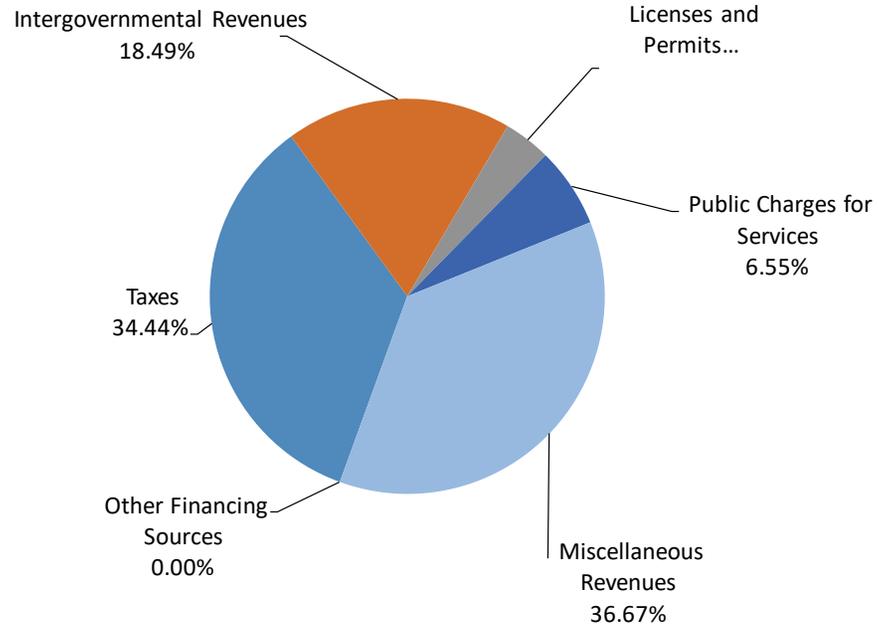


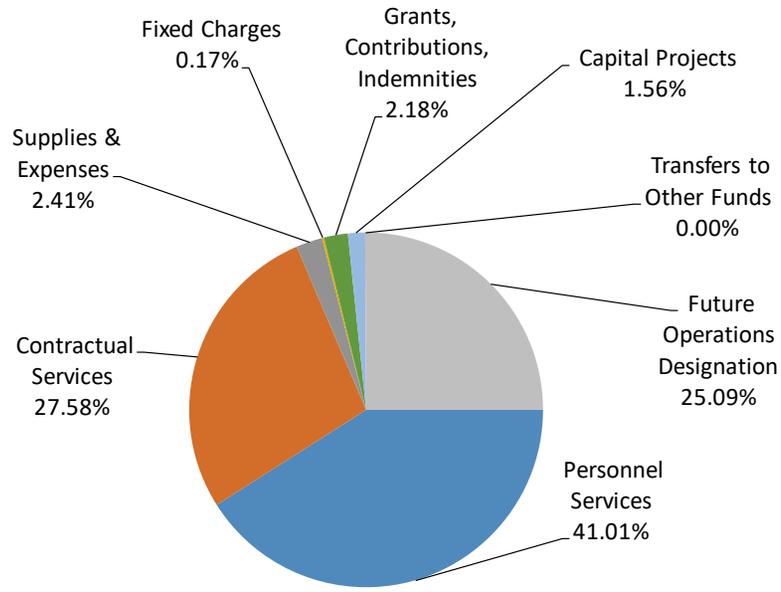
**2021 REVENUES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT**



	2020 Modified Budget	2021 Proposed Budget	Change from 2020 Modified Budget	
			Amount Change	Percent Change
Taxes	1,111,564	1,101,259	(10,305)	0.00%
Intergovernmental Revenues	338,172	591,275	253,103	74.84%
Licenses and Permits	124,765	123,280	(1,485)	-1.19%
Fines, Forfeitures, and Penalties	-	-	-	0.00%
Public Charges for Services	259,950	209,400	(50,550)	-19.45%
Intergovernmental Charges for Services	-	-	-	0.00%
Miscellaneous Revenues	1,191,919	1,172,409	(19,510)	-1.64%
Other Financing Sources	50,610	-	(50,610)	-100.00%
<b>Total Revenues</b>	<b>3,076,980</b>	<b>3,197,623</b>	<b>120,643</b>	<b>3.92%</b>

\*These totals may vary from the 2020 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

## 2021 EXPENDITURES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT



	2020 Modified Budget	2021 Proposed Budget	Change from 2020 Modified Budget	
			Amount Change	Percent Change
Personnel Services	1,291,523	1,311,227	19,704	1.53%
Contractual Services	710,827	881,882	171,055	24.06%
Supplies & Expenses	102,629	77,073	(25,556)	-24.90%
Fixed Charges	4,488	5,505	1,017	22.66%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	104,000	69,750	(34,250)	-32.93%
Capital Projects	117,673	50,000	(67,673)	-57.51%
Transfers to Other Funds	8,423	-	(8,423)	0.00%
Future Operations Designation	737,417	802,186	64,769	8.78%
<b>Total Expenses</b>	<b>3,076,980</b>	<b>3,197,623</b>	<b>120,643</b>	<b>3.92%</b>

\*These totals may vary from the 2020 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:**

- County Board adoption of long-overdue updates to the County's Wellhead Protection and Floodplain Ordinances.
- Complete transition to new software program for processing and administering Zoning Permits.
- Work to update County Ordinances and Regulations (Zoning Ordinance, Subdivision Ordinance, On-Site Waste Ordinance, etc.), based on adopted long-range plans.
- Provide staff assistance for long-range planning and development issues for the County's 17 towns, nine villages and the City of Stevens Point.
- 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.
- Work toward implementation of the Adopted Land and Water Resource Management, Farmland Preservation, Groundwater Management, and Countywide Bicycle/Pedestrian Plans.
- 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.
- Continually review departmental procedures and functions to optimize efficiency.
- Work with the Portage County Business Council and Portage County Finance Committee to help define Portage County's role.

## PLANNING AND ZONING

### FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	198,173	338,172	311,172	581,275	243,103	71.9%
Licenses and Permits	110,677	124,765	123,280	123,280	(1,485)	-1.2%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	148,449	259,950	187,780	209,400	(50,550)	-19.4%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	2,806	19,000	12,870	0	(19,000)	-100.0%
Other Financing Sources	0	35,423	21,626	0	(35,423)	-100.0%
<b>Total Revenue</b>	<b>\$460,105</b>	<b>\$777,310</b>	<b>\$656,728</b>	<b>\$913,955</b>	<b>\$136,645</b>	<b>17.6%</b>
<b>Expenditures</b>						
Personnel Services	1,220,476	1,291,523	1,285,493	1,311,227	19,704	1.5%
Contractual Services	168,769	280,491	270,022	524,782	244,291	87.1%
Supplies & Expenses	74,596	102,629	67,018	77,073	(25,556)	-24.9%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	4,430	4,477	5,400	5,505	1,028	23.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	6,251	40,750	12,233	40,750	0	0.0%
Capital Projects	7,558	53,500	31,717	0	(53,500)	-100.0%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	8,423	8,423	0	(8,423)	-100.0%
Future Operations Designations	0	43,831	5,000	26,877	(16,954)	-38.7%
<b>Total Expenditures</b>	<b>\$1,482,080</b>	<b>\$1,825,624</b>	<b>\$1,685,306</b>	<b>\$1,986,214</b>	<b>\$160,590</b>	<b>8.8%</b>
<b>County Allocation</b>	<b>\$1,021,975</b>	<b>\$1,048,314</b>	<b>\$1,028,578</b>	<b>\$1,072,259</b>	<b>\$23,945</b>	<b>2.3%</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$36,623)</b>					

## **PLANNING AND ZONING**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Intergovernmental revenues decrease overall by \$243,103 or 71.9% due to the addition of \$300,000 for Target Runoff Management grant funding and a reduction of \$59,897 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.
- Public charges for services decrease \$50,550 or 19.5% due to 2021 anticipated Central Wisconsin Windshed Partnership group windbreak, living snow fence, miscellaneous tree planning sales, and grassland/prairie plantings.
- Miscellaneous revenue decreased due to the removal of 2020 estimated proceeds from the sale of a tractor.
- Other financing sources decrease overall in the 2021 budget due to the removal of a transfer from the CAD replacement fund balance to the Land Records Modernization fund and the removal of fund balance to purchase a land conservation vehicle.
- Personnel services reflect a 1.5% increase due to a 1.0% annual adjustment increase to the County's wage and classification plan.
- Contractual services increase overall by 87.1% due to the addition of \$300,000 for Target Runoff Management grant funding and a reduction of \$59,897 for Soil and Water Resource Management (SWRM) Cost Share due to a prior year carryforward.
- Supplies and expenses decrease by 24.9% due to a decrease in costs related to CWWP field supplies and materials, anticipated small equipment purchases and fuel costs.
- Capital projects decrease due to the removal of CWWP equipment purchase and a land conservation truck purchase.
- Transfers to Other Funds decrease by \$8,423 related to a 2020 CAD fund balance transfer to the Land Records Modernization fund for an upgrade of the navigation satellite system.
- Future Operations Designations decrease 38.7% due to CWWP funds that will be placed in fund balance for the future. There was a \$5,000 increase related to future groundwater initiative/research.

**PLANNING AND ZONING**

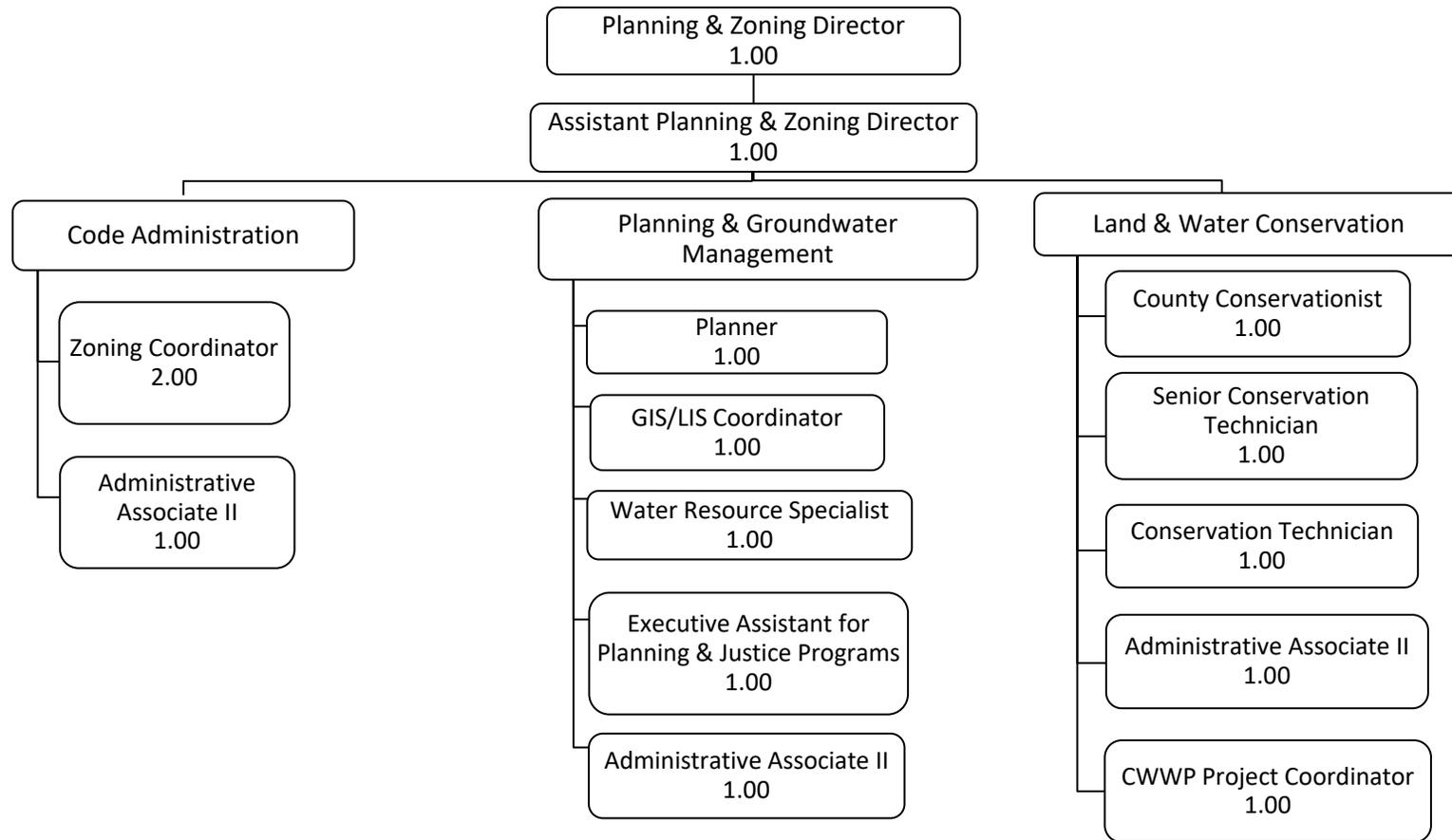
**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Targeted Runoff Management	300,000
LWCD Soil & Water Resource Management Cost Share	64,350
CWWP Consulting Services	30,000
Wildlife Damage Abatement & Claims Program	24,500
UWSP Intern Program	15,000
CWWP Professