



**OFFICIAL NOTICE AND AGENDA**-of a meeting of the County Board, Committee, Agency, Corporation or Sub-Unit thereof MARATHON COUNTY, WISCONSIN

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

Date & Time of Meeting: **Monday, May 15, 2017; 3:00 p.m.**

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

Members: **Bill Miller, Chair; Craig McEwen, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, John Robinson, E.J. Stark**

**Marathon County Mission Statement:** Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly, or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12/20/05)

**Human Resources, Finance & Property Committee Mission/Purpose:** Provide leadership for the implementation of the County Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to the human resources initiatives, finance and property of the County.

1. Call to Order-Meeting called to order by Chairman Miller at 3:00 p.m., the agenda being duly signed and posted.
  - A. Please silence your cellphones.
2. Public Comment Period -- Not to Exceed 15 Minutes
3. Approval of Minutes From the May 1, 2017 Human Resources & Finance Committee Meeting
4. Educational Presentations/Outcome Monitoring Reports
  - A. 2017 Audit and Investment Update-Finance-Kordus
  - B. Risk Management Closed Session-Claims-Maly
    1. **Motion to go into closed session pursuant to Wisconsin Statutes §19.85 (1) (g), Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.**
    2. **Motion to reconvene into open session [No roll call vote needed]**
    3. **Announcements or possible action based on closed session item.**
5. Policy Issues Discussion and Committee Determination and Approval
  - A. Approval of the Minutes from May 1 and May 11, 2017
  - B. Establish Rates of Pay for Casual Zoning Assistant and Casual Deputy Zoning Administrator Positions in the Conservation/Planning/Zoning Department—Dean Johnson-Postponed from May 1 ,2017
  - C. Discussion and Possible Action-Capital Improvement Plan Policies and Procedures Update-Lotter
  - D. Discussion on Martin Luther King Holiday—Brad Karger-Follow up from May 1, 2017**
  - E. Approval of Claims and Questioned Costs-April 2017-Kordus-Postponed from May 1, 2017
  - F. Discussion and Possible Action-Tax Deed Land Sales, Possible Taking of Property and Changes to Tax Deed Parcels owned by the County:
    - 1) Tax Deed Sale
  - G. Discussion and Possible Action- **Draft** Timeline for the North Central Healthcare Warm Water Therapy Pool Project
6. Announcements: Next Meeting Date--June 5, 2017; County Board Assembly Room; 3 P.M.
  - a. Change of date or additional meeting date Monday, July 10, 2017
7. Adjourn

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

**SIGNED /s/Bill Miller**

Presiding Officer or Designee

Faxed to: Wausau Daily Herald  
Faxed to: Record Review  
Faxed to: Marshfield News  
Faxed to: City Pages  
Faxed by/time: K Kordus 5/12/17 3:00 pm

**NOTICE POSTED AT THE COURTHOUSE**

By/Date/Time: K Kordus 5/12/17 3:00 p,



## MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Monday, May 1, 2017; 3:00 p.m.**

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

Members: **Bill Miller, Chair; Craig McEwen-excused, Vice-Chair; Tim Buttke, John Durham, Kurt Gibbs, John Robinson, E.J. Stark**

Others: **Frank Matel, Kristi Kordus, Brad Karger, Lance Leonard, Chief Deputy Billeb**

1. Call to Order-Meeting called to order by Chairman Miller at 3:00 p.m., the agenda being duly signed and posted.
2. Public Comment Period -- Not to Exceed 15 Minutes-None
3. Approval of Minutes From the April 17, 2017 Human Resources & Finance Committee Meeting  
Motion to approve the Minutes from April 17, 2017.  
Motion by Gibbs and seconded by Buttke to approve the minutes; vote unanimous
4. Educational Presentations/Outcome Monitoring Reports
  - A. 2017 Project Update-Finance-Participate with Finance to finish bank reconciliations for the remaining amount from 2016. An Action Plan and report back to the Executive Committee. Kordus to email the Clerk of Courts and Airport to have them prepare a response for the Executive Committee on May 2.  
  
