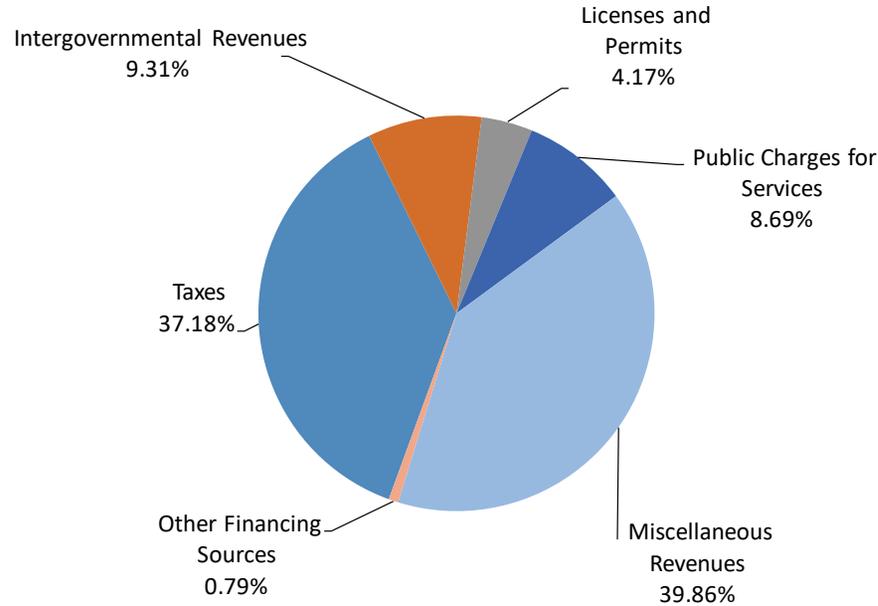


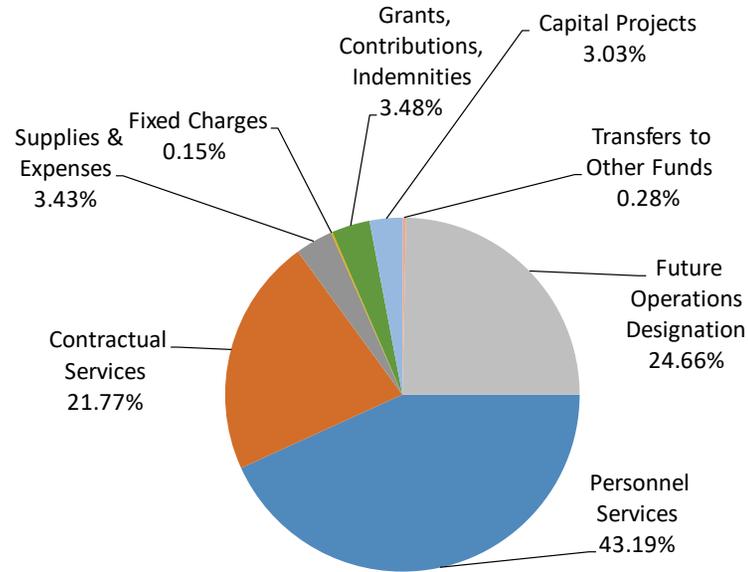
2020 REVENUES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT



	2019 Modified Budget	2020 Proposed Budget	Change from 2019 Modified Budget	
			Amount Change	Percent Change
Taxes	1,162,499	1,111,564	(50,935)	0.00%
Intergovernmental Revenues	315,263	278,275	(36,988)	-11.73%
Licenss and Permits	126,265	124,765	(1,500)	-1.19%
Fines, Forfeitures, and Penalties	-	-	-	0.00%
Public Charges for Services	259,950	259,950	-	0.00%
Intergovernmental Charges for Services	-	-	-	0.00%
Miscellaneous Revenues	790,850	1,191,919	401,069	50.71%
Other Financing Sources	29,111	23,610	(5,501)	-18.90%
Total Revenues	2,683,938	2,990,083	306,145	11.41%

*These totals may vary from the 2019 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

2020 EXPENDITURES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT



	2019 Modified Budget	2020 Proposed Budget	Change from 2019 Modified Budget	
			Amount Change	Percent Change
Personnel Services	1,244,971	1,291,523	46,552	3.74%
Contractual Services	662,509	650,930	(11,579)	-1.75%
Supplies & Expenses	110,133	102,629	(7,504)	-6.81%
Fixed Charges	4,408	4,488	80	1.81%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	142,250	104,000	(38,250)	-26.89%
Capital Projects	107,631	90,673	(16,958)	-15.76%
Transfers to Other Funds	-	8,423	8,423	0.00%
Future Operations Designation	412,036	737,417	325,381	78.97%
Total Expenses	2,683,938	2,990,083	306,145	11.41%

*These totals may vary from the 2019 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

PLANNING AND ZONING

MISSION:

To protect and promote the health, safety, and general welfare of all citizens and visitors of Portage County through providing long-range planning services, and professional administration and equitable enforcement of applicable County Codes and Ordinances and State laws/codes relating to land use and development, resource conservation, and surface and groundwater protection.

OVERVIEW:

The Planning and Zoning Department (P&Z) consists of seven sections: Planning, Zoning, Land and Water Conservation, Geographic Information Systems, On-Site Waste, Water Resources, and Economic Development. The office is responsible for overseeing the development and implementation of the County's Comprehensive Plan and other required long-range planning documents, review and approval for residential, commercial, and industrial developments in rural areas of Portage County, and implementation and enforcement of land use tools and land development regulation policies as adopted by the County Board of Supervisors. Staff also provides support services to local municipal boards, committees, and commissions. The department provides a one stop shop for citizens for permits and development applications, and staff is available to answer questions regarding local, County, State, and Federal regulations.

With regard to economic development, P&Z staff provide primary assistance and support for the County's activities with the Central Wisconsin Economic Development (CWED) Revolving Loan Fund program, as well as the Community Development Block Grant (CDBG) Housing Program.

P&Z is also responsible for the administration of the Central Wisconsin Windshed Partnership Group (CWWP). CWWP seeks solutions to wind erosion and wildlife habitat enhancement through implementation of the

following three beneficial public services to clients: windbreak establishment, wildlife habitat development, and information and education to increase awareness of wind erosion.

ON THE HORIZON:

The Planning and Zoning Department has a number of major projects to wrap up from 2019, and launch in 2020.

- Collaborate with Parks Department to update the State-required County Outdoor Recreation Plan.
- Expand education and information delivery efforts for residents and local municipalities on local land use/resource issues, particularly regarding groundwater issues, as well as the overall functions/services provided by the Planning and Zoning Department.
- Work toward implementation of the Adopted Land and Water Resource Management, Farmland Preservation, Groundwater Management, and Countywide Bicycle/Pedestrian Plans.
- Work to update County Ordinances and Regulations (Zoning Ordinance, Subdivision Ordinance, On-Site Waste Ordinance, etc.), based on adopted long-range plans.
- Review departmental procedures and functions to optimize efficiency.
- Provide staff assistance for long-range planning and development issues for the County's 17 towns, nine villages and the City of Stevens Point.
- Work with the Portage County Business Council and Portage County Capital Improvements/Economic Development Committee to help define Portage County's role.
- Coordinate long-range planning efforts (i.e. Groundwater Management, Farmland Preservation, Economic Development, the future of County facilities and services, etc.); and incorporate these planning efforts into the County Comprehensive Plan.

PLANNING AND ZONING

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	362,278	315,263	315,263	278,275	(36,988)	-11.73%
Licenses and Permits	121,335	126,265	124,765	124,765	(1,500)	-1.19%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	158,650	259,950	169,110	259,950	0	0.00%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	0	0	800	19,000	19,000	N/A
Other Financing Sources	0	18,074	33,687	8,423	(9,651)	-53.40%
Total Revenue	\$642,263	\$719,552	\$643,625	\$690,413	(\$29,139)	-4.05%
Expenditures						
Personnel Services	1,197,099	1,244,971	1,225,076	1,291,523	46,552	3.74%
Contractual Services	319,182	266,648	247,813	220,594	(46,054)	-17.27%
Supplies & Expenses	83,646	110,133	86,670	102,629	(7,504)	-6.81%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	4,580	4,397	4,331	4,477	80	1.82%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	9,280	40,750	40,405	40,750	0	0.00%
Capital Projects	31,841	7,603	7,558	26,500	18,897	248.55%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	8,423	8,423	N/A
Future Operations Designations	0	52,058	10,430	43,831	(8,227)	-15.80%
Total Expenditures	\$1,645,628	\$1,726,560	\$1,622,283	\$1,738,727	\$12,167	0.70%
County Allocation	\$1,003,365	\$1,007,008	\$978,658	\$1,048,314	\$41,306	4.10%
Addition to (Use of) Fund Balance	\$13,359					

PLANNING AND ZONING

FINANCIAL SUMMARY HIGHLIGHTS:

- Intergovernmental revenues decrease overall by 11.73% due to a reduction of \$41,391 for Soil and Water Resource Management (SWRM) Cost Share due to a prior year carryforward.
- Licenses and permits decrease slightly related to zoning permit fees.
- Miscellaneous revenue represents the estimated proceeds from the sale of a tractor for 2020.
- Other financing sources decrease overall in the 2020 budget due to the removal of purchase order carryforwards from the prior year and CWWP fund balance. A transfer was included from the CAD replacement fund balance to the Land Records Modernization fund to assist in replacing existing outdated software for GPS.
- Personnel services reflect a 3.74% increase due to a 1.00% annual adjustment increase to the County's wage and classification plan along with a slight increase to WRS contributions. This also reflects a reclassification for the Assistant Planning & Zoning Director/Zoning Administrator position.
- Contractual services decrease overall by 17.27% due to a reduction for Soil and Water Resource Management (SWRM) Cost Share due to a prior year carryforward.
- Supplies and expenses decrease by 6.81% due to costs related CWWP field supplies and materials, and the removal of POWTS software expense.
- Capital projects increase due to planned CWWP equipment purchases.
- Transfers to Other Funds for \$8,423 represents a CAD fund balance transfer to the Land Records Modernization fund for an upgrade of the navigation satellite system.
- Future Operations Designations decrease is related to CWWP funds that will be placed in fund balance for the future.

PLANNING AND ZONING

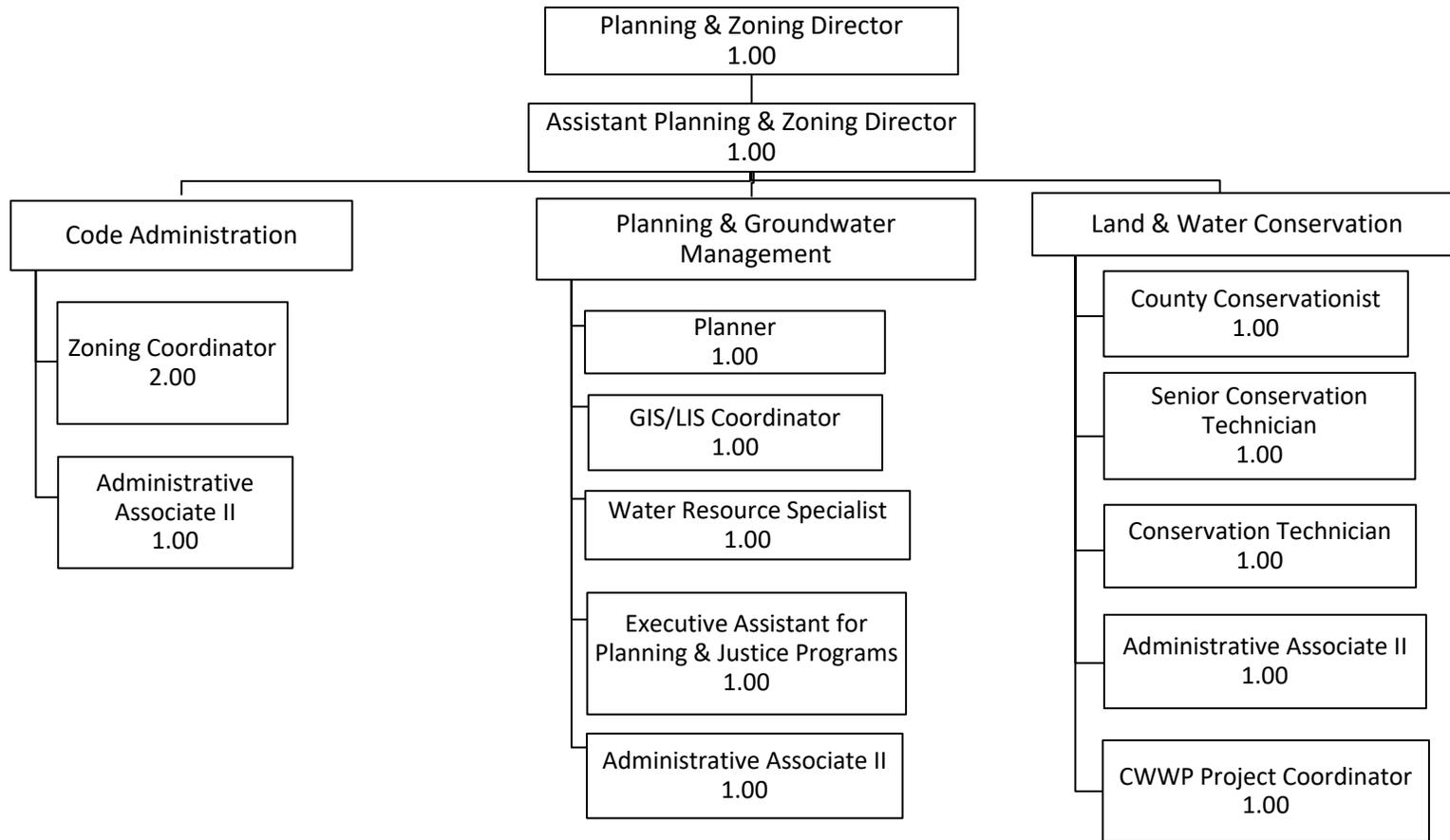
CONTRACTED SERVICES

Type of Services Provided	Annual Cost
LWCD Soil & Water Resource Management Cost Share	64,350
CWWP Consulting Services	25,000
Wildlife Damage Abatement & Claims Program	24,500
UWSP Intern Program	15,000
CWWP Professional Services	7,500
Other Contractual	84,244
Total	220,594

CAPITAL OUTLAY

Description	Amount
Tractor	26,500

PLANNING & ZONING



Position Summary (FTE)	2018	2019	2020
Regular Positions	15.00	15.00	15.00
Extra Help	0.00	0.00	0.00
Total	15.00	15.00	15.00

1.00 FTE is reflected in the Land Records Modernization Section.

COMMUNITY DEVELOPMENT BLOCK GRANT

MISSION:

To develop a successful housing rehabilitation/revolving loan fund program for low-and-moderate income (LMI) owner-occupied/renter-occupied homes, and direct assistance to LMI households to facilitate homeownership.

OVERVIEW:

Portage County CDBG-Housing Program

Wisconsin Community Development Block Grant-Housing Program (CDBG-Housing) funding became available in 2007, through a grant to Portage County from the U.S. Department of Housing and Urban Development (HUD), which passed through the State of WI Department of Commerce (now Department of Administration). Portage County contracted with CAP Services to administer its CDBG-Housing Program and the agreement remains in place today.

Portage County's participation in CDBG-Housing created a revolving loan fund to assist eligible residents with qualified projects, which include, but

are not limited to: 1. deferred payment housing rehabilitation loans; 2. low-interest rehabilitation loans; 3. sewer and water laterals; 4. well and septic systems; 5. neighborhood code enforcement activities; and 6. hazard mitigation such as flood proofing and/or "safe rooms" for tornadoes or other severe storms.

Funds for rehabilitation of LMI owner-occupied units will be 0% deferred payment loans. Rehabilitation of LMI renter-occupied units will be 1.5% regular monthly installment loans, and 75% of the rehabilitated units must be rented to LMI households. Funds may also be used for closing costs and up to 50% of a reasonable down payment for the purchase of a home by an LMI household utilizing a 0% deferred payment program.

ON THE HORIZON:

The Portage County CDBG-Housing Program is viable and strong. At this time, it appears HUD will continue funding housing programs, which supports continued homeownership in Portage County.

