCIAL IMPACT

2020 Budget Amounts

Health .4 FTE, 832 hours/year	41%	Health tax levy	\$6,556
	59%	PHP (Health grant funds)	\$9,437
CPZ Casual, 1,500 hours/year	50%	Tax Levy	\$11,250
	50%	POWTS/Zoning permit fees	\$11,250
CPZ Casual Conservation Technician, 1500 hours /year	100%	Conservation Grants and fees	\$22,505
TOTAL			\$60,998

In 2019, CPZ submitted a 2020 CPZ Expanded Position request to convert the casual Administrative Assistant to a full time position at an estimated cost of \$56,000 (salary and fringes). The requested expanded position was initially approved by Administration and later was removed during the 2020 budget process.

The anticipated cost for a FTE Administrative Assistant with family health insurance coverage for 2021 is \$58,610. The anticipated cost for a FTE Administrative Assistant at \$15/ hour with no health or dental insurance is \$36,294. Since CPZ and MCHD anticipate that this position would be filled by the current CPZ casual Administrative Assistant, the anticipated cost would be \$36,294.

2021 Budget Amounts

Health (416 hours/year)	Health grant funds	\$7,259
CPZ (1664 hours/year)	Conservation grant funds	\$8,711
	Permit Revenue	\$20,324
Total		\$36,294

Note:

With any new “pilot” program, it is imperative that evaluation as to effectiveness is completed. MCHD and CPZ Management have discussed possible metrics to utilize for evaluation. These metrics may include: financial savings, efficiencies created, customer satisfaction, online/self-service advancements, etc. With the assistance of the Organizational Excellence Program Manager, these metrics would be clearly identified and measured should CPZ and MCHD receive approval to proceed with this proposal.

APPENDIX B NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: *Conservation, Planning and Zoning (CPZ) and Health Department (MCHD)* Date: *May 29, 2020*

Position Requested: *Administrative Assistant (Conversion of existing 2 CPZ casual positions and 1 Health Department allocated .4 FTE to fulltime)*

FT PT FTE 100%

Number of Positions: *1*

Division Position Will Be Assigned To: *N/A*

Projected Start Date of Position: *1-1-2021 (OR August, 2020 if approved)* Priority Number of This Position: *1*

II. FULL EXPLANATION OF NEED FOR POSITION

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

This position is compatible with the County's mission statement as it will allow CPZ and MCHD to continue and expand its customer service capabilities to ensure timely responses to our customer needs while providing programs that help make Marathon County a preferred place to live, work, visit, and do business. In addition, this shared position request will serve as a "pilot" initiative to serve as a model for other county departments to address customer needs.

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

CPZ's mission is to: Protect our community's land and environment, because we believe that 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 so that Marathon County has healthy people, a healthy economy and a healthy environment today and tomorrow.

MCHD's mission is to advance a healthy Marathon County community by preventing disease, promoting health and protecting the public from environmental hazards.

This position request will support both CPZ and MCHD as the departments continue to grow resource protection and disease prevention programs by providing additional administrative support to serve customers involved with these programs. CPZ and MCHD are heavily involved with numerous Strategic Plan Objectives (Objectives 3.3, 3.7, 5.2, 6.3, 7.2, 10.8, 10.10, 10.12 and 12.3) and are the lead departments for Objectives 3.7, 5.2, 6.3 and 7.2. The professional staff implementing programs that address these objectives need administrative support to ensure enhanced service and success with obtaining outcomes.

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

This request is to convert the current CPZ casual Administrative Assistant position (28 hours per week); the MCHD .4 FTE allocated position (16 hours per week) to one full time (1 FTE) Administrative Assistant position (.8 FTE –CPZ; .2 FTE – MCHD). This conversion will also include abolishing the CPZ LTE Conservation Technician position to provide a portion of the funding for the new position. The purpose of this position is to continue to provide enhanced customer service to our citizens and administrative support for the CPZ and MCHD professional staff.

Additional document will be submitted that provides supporting data related to the workload data and trends for this position request.

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

Benefit of the position:

A shared consolidated fulltime Administrative Assistant position will provide efficiencies and productivity benefits for both departments. The benefits include:

Increase in occupancy and efficiency by allowing an individual to complete necessary CPZ work while covering the MCHD reception desk or vice versa. This allows 1 fulltime individual to complete more meaningful work than 3 part time people working the same number of hours.

Position can respond to both MCHD and CPZ calls regardless of where the person is sitting.

Improves continuation of operations for both CPZ and MCHD by allowing access to staff fulltime during normal business hours as opposed to gaps in part time service. It avoids reoccurring employee reorientation after having been out of the office.

Having this position available to provide customer support allows the higher paid technical and professional staff to focus on higher skill/priority work, saving money and reducing customer wait times. In addition, this request creates a dedicated staff person available to assist customers with wading through the complex and diverse programs and providing personal customer contact in order to better understand the customers' needs.

Provides for office coverage when Administrative Coordinators are attending the numerous committee and board meetings which CPZ support (Environmental Resource Committee, Board of Adjustment, Metropolitan Planning Organization, Solid Waste Management Board, etc.)

Reduces the need for other administrative support staff to work over 40 hours per week to complete tasks in a timely manner when part-time individual is not scheduled to work. This causes another financial burden to Marathon County as it relates to payment of overtime and /or lost work time due to accumulation and use of comp time.

Combining 3 casual and part time positions that currently have similar duties into 1 FTE will save management time (onboarding, training, appraisals, rounding, etc.) In addition, casual and part-time staff typically have higher turnover, which equals loss of highly qualified, trained staff.

Improve/Enhance customer service:

Although there has been a significant shift in society to serve customers through technology, in government there will always be a need for personal contacts to address unique personal situations. Both departments are striving to provide increased customer service through technology, but due to the nature and complexity of CPZ programs and ordinances, individuals will continue to seek assistance through conversations about their unique circumstances of their land, structures, and management practices. This position would be the first point of contact for those customers.

Due to the state mandated requirements of county inspections, particularly for installation of private onsite wastewater treatment systems within 24 hours of notification from the plumber, scheduling those inspections can be difficult and cannot be accommodated by online scheduling. Weather, equipment, and material delivery related challenges disrupt normal scheduling. This position would be responsible for answering the phone and assisting customers/plumbers with scheduling and rescheduling inspections.

In addition to the position benefit examples listed above, this position creates the ability for both departments to fully utilize technology to provide customer service and will create opportunities for customers to self-serve/24/7 using technology. Current examples of this includes online purchasing of Health Department test kits. CPZ will continue to pursue and develop more online permit applications through Laserfiche workflow process and this position would assist with those efforts.

The proposal also demonstrates the ability for Marathon County to fully utilize technology to serve customers no matter where the person is physically located. Ultimately, this shared consolidated position proposal will serve as “pilot” for future opportunities to enhance customer service throughout Marathon County government.

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

Alternatives considered by both departments include refilling the .4 FTE position at MCHD as is and continue with the current 2 CPZ casual positions. This alternative would continue to have departments operate in “silos” and does not demonstrate the core values of shared purpose and stewardship of resources. This current situation continues the underutilization of staffing resources with the .4 FTE position.

Based upon the information above and after thorough review of the current programs, workload and in the spirit of shared purpose and stewardship of resources, MCHD and CPZ believes that sharing a consolidated fulltime position is the most efficient and effective method to address departmental needs. Providing enhanced customer service to customers (both internal and external) is of highest priority to MCHD and CPZ. CPZ’s complex and diverse programs need personal customer contact as some customers struggle to understand ordinance and program requirements through the website alone. Utilizing an Administrative Support staff person to provide preliminary guidance on the complex programs, allows the higher paid technical staff more time to focus on higher level program issues thus fully utilizing the skillset of staff to the best interest of Marathon County (financially and programmatically).

This proposal is a strong example of cross department cooperation and fully utilizing staffing resources to address long term needs of both departments.

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

CPZ’s and MCHD’s goal is to provide an enhanced level of service in all program areas. The effect of not expanding this administrative assistant position to a fulltime shared position will be the inability to maintain the current level of customer service as well as not providing the anticipated level of services needed as the workload increases with the expanded programs. This will impact the processing time for permit applications as well as permit revenue.

As stated previously, this position will convert forms, permits, and processes to be available online and more accessible to citizens. With the current administrative support workload, some of the basic administrative support tasks such as scanning of documents and conversion of forms becomes low priority and therefore not accomplished, leading to long-term inefficiencies.

As programs continue to grow and expand, CPZ and MCHD Management evaluate and make adjustments to higher level positions (professional, technical and administrative coordinator positions), therefore, ensuring that staff are working at the appropriate level for their positions and shifting administrative tasks to support staff. Without a fulltime Administrative Assistant this will not be accomplished.

In addition, as a “pilot” example of a shared consolidated position, not creating this position does not allow CPZ and MCHD to demonstrate cross departmental cooperation that could lead as an example for future shared positions.

- 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?)

With any new “pilot” program, it is imperative that program effectiveness is completed. MCHD and CPZ Management have discussed metrics that include: financial savings, efficiencies created, customer satisfaction, online/self-service advancements, etc. (see list below). These metrics would be clearly identified and measured should CPZ and MCHD receive approval to proceed with this proposal. “Pilot” program metrics that may be used to monitor the effectiveness and performance of this position

include:

- *Permit processing time improvements which leads to issuance of more permits which increase permit fee revenue*
- *Maximum customer understanding and acceptance of the reasons for their need to comply with the POWTS maintenance requirements through quality customer service.*
- *Efficiencies in technical staff time increased because standard program related questions are answered by support staff*
- *Zoning Program growth and timeliness of permit issuance.*
- *Forms, permits, processes are available online.*
- *Customer service surveys show high satisfaction with customer service and adherence to core values.*

III. SPECIFIC DUTIES OF NEW POSITION

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

Specific duties of this shared position include: serving as receptionist and general staff support, provide information to the public, scheduling appointments/inspections, assisting with evening immunization clinics, updating staff calendars, file and retrieve documents, data entry, distribute/process mail, cash receipting, assist with newsletters and mailings, preliminary permit application completion and processing, assist with permit issuance, test kit intake, cash receipting, document scanning and imaging, quality assurance of scanned documents for specific file management systems (Nightingale notes, Ascent permitting system, etc.), development of intranet/internet resources, online forms, applications and documents, website monitoring, and file management.

It is anticipated that the Administrative Assistant position will provide support to the POWTS, Zoning, and Conservation programs 70% of the time and the general office support activities listed above 30% of the time annually.

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

The uniqueness of this position proposal does benefit more than one department and can serve as a "pilot" for future collaborative opportunities throughout the County which will ultimately benefit all Departments. This would be a new opportunity to maximize the use of technology and eliminate departmental "silos". The position could be physically sitting at MCHD but also doing CPZ work or vice versa. That alone will allow for full utilization of staffing resources.

- 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, the work at MCHD is being done by the .4 FTE position and at CPZ, some of this work is being done by the casual Administrative Assistant position and a casual Conservation Technician position. This arrangement is currently no longer acceptable because the .4 FTE at MCHD has recently submitted her retirement announcement and as previously explained, CPZ is experiencing program growth which is creating additional workload that other support staff cannot absorb.

At MCHD, there is a need for reception desk coverage, but because of increased use of technology and integration of self-service options there is reduced occupancy within the .4 FTE position. There has been an increase in the administrative assistant type workload within CPZ due to private onsite wastewater treatment system (POWTS) program expansion and zoning program that makes the casual position no longer adequate.

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.)

The anticipated cost for a FTE Administrative Assistant with family health insurance coverage is \$58,610. The anticipated cost for a FTE Administrative Assistant at \$15/ hour with no health or dental insurance is \$36,294.

- B. Explain specifically how position will be funded. *The position would be funded by a MCHD Public Health Preparedness Grant, a CPZ Conservation grant, and CPZ fee revenues as follows:*

FUNDING SOURCE	AMOUNT	NOTES
<i>MCHD Grant Funds</i>	<i>\$ 7,259</i>	<i>Public Health Preparedness Grant</i>
<i>CPZ Grant Funds</i>	<i>\$ 8,711</i>	<i>CPZ Conservation Grant funds and fees</i>
<i>CPZ Permit Fees</i>	<i>\$ 20,324</i>	<i>POWTS/Zoning permit fees</i>
TOTALS	\$36,294	

NOTE: By using other funding sources, this proposal would reduce the 2020 budgeted tax levy for staff. If the positions were unchanged, the impact on the 2021 budgeted tax levy would be approximately \$18,000.

Length of outside funding: *Funding from additional sanitary permit revenue through the state mandated POWTS Maintenance program is expected through 2026. CPZ has been the one of the highest ranked counties for a number of years in terms of conservation grant funding and utilization and it is anticipated this will continue. State and federal agencies regularly contact CPZ directly and request us to apply for their grant funds. MCHD grant funds have been available for over 15 years and it is anticipated that these funds will continue to be available long term.*

Likelihood of funding renewal: High likelihood (automatic)

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

CPZ and MCHD continually review outside funding sources for opportunities to offset tax levy. The MCHD grant funds used for this position requires the accomplishment of specific objectives therefore could not be used to offset tax levy elsewhere.

While increased revenues could be used to offset tax levy, CPZ anticipates that through this program expansion, additional revenues will need to be utilized to support and successfully implement the increased POWTS workload. The bottom-line is that it takes full time dedicated people to successfully implement long term programs to meet county strategic plan objectives and expected outcomes.

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

Potentially yes. CPZ's estimates provided for increased revenues are very conservative and may exceed the cost of the position. So far in 2020, CPZ has seen a 39% increase in permits and this is anticipated to continue into the near future. This increase in permits equals approximately \$25,500 in additional revenue to date. CPZ intends to continue to engage citizens with failing septic systems and replacement requirements that will be a positive impact on Department revenues.

- 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?

This shared consolidate position proposal will serve as a "pilot" for future opportunities throughout the

County that may lead to greater staff occupancy, potential for cost savings and more effectiveness/efficiencies in the future. Sharing staffing resources across departmental boundaries and increasing current staff occupancy will be a positive investment for the County.

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

CPZ and MCHD continually evaluate programs for efficiencies/effectiveness and make adjustments as needed for cost savings and greater utilization of grant funds. CPZ proposed position costs are being offset by utilizing grant funding and consolidating duties from another casual position. This proposed position will primarily be assisting with Priority Based Budgeting Quartile 2 programs which are funded through fees and grants. Eliminating or reducing a lower priority function within each department to offset the cost of this position would need thoughtful consideration of impacts to programs since many of our department programs are interconnected. In addition, some grant funding cannot be shifted to other program areas since grant funds typically have defined objectives that the funding can be used for.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

Per email from Administration and per rule 4.2, this position request will be reviewed by Administration prior to any discussion before the committee of jurisdiction.

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



Signature of Supervisor/Manager Completing Request

May 29, 2020

Date



Department Head Signature

May 29, 2020

Date

1 Full time Administrative Assistant in CPZ
 (.20 Health Dept and .80 FTE CPZ Dept)

2021 BUDGET PLANNING - NEW POSITION COST

Item	Projected 2021 Rates	Minimum	Mid-Point	Maximum	At \$15/hr No health or dental
DBM A12		\$27,975	\$32,170	\$37,458	\$31,200
Health - Family	\$1,963.00	\$23,556	\$23,556	\$23,556	\$0
Dental - Family	\$62.00	\$744	\$744	\$744	\$0
FICA Retirement Rate	6.20%	\$1,734	\$1,995	\$2,322	\$1,934
FICA Medicare Rate	1.45%	\$406	\$466	\$543	\$452
Unemployment Insurance	0.10%	\$28	\$32	\$37	\$31
Retirement - Employer	6.75%	\$1,888	\$2,171	\$2,528	\$2,106
Worker's Comp - Clerical	0.08%	\$22	\$26	\$30	\$25
PEHP	\$21	\$546	\$546	\$546	\$546
Total Estimated Cost 1 FTE		\$56,899	\$61,706	\$67,764	\$36,294

.40 FTE vacant position in Health Department would be reduced to .20 FTE and would be 100% funded by health depart grant. (\$7,259 grant and save approximately \$5,689 tax levy)

CPZ would use existing Conservation Grants and POWTS and Zoning Permit fees to fund remaining .80 FTE by reallocating dollars from Casual positions that were funding by grants and permit fees (\$29,035). And if needed to cover health & dental benefits still have approximately \$5,689 tax levy from Health savings and \$12,131 tax levy dollars from casual administrative assistant position that will not be filled.

HEALTH DEPT .40 FTE ALLOCATED POSITION ABSORBED BY CPZ					CPZ ELIMINATE TWO CASUAL POSITIONS	
Item	2020 Rates	Minimum	Mid-Point	Maximum	Casual Admin Asst 1500 hours @ \$15/hr	Casual CPZ Tech 1500 hours @ \$15/hr
DBM A12 Cost .40 FTE		\$11,190	\$12,868	\$14,983	\$22,500	\$22,500
Health - Family	\$1,800.51	\$0	\$0	\$0	\$0	\$0
Dental - Family	\$60.32	\$0	\$0	\$0	\$0	\$0
FICA Retirement Rate	6.20%	\$694	\$798	\$929	\$1,395	\$1,395
FICA Medicare Rate	1.45%	\$162	\$187	\$217	\$326	\$326
Unemployment Insurance	0.10%	\$11	\$13	\$15	\$23	\$23
Retirement - Employer	6.75%	\$0	\$0	\$0	\$0	\$0
Worker's Comp - Clerical	0.08%	\$9	\$10	\$12	\$18	\$18
PEHP	\$21	\$0	\$0	\$0	\$0	\$0
SAVINGS FROM .40 FTE POSITION		\$12,066	\$13,876	\$16,156	\$24,262	\$24,262

41% tax levy (\$5,689)

59% grants

50% tax levy (\$12,131)

50% grants & fees

100% grants & fees

Added Cost for .60 FTE addition: \$44,833 \$47,830 \$51,608

RESOLUTION #R-51-20

TO CREATE TWO (2) 1.0 FTE SOCIAL SERVICE SPECIALIST POSITIONS FOR THE DEPARTMENT OF SOCIAL SERVICES

WHEREAS, the mission of the Department of Social Services is to strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community; and

WHEREAS, creating these new positions support the mission statement, as the individuals will work with children and families on building the skills needed to improve health, promote wellness, ensure safety, and enhance overall quality of life for both the parent and child; and

WHEREAS, these positions will help promote family growth and development and the needed skills that will be life lasting and more likely to divert from the child welfare system; and

WHEREAS, these positions are being created to support Marathon County’s preparation for the Federal Family First Prevention Services Act (FFPSA) that will be effective in October 2020; and

WHEREAS, the purpose of the FFPSA is to “provide enhanced support to children and families and prevent foster care placements through the provision of mental health and substance abuse prevention and treatment services, in-home parent skill based programs”; and

WHEREAS, funding for said positions will be provided by the FFPSA in the amount of \$144,640. A budget amendment is needed in order to receive and disperse said funds; and

WHEREAS, on August 11, 2020, the Human Resources, Finance and Property Committee also voted to recommend creating two (2) 1.0 FTE Social Service Specialists to County Board.

WHEREAS, in order to fund these positions and services that they will provide § 65.90(5)(a), Wis. Stats., dictates that appropriations in the Marathon County budget may not be modified unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors; and

NOW, THEREFORE, BE IT ORDAINED AND RESOLVED by the Board of Supervisors of the County of Marathon:

- A. To create two (2) 1.0 FTE Social Service Specialists, effective the beginning of the first pay period following the approval of this resolution.

Respectfully submitted this 18th day of August, 2020.

HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE

Fiscal Impact: No tax levy impact. Funding for said positions will be provided by the Family First Allocation through Wisconsin Department of Children and Families, Basic Community Allocation in the amount of \$144,640.

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: 07/17/2020

Position Requested: Social Services Specialist
(If unsure of classification, indicate "To be determined")

FT PT FTE _____%

Number of Positions: 2.0

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

Projected Start Date of Position: As soon as Possible

Priority Number of This Position: _____

If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

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

Yes, the positions will support the health and safety of children and families by providing parents education and supportive services to improve their parenting capacities to stabilize family risk, ensure safety and decrease the rate out of home care placements.

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

These positions are essential to meet Objective 3.3 of the Strategic Plan to decrease the number of out of home care days.

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The positions support the mission statement, as the individuals will work with children and families on building the skills needed to improve health, promote wellness, ensure safety, and enhance overall quality of life for both the parent and child. These positions will help promote family growth and development and the needed skills that will be life lasting and more likely to divert from the child welfare system.

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 request is to create one (2) full-time positions with a job classification of Social Services Specialist. The purpose of these positions is to engage parents and families by working in tandem with social workers in family intervention to provide an array of supportive and educational services. The families will include children who are abused or neglected or adolescents who are out of control, truant, or delinquent.

These positions are being created to support Marathon County's preparation for the Federal Family First Prevention Services Act (FFPSA) that will be effective in October 2020. The purpose of the FFPSA is to "provide enhanced support to children and families and prevent foster care placements through the provision of mental health and substance abuse prevention and treatment services, in-home parent skill-based programs...." To accomplish this, federal IV-E funding which is currently the primary source of funding for out of home care, will be shifted to prevention and services to help keep children safe and supported at home. Child Welfare agencies will need to adapt the way services are provided to decrease the number of out of home care days, commensurate with available funding.

The positions will be key in providing additional support to parents to divert placement, and/or support the return of the child to the parental home, or to a lesser restrictive placement. This will be accomplished by providing a variety of services including, but not limited to, parent education, skill building, resource enhancement, modeling, and problem solving techniques.

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

These positions will better align the practice of child welfare to decrease out of home care days as required by the federal legislation. Without a strategically thought out plan to change the way services are provided, the likelihood of out of home care placement being reduced is low. This would result in an additional shift to county levy to fund the out of home care placements as IV-E funds are shifted to prevention.

These positions will allow for an increased ability to serve families in an intensive manner, in their home environments. The target population serviced are children who are at high risk of out of home placement because of abuse or neglect, uncontrollability, or are a danger to the community. These positions will also work with families whose children are in out of home placement and will give the parents the skills to have the child reunified in a shorter amount of time. In addition to providing parents with those needed services such as parent education, skill building, resource enhancement, modeling and problem solving techniques, these positions will also be an advocate and support for the parents to meet the needs of the child including, but not limited to, social and emotional development, language and literacy, cognition, and perceptual, motor, and physical development.

Face to face visits and family visitation for out of home care cases could occur within a parent's home once determined safe. This would allow the visit to occur in a realistic family setting, typically more comfortable for families, and also providing the parent educator to have a more in tune focus to the needs of the family in their natural environment. Additionally, families will be receiving support through one established evidenced based curriculum in their own home, and will be more likely to feel confident learning and applying new skills in their natural setting. This department will be reviewing two separate evidenced based parenting curriculums, Common Sense Parenting out of Boys Town, in Omaha Nebraska, and Safe care, a model recommended by the Department of Children and Families reference to the upcoming Family First Prevention Services Act initiative.

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

The department could contract out for the service. However, an existing contract the department has with a community agency offering in-home parent education program doesn't have current capacity. Wait list and a lack of utilizing consistent parent modeling opportunities are not conducive to the goal we need to achieve. In addition, other community based service providers often are unprepared or unwilling to work with complex cases and high level of need many of our cases entail. Allowing these positions to be operated and supervised "in house" allows for increased oversight of the positions and facilitates stronger partnerships with the social workers and other programs operated by DSS. Having the right services for the right family at the right time is paramount to FFPSA. Being able to assign a MCDSS Social Service Specialist to provide the right level of service to the highest need children and parents will support families to prevent out of home placement.

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

In the event this position is not approved, MCDSS will have to continue, and attempt to increase services with contracted providers for supervised visitation services and additional contracts to provide increased parent education services to families. Children and families may not receive the support needed to maintain them in the home of a parent, or children may not be able to transition to a parental setting from a higher-cost/restrictive placement, resulting in continued or increased out of home placement costs that will eventually be shifted to county levy.

- 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?)

In CPS, there is an abundance of data used to measure safety of children, including: abuse/neglect reports, substantiations on open cases, re-entry into out of home care, and reunification. Additionally, these positions will identify specific goals they will work on with the family to improve parenting and address all safety concerns. Written case notes and review of goal achievements/barriers will be provided regularly to the social worker and supervisor. In addition, these positions will maintain a data tracking system to demonstrate program effectiveness through successful completion of the parenting program, pre and post test scores, re-entry into out of home, recidivism rate, and future substantiation rate six months post program completion. Furthermore, quality assurance calls with parents, community service providers, and social workers to garner satisfaction with the position and program will be implemented.

Ultimately, the positions' effectiveness will be measured in part by the out of home care rate for the families that they serve.

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.
- a. Direct provision of services to families:
Engages families, assesses safety, provide skill training and education, demonstrates resource enhancement and develops a supportive relationship with families. Teaches and provides support through demonstration, modeling, including parent child interaction, written materials, videos and parent groups. Establishes connections for families with necessary resources. These positions will require availability on weekdays to include evening hours, as well as weekends (Saturday and Sunday). 50%
 - b. Provides supervised visitation services in the community, clients' homes, and at the department. 10%
 - c. Provides transportation at supervisor direction. 5%
 - d. Provides services in an office setting, in a community setting, or a biological, guardian, or foster family's home. 10%
 - e. Accurately documents all client contacts timely in Electronic Wisconsin State Automated Child Welfare Information System (eWiSACWIS) and provides updates to social workers and supervisor. 10%
 - f. Creating and tracking program participants' goals and outcomes to closely monitor case progress, services provided, length of involvement and successful/completion of program. 10%
 - g. Other duties as assigned such as attending team meetings and trainings. 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?

These positions will work with families who might also be served by other county or private agencies. Services would be coordinated, not duplicated. The two programs that are most closely related are Birth to Three and Start Right. The Birth to Three program offers education to families, however this education is specific to the child's specific needs or disability. Start Right provides parent education to parents of a limited age range (young) children, who are not generally at the higher risk level that the Department is legally responsible to serve; in addition the positions' scope of duty is broader than delivered by Start Right. Neither of those programs are designed to offer the range of services required for these positions at the intensity level required.

- 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?

MCDSS has one current parent educator position, who is serving 22 families on average. That position has been focused on providing service to families that ranges from transportation, parent education, or supervising a family visit. The position has been successful and widely sought out for assistance by social workers. These new positions, while similar, are created to serve 10-12 families, more intensely and be involved quickly and at the right time to avoid placement. This includes individualized parent coaching and modeling, skill building, resource enhancement, problem solving techniques, and daily structure and routine that meet the needs of the family. Additionally, this allows for MCDSS to ensure an evidence based parenting model is utilized and can ensure services are provided that are in conjunction with the Family First Act that is scheduled to roll out in Fall 2020.

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.)

The position is classified as a Social Services Specialist. For calendar year 2020, the total maximum estimated position cost for a Social Services Specialist position at mid-point is \$154, 898 (including salary and fringe). Additionally, this estimate assumes family benefit coverage. Included in the costs are anticipated mileage and training.

Funding for this program will be allocated from the increased Department of Children and Families (DCF) Basic County Allocation (BCA) set aside in the DSS budget to comply with Federal Family First Prevention Services Act.

- B. Explain specifically how position will be funded.

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

Amount of any outside funding: \$154, 898 % of total costs: 100%

Source of outside funding: Family First Allocation through DCF.

BCA

Length of outside funding: Ongoing

Likelihood of funding renewal: High

Would this outside funding be used to offset the levy if not used for this position? Possibly for one year (2021) depending on the out of home care rate. As the federal funding (IV-E) shifts to prevention, not investing DCF Basic County Allocation in services to prevent out of home care placement will result in increased unfunded out of home care costs in subsequent years.

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

Yes, a long term anticipated outcome is reduction of out of home care costs, both through preventing out of home placements and allowing children to return back to the home sooner. It is essential to decrease

out of home care costs as federal funding to support these expenses will no longer be available at the level it currently is.

Furthermore, positions may help reduce costs in other contracted service areas for supervised visitation program, transportation and home safety services checks.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, significant savings in early intervention programs are not only dollars saved in foster care, but also the improved quality of life for children and families in our community.

- 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

Social Service Specialist - B22
 DEPARTMENT OF SOCIAL SERVICES
 FTE = 2.0

2021 NEW POSITION COSTING

Item	2020 Rates	Minimum	Control Point	Maximum
DBM B22		\$36,725	\$43,152	\$51,066
Health - Family	\$1,800.51	\$21,606	\$21,606	\$21,606
Dental - Family	\$60.32	\$724	\$724	\$724
FICA Retirement Rate	6.20%	\$2,277	\$2,675	\$3,166
FICA Medicare Rate	1.45%	\$533	\$626	\$740
Unemployment Insurance	0.10%	\$37	\$43	\$51
Retirement - Employer	6.75%	\$2,479	\$2,913	\$3,447
Worker's Comp - Clerical	0.08%	\$29	\$35	\$41
PEHP	\$21	\$546	\$546	\$546
Total Estimated Cost *		\$64,955	\$72,320	\$81,387

COST OF 2.0 FTE \$129,910.93 \$144,640.00 \$162,775.00

RESOLUTION R-~~52~~-20

AUTHORIZING THE CREATION OF A POOL OR FUND TO COLLECT ROUTES TO RECOVERY ALLOCATIONS FROM OTHER UNITS OF GOVERNMENT WITHIN MARATHON COUNTY FOR THE PURPOSE OF FUNDING AN ELIGIBLE BROADBAND PROJECT AND/OR PURCHASES OF OTHER ELIGIBLE GOODS AND SERVICES

WHEREAS, the State of Wisconsin has allocated federal Coronavirus Aid, Relief, and Economic Security Act (CARES) money to various local units of government, including Marathon County, pursuant to a program called “Routes to Recovery,” for the purpose of meeting eligible unbudgeted expenditures relative to the COVID-19 Pandemic; and

WHEREAS, a feature of the program permits units of government to transfer their allocations to other units of government upon notice to the Wisconsin Department of Administration for the purpose of funding eligible joint projects coordinated expenditures; and

WHEREAS, access to broadband services is more important than ever with respect to individual households and businesses given the need to conduct virtual schooling and meetings as well as internet commerce; and

WHEREAS, there may be other joint projects, ~~or~~ purchases of goods and services or expenditures that would be eligible for said funding in the time remaining to expend such funds; and

WHEREAS, in the event funds become available through transfer pooling of allocations, the 2020 Marathon County Budget would need to be amended to receive and disburse such funding; and

WHEREAS, on August 11, 2020, the Marathon County Finance and Property Committee approved the creation of such a pool or fund and to declare the willingness of Marathon County to work in coordination with other units of government act as fiscal agent to submit expenses for reimbursement for such projects or transactions.

NOW, THEREFORE, the Board of Supervisors of the County of Marathon does hereby ordain and resolve as follows:

1. To authorize the creation of a pool or fund to collect Routes to Recovery allocations transferred from other units of government to within Marathon County for the purpose of funding an eligible broadband project and/or ~~purchases of~~ other eligible expenditures goods and services due to the COVID-19 public health emergency between March 1 and November 6, 2020.
2. In the event other units of government ~~within Marathon County~~ wish to transfer their allocations for eligible expenditures projects or purchases, the 2020 Marathon County Budget shall be amended by separate resolution.

BE IT FURTHER ORDAINED AND RESOLVED that the proper county officials are authorized to execute the documents or take other actions necessary in furtherance of the intent of this resolution.

BE IT FURTHER ORDAINED AND RESOLVED that the County Clerk is directed to issue checks pursuant to this resolution and the county treasurer to honor said checks.

Respectfully submitted this 18th day of August, 2020.

HUMAN RESOURCES FINANCE AND PROPERTY COMMITTEE

_____	_____
_____	_____
_____	_____

Fiscal Impact: None. Receipt and disbursement of funds must be approved by separate amendment of the 2020 budget.

RESOLUTION R-53-20

**RECOGNIZING REBECCA FRISCH'S CONTRIBUTIONS TO MARATHON COUNTY
UPON HER RETIREMENT**

WHEREAS, Becky Frisch has served the residents of Marathon County for the past eight years as the Director of the Conservation, Planning and Zoning Department (CPZ); and

WHEREAS, during her tenure as Director, Becky was instrumental in leading many key projects including:

- building a positive culture within CPZ that aligns with the core values of Marathon County and provides for exceptional service to the citizens of Marathon County; and
- engaging the rural community of Marathon County to complete the first comprehensive revision of Marathon County's Zoning Codes
- Implementing an entirely new uniform addressing system
- Developing a metallic mining ordinance
- Developing and implementing an improved land and water program
- Initiating the state mandated Septic Maintenance program
- Coordinating the updates of County wide Comprehensive and Strategic plans with involvement of all departments
- Instituting a new way of doing business at CPZ that seeks to engage the community at all levels and focuses on providing consistent, honest, kind and respectful service to citizens; and

WHEREAS, throughout Becky's time in Marathon County she has been committed to mentoring future leaders and new Department heads; to sharing her professional knowledge in the pursuit of developing innovative ideas; and to expanding community capacity by engaging citizens about the protection of the land and water resources of Marathon County, as she understands that the quality of our environment and robust economy are dependent on them; and

WHEREAS, the projects referenced above were initiated, developed and successfully implemented in large part because of her positivity, work ethic, and her commitment to support an open, honest, genuine and respectful organizational culture, and

WHEREAS, in addition to her work with the County, Becky has been an active leader in the community serving in several leadership positions, including the Greater Wausau Chamber of Commerce Board of Directors.

NOW THEREFORE BE IT RESOLVED that the Marathon County Board of Supervisors recognizes the contributions that Becky Frisch has made to improve the quality of the community's land and environment through leadership, accountability, community engagement, and collaborative partnerships, as well as her promotion of thoughtful and deliberate use of resources and pursuit of innovative solutions so that Marathon County has healthy people, a healthy economy, and a healthy environment. Finally, the County Board would like to thank her for her steady and principled leadership and we wish Becky the best in her well-deserved retirement.

Dated August 18th, 2020.

On behalf of the MARATHON COUNTY BOARD

Kurt Gibbs, Marathon County Board Chair