Request to move item 5B up by Chairman
5. Policy Issues Discussion and Committee Determination and Approval
  - A. Establish Rates of Pay for Casual Zoning Assistant and Casual Deputy Zoning Administrator Positions in the Conservation/Planning/Zoning Department—Dean Johnson  
Move to postpone until next HRFC meeting due to the department staff not attending the meeting today.  
Motion by Buttke and seconded by Gibbs to postpone this items until the May 15 meeting; vote unanimous
  - B. Request for Pay Adjustment for Reserve Deputies in the Sheriff's Office—Chief Deputy Billeb-Discussed the proposal for a pay adjustment for the reserve deputies. The reserve officers come to the County with all of the training and are certified. The County will keep up on their firearms and driving certifications.  
Motion by Robinson and seconded Durham to approve the pay adjustment for the Reserve deputies; vote unanimous
  - C. Discussion on Martin Luther King Holiday—Brad Karger-The Diversity Affairs Committee proposed a “day on” to learn about diversity subjects. It would be a non-mandatory programming day. The Courthouse will be closed but the employees will work and have the opportunity to learn and get caught up on work. Robinson-Is this something that you could take to the department head meeting and get their perspective on this proposal.  
Motion to direct the Co Administrator to do get feedback from the Department Heads on the pros and cons of this idea and bring the information back to the Committee  
Motion by Gibbs and seconded by Stark; vote unanimous
  - D. Discussion and Possible Action-Eliminate Intergovernmental Payments for Renovation and Rental of North Central Healthcare (NCHC) Gym/County Health Department  
Motion to discontinue the practice of intergovernmental payments and eliminate payments from NCHC and Health Department  
Motion by Robinson and Seconded by Gibbs to eliminate the intergovernmental payments for the NCHC payments for the renovation of the gym and the rental payments from the Health Department; Vote unanimous
  - D. Discussion and Possible Action-Tax Deed Land Sales, Possible Taking of Property and Changes to Tax Deed Parcels owned by the County:
    - 1) Tax Deed Sale-None
  - E. Approval of Claims and Questioned Costs-April 2017  
Motion to postpone the approve of the claims at the May 15 meeting  
Motion by Gibbs and seconded by Buttke; vote unanimous

6. Policy Issues Discussion and Committee Determination to the County Board for its Consideration
  - A. Discussion and Possible Action -2017 Interdepartmental Transfers-Kordus  
Motion to approve the transfers  
Motion by Gibbs and seconded by Buttke; vote unanimous
7. Announcements: Next Meeting Date-May 15, 2017; County Board Assembly Room; 3 P.M.
8. Adjourn-Motion by Gibbs and seconded by Robinson to adjourn at 3:40 pm; vote unanimous.



## MARATHON COUNTY HUMAN RESOURCES, FINANCE & PROPERTY COMMITTEE MEETING MINUTES

Date & Time of Meeting: **Thursday, May 11, 2017; 6:30 p.m.**

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

Members: **Bill Miller, Chair; Craig McEwen, Vice-Chair; Tim Buttke, John Durham-excused, Kurt Gibbs, John Robinson, E.J. Stark**

Others: **Kristi Kordus, Tom Lovlien, Scott Corbett, Brad Karger, Alan Christensen**

1. Call to Order-Meeting called to order by Chairman Miller at 6:30 p.m., the agenda being duly signed and posted.
2. Public Comment Period -- Not to Exceed 15 Minutes-None
3. Policy Issues Discussion and Committee Determination to the County Board for its Consideration
  - A. Discussion and Possible Action –Resolution to Purchase Land from Ceres Timber LLC in the Town of Hewitt for County Forest Program  
Lovlien-We got an appraisal and the purchase was approved by the DNR. The County will pay the appraised value. Mosinee Paper will sell us the mineral rights at a later date. The State of Wisconsin is likely to approve a grant towards the purchase of this property. Robinson will abstain from voting due to his employment with the DNR.  
Motion to purchase the land in the town of Hewitt to add to the County Forest.  
Motion by Gibbs and seconded by McEwen; vote 5 ayes and one abstention
4. Announcements: Next Meeting Date-May 15, 2017; County Board Assembly Room; 3 P.M.
5. Adjourn-Motion to adjourn by Buttke and seconded by Robinson to adjourn at 6:45; vote unanimous



## MEMORANDUM

DATE: April 26, 2017  
TO: Bill Miller, Human Resources, Finance and Property Committee Chairperson  
FROM: Rebecca Frisch, Director, Conservation, Planning and Zoning Dept.  
SUBJECT: Creation of Casual Zoning Assistant Position, Payments to Deputy Zoning Administrators and Zoning Assistant

As part of the County Comprehensive Plan and Strategic Plan, the Marathon County Conservation, Planning and Zoning (CPZ) Department is working to grow zoning and provide exceptional customer service. In customer service surveys completed by the towns and citizens, many responses expressed a preference for zoning assistance closer to their location. This response was particularly strong from those towns furthest from Wausau. As part of the effort to improve service to those towns, CPZ is starting a pilot project to provide service one half day a week at the Stratford library. In addition, a Deputy Zoning Administrator that currently serves several towns and provides accurate, consistent, high quality service to the citizens would be promoted to a Zoning Assistant position (if approved) and would be able to provide a higher level of zoning assistance to the citizens in southwest Marathon County.

With this in mind, CPZ respectfully requests the Human Resources, Finance and Property Committee to consider the following requests:

1. The creation of a casual Zoning Assistant position, one step above the current casual Deputy Zoning Administrator position. This position would provide more advanced zoning assistance including the ability to sign/approve zoning permits for less complicated and common zoning permit applications in county zoned towns. As an example, the Zoning Assistant could issue zoning permits for an accessory structure(s) and/or principle (homes) structure which are not located in the shoreland and/or floodplain areas of the county.
2. Increase the payment for services rendered by both the Deputy Zoning Administrators and the Zoning Assistant (if approved).
  - a. Zoning permit review and submission to CPZ for approval
    - i. Current payment is \$15 per permit (this has been in place many years, last increase unknown). CPZ recommends increasing to \$20/permit.
  - b. Zoning permit review and approval
    - i. There is no current payment for review/approval of a zoning permit. CPZ recommends \$30 per permit.

### **Fiscal Impact:**

None. These requests will be funded within the current CPZ budget for casual employees. CPZ will manage the hours of casual employees within the department to ensure funding for the service provided by the Zoning Assistant position. The increase in per permit payment will also be covered

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### **Conservation, Planning & Zoning Department**

210 River Drive | Wausau, WI 54403-5449 | Tel 715.261.6000 | Fax 715.261.6016 | Call 800.236.0153 if within Marathon County  
cpz@co.marathon.wi.us | www.co.marathon.wi.us



## MEMORANDUM

within the current CPZ budget with no anticipation of a line item increase for this year or the foreseeable future.

# Zoning Assistant

## Definition of Class

This position provides technical information and support to Marathon County landowners in applying for and complying with the Marathon County Zoning Ordinance. Work is performed under the general supervision of the Land and Water Program Director in the Conservation, Planning, and Zoning (CPZ) Department.

Employees in this classification are knowledgeable of the zoning code, have basic zoning knowledge and general knowledge of the programs administered by the CPZ Department. Additional training and oversight is provided by the Zoning Administrator or their designee. Assistants are expected to be able to handle routine zoning permit issuance and inspection without direct supervision.

## Examples of Work Performed

Provides support to the zoning program by working with property owners to ensure compliance with the county zoning ordinance by answering routine questions, meeting with landowners and conducting onsite inspections.

Issues zoning permits for construction of accessory and principle structures, outside of the shoreland and floodplain zones of the county.

Reports any zoning code violations to the zoning administrator.

Provides periodic reports to town boards on zoning related activities; submits monthly reports to the Marathon County Conservation, Planning and Zoning Department on all zoning activities.

Provides exceptional customer service to residents of Marathon County seeking zoning permits or zoning information.

Develops solutions to work issues that add value for our customers.

Performs related work as required.

## Knowledge, Skills, and Abilities

Basic knowledge of zoning codes and related administrative codes.

Ability to independently use on-line mapping programs to identify zoning districts, parcel information, etc.

Ability to read and understand legal descriptions.

Ability to understand building dimensions and design.

Ability to keep accurate records and prepare accurate monthly reports of permit activity.

Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.

## Qualifications

Willingness to work a flexible schedule including most days, some evenings, and weekends.

Willingness to attend meetings as requested/required. Knowledge of zoning codes, survey maps, and/or construction blueprints desirable.

# CAPITAL IMPROVEMENT PROGRAM



## POLICY & PROCEDURE 2014

### CIP REVIEW COMMITTEE MEMBERS:

#### County Board Supervisors:

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

#### Citizen Members:

Peter DeSantis, Chuck Kornack, Barkley Anderson

#### Technical Staff:

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

POLICY FOR FUNDING  
MARATHON COUNTY'S CAPITAL IMPROVEMENT PROGRAM

**INTRODUCTION**

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

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

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

**CIP funding sources**

The following funding sources are available for CIP projects:

**Undesignated Fund Balance**

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

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

### **Repayment of debt from agencies outside of the Primary Government**

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

### **Use of Sales Tax Revenues to fund CIP**

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

### **Tax Levy**

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

### **Debt Proceeds to Capital Projects**

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

### **Grant Funding**

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

### **Operating Revenues**

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

### **Other Revenue Sources**

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

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

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

### **2. Capital Improvement Program (CIP) Committee.**

#### **I. Committee Name**

Capital Improvement Program Committee (CIP)

II. Committee Type and Reporting Relationship

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

III. Purpose

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

IV. Statutory Responsibility

None

V. Membership

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

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

VI. Member Term.

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

VII. Duties/Responsibilities

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

VIII. Other Organization Relationships

None

**POLICIES**

### **Policy on reporting all Capital Projects**

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

A capital project will be defined as a project which:

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

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

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

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

- Examples of recurring projects include:
  - Technology Replacement

- Parking Lot Maintenance

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

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

CIP Committee reserves the right to:

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

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

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

## **EXPEDITED CAPITAL PROJECT REQUEST**

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

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

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

### **Procedure for failure to begin project in fund year**

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

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

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

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

### **Approval of the Capital Improvement Plan**

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

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

Funding goes through this sequential process for approved projects:

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

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

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

### **Closure of Projects**

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

### **Amendments to the CIP**

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

**Conclusion**

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

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

**Strengths, Weakness, Opportunities and Threats –“Day On” Martin Luther King (MLK) Day-Department  
Head Meeting May 12, 2017**

**SWOT ANALYSIS-“DAY ON” MLK DAY**

***Strengths***

Learn more about diversity and civil rights and in line with the Core Values  
Good to recognize the day for minority populations  
Good for employees for a “catch up” day  
Provide Volunteerism opportunities  
Fun and positive bonding within and with departments  
Alignment with the Core value of Diversity  
Relevance of the history of this day  
Strength shown to community on diversity

***Weakness***

Grumpy patrons  
Staff Coverage –operational coverage  
Blowback from certain groups  
Marketing PR-Understand the purpose of the day  
How “voluntary” it would be?  
More and more EE catch up –lose the meaning of the day  
Some EEs not able to participate due to coverage  
Public perception –County EEs not working  
Why did we pick this holiday? Why not President’s Day, Arbor Day?

***Opportunity***

Opportunity to network with other EEs  
Learn about other populations  
Try new foods  
Volunteer opportunities and learn how to assist persons in need  
Hmong ceremonies-interesting learn and participate  
Good opportunity for interdepartmental work  
Community awareness, acknowledge the people that make up our community  
Educate and provide meaning to MLK holiday  
Love the SWOT analysis

***Threat***

Perception-parking lot is full and public not able to get in the building and get services  
EE how they participate and perceive the day  
Essential services need to be maintained  
Lose its relevance after time  
Reduce the meaning of the MLK day  
Public perception –Public sector EEs are paid to eat, dance and have fun  
Workloads do not stop-Will there be overtime to participate  
What about customer service EEs that choose not to participate; what will they do that day

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## SWOT ANALYSIS-"DAY ON" MLK DAY

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### Department Head Recommendation

Move forward with a "day on" that will be in the spirit of the MLK day and have a great communication plan for the public and EEs that it is tied to the Core Values of Diversity, Service and Shared Purpose  
We highly encourage EE participation in the "Day On" activities in some aspect

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Follow up Questions:

**? Would this be at all County buildings?**

**? More clarification on essential service being done and opportunity to have the "day on" experience**

**? Need to have a decision for planning client appointments, meeting room schedules etc**

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## **MAY 11, 2017 DRAFT SUBJECT TO CHANGE**

### **TIMELINE FOR THE NORTH CENTRAL HEALTHCARE CENTER WARM WATER THERAPY POOL PROJECT:**

**May 2017** Health and Human Services passes a motion to move forward with a resolution to borrow for the warm water therapy pool project at a cost “not to exceed \$3 Million dollars”

**June 2017** Amend the 2017 CIP to include the NCHC warm water therapy pool project at a cost of \$6 Million with the funding being \$3 Million borrowing and \$3 Million in donations, in-kind etc.

Amend the 2017 CIP to include a project for the decommissioning of the current therapy pool at a cost of \$400,000

CIP Committee-Meet to review and possibly amend the 2017 CIP for the NCHC Warm Water Therapy pool (\$6 Million) and a 2017 CIP project to decommission the current therapy pool (\$400,000).

Human Resources and Finance Committee-

- Resolution to amend the 2017 CIP for the NCHC Warm Water Therapy pool
- Resolution to amend the 2017 CIP for a project to decommission the current therapy pool

County Board will possibly approve:

- Resolution to amend the 2017 CIP for the NCHC Warm Water Therapy pool
- Resolution to amend the 2017 CIP for a project to decommission the current therapy pool

### **July –September**

Discussion and planning for fund raising for the NCHC pool, project planning and logistics

### **September**

Human Resources and Finance Committee will possibly approve an initial borrowing resolution in the amount not to exceed \$3.4 million for the planning, design and construction of a warm water therapy pool (\$3 Million) and the decommissioning of the current therapy pool (\$400,000).

The Marathon County Board will possibly approve an initial borrowing resolution in the amount not to exceed \$3.4 million for the planning, design and construction of a warm water therapy pools and the landscaping and the decommissioning of the current therapy pool. **THE VOTE ON THIS RESOLUTION WILL REQUIRE A ¾ VOTE OF THE ENTIRE COUNTY BOARD TO PASS.**

**September 2017 –TBD** Community fund raising and preplanning for the construction of the new pool. Bid awards and developing a construction budget and timetable

**TBD**-Update the Human Resources and Finance Committee and County Board on the specifics of the Sale of General Obligation Bonds in xxxxx 2018

**TBD 2018**-Human Services and Finance Committee will possibly approve a sale resolution for not to exceed \$3.4 Million for the planning, design and construction of a warm water therapy pools and the decommissioning of the current therapy pool. (This requires a majority vote of the County Board).