COMMUNITY DEVELOPMENT BLOCK GRANT

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	33	23	25,721	330	307	1334.8%
Other Financing Sources	0	0	0	1,014	1,014	N/A
Total Revenue	\$33	\$23	\$25,721	\$1,344	\$1,321	5743.5%
Expenditures						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	226	0	2	1,344	1,344	N/A
Supplies & Expenses	0	0	0	0	0	N/A
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	23	25,719	0	(23)	-100.0%
Total Expenditures	\$226	\$23	\$25,721	\$1,344	\$1,321	5743.48%
County Allocation	\$193	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	(\$193)					

COMMUNITY DEVELOPMENT BLOCK GRANT

FINANCIAL SUMMARY HIGHLIGHTS:

- The Portage County CDBG-Housing Program is viable and strong.
- There are waiting lists for those seeking funds. As loans are repaid, the money will revolve out to eligible applicants.
- The increase to miscellaneous revenue is related anticipated bank interest.
- Contractual services represents the estimated the 5% administrative fee that will be paid to CAP Services in 2020 based on 2019 activity related to administrative requirements of the program.

RURAL ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (REDRLF)

MISSION:

To assist with the growth of business development in rural Portage County through a Rural Economic Development Revolving Loan Fund (REDRLF) process. As money loaned is repaid, those funds will be placed into a Revolving Loan Fund for distribution back out to additional businesses that have loan needs.

OVERVIEW:

In 2002, through an earmark from the United States Small Business Administration a one-time grant was authorized to Portage County in the amount of \$150,000 to be used towards economic development. Loans would be made to eligible businesses to: 1. provide financing to new/expanding businesses that anticipate high growth as a result of receiving funds; 2. encourage creation/retention of permanent jobs; 3. encourage leveraging of new private investment into rural Portage County; 4. to perpetuate a positive and proactive business climate; 5. to implement Portage County's economic goals and objectives; 6. to maintain and promote a diverse mix of employment opportunities; 7. to encourage development and use of modern technology; and 8. to work in partnership with lenders to address the needs of rural Portage County businesses.

In 2007, a loan in the amount of \$145,000 was approved for one applicant, who became unable to repay the loan in 2008, and ultimately filed bankruptcy leaving the loan in permanent default. NOTE: Grant award was \$150,000, minus a \$5,000 administration fee, equals an available \$145,000.

The REDRLF account balance as of June 30, 2019 is \$46,271.40.

ON THE HORIZON:

Portage County joined the Central Wisconsin Economic Development (CWED) regional revolving loan fund program in 2008, as authorized by the Portage County Board of Supervisors. Regionalization of Portage County's Revolving Loan Funds resulted in loan documentation and funds being transferred into this regional fund to be administered by a third party. Funds transferred into CWED came from loans repaid to Portage County originating from the State of Wisconsin Department of Commerce's Community Development Block Grant-Economic Development Program.

However, REDRLF money originated from the Federal Government through the Small Business Administration causing them to be segregated from the funds transferred to CWED. REDRLF dollars continue to reside in Portage County's budget earning interest monthly. There may be a possibility of authorizing a transfer of REDRLF funds to the CWED Program in the future.

RURAL ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (REDRLF)

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	186	141	330	330	189	134.04%
Other Financing Sources	0	0	0	0	0	N/A
Total Revenue	\$186	\$141	\$330	\$330	\$189	134.04%
Expenditures						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	0	0	0	0	0	N/A
Supplies & Expenses	0	0	0	0	0	N/A
Building Materials	0	0	0	0	0	N/A
Fixed Charges	0	0	0	0	0	N/A
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	0	0	0	0	0	N/A
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	141	330	330	189	134.04%
Total Expenditures	\$0	\$141	\$330	\$330	\$189	134.04%
County Allocation	(\$186)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$186					

RURAL ECONOMIC DEVELOPMENT REVOLVING LOAN FUND (REDRLF)

FINANCIAL SUMMARY HIGHLIGHTS:

- REDRLF dollars of approximately \$46,000 continue to reside in Portage County's fund earning interest monthly.
- Miscellaneous revenues and future operations designations increase due to interest rates.

BUSINESS PARK

MISSION:

To create a centralized location for high-quality business and industrial development, which will provide for the creation of family-supporting jobs, provide economies of scale for business operations, and bring increased structure and value to the overall Portage County economy.

OVERVIEW:

The Portage County Business Park was developed by the Portage County Planning and Zoning Department through funding and approvals granted by the Portage County Board of Supervisors. The Park provides a 420 acre quality building environment for industrial, interchange commercial, and professional office development. The quality of the development environment is enhanced by Deed Restrictions and Protective Covenants (DRPC's) enforced by the County, and attractive County owned and maintained landscape and waterscape features strategically located within the Park and at Park entrances. The Park is served with sanitary sewer, water, curb, gutter, natural gas, and fiber optic communications.

The first sale of the land was made in 1997 before initial Park construction was completed, and as of August 2019, 95% of developable land has been sold. Approximately 18 acres of development acreage remain, consisting of:

- Large Scale Rail Industrial – SOLD OUT
- Medium/Large Scale Industrial – 8.1 acres (two lots)
- Highway Office – SOLD OUT
- Office/Light Industrial – SOLD OUT
- Business/Professional Offices – 3.35 acres (one lot)
- Small Office Development (Oakwood Center) – 7.4 acres (two lots)

The Planning and Zoning Department, through the Director, Assistant Director, and Executive Assistant, is responsible for administering the DRPC's that regulate development within the Park, including oversight of land sales, review and approval of development proposals, and enforcement/compliance with regulations. The Planning and Zoning Department works closely with the Corporation Counsel's office to accomplish these tasks.

Revenues include proceeds from land sales, and payments made by property owners within the Park to offset annual maintenance and upkeep costs. Expenses include maintenance, equipment upkeep and replacement costs and debt service payment.

ON THE HORIZON:

Beginning in 2017, major pieces of infrastructure have needed replacement in the Business Park. This includes three of the seven complete fountain units, pumps and motors within the irrigation system, and a new roof for the high capacity well house. This cycle of replacements is likely to continue into 2020 with additional equipment "aging out". As with other routine maintenance and upkeep costs, these larger items are also paid for by all landowners within the Park, based on amount of acreage owned.

Additional projects happening in 2020, include:

- Completion of the new Marten Machining headquarters building.
- Completion of the new Delta Dental headquarters building.
- Possible replacement of Business Park identification signage.
- Possible replacement of Business Park entry landscaping.

BUSINESS PARK

FINANCIAL SUMMARY

	2018 Actual	2019 Modified Budget	2019 Projected Budget	2020 Budget	Change from 2019 Modified Budget	
					Amount Change	Percent Change
Revenue						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	0	0	0	0	0	N/A
Licenses and Permits	0	0	0	0	0	N/A
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	0	0	0	0	0	N/A
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	422,434	790,686	187,241	1,172,259	381,573	48.26%
Other Financing Sources	0	0	724	0	0	N/A
Total Revenue	\$422,434	\$790,686	\$187,965	\$1,172,259	\$381,573	48.26%
Expenditures						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	123,786	395,861	152,955	428,992	33,131	8.37%
Supplies & Expenses	209	0	0	0	0	N/A
Building Materials	0	0	0	0	0	N/A
Fixed Charges	11	11	10	11	0	0.00%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	10,891	35,000	35,000	50,000	15,000	42.86%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	359,814	0	693,256	269,814	74.99%
Total Expenditures	\$134,897	\$790,686	\$187,965	\$1,172,259	\$381,573	48.26%
County Allocation	(\$287,537)	\$0	\$0	\$0	\$0	N/A
Addition to (Use of) Fund Balance	\$287,537					

BUSINESS PARK

FINANCIAL SUMMARY HIGHLIGHTS:

- Miscellaneous revenue land sales increase based on selling the remaining available land parcels in 2020.
- Contractual services increase by 8.37% for real estate commissions for anticipated lot sales.
- Capital projects increase \$15,000 from the prior year for major repairs to the business park ponds, fountains, irrigation, and other infrastructure.
- The Business Park is reimbursing the County for debt previously paid by the County for Business Park improvements. The transfer to the Debt Service fund was removed beginning in 2017 and continues for 2020, in anticipation of future large County capital projects. These repayments of previous Business Park borrowings are used to maintain a flat debt service levy and will be needed in future budgets based on the 2020 – 2025 Capital Improvement Projects Plan.
- Based on the proposed revenues and expenses for 2020, \$693,256 is budgeted to be placed in fund balance and utilized for future operations.

BUSINESS PARK

CONTRACTED SERVICES

Type of Services Provided	Annual Cost
Grounds Maintenance	105,000
Landscaping Services	100,000
Business Park Signage	100,000
Real estate sales commissions	86,892
Other contractual	37,100
Total	428,992

CAPITAL OUTLAY

Description	Amount
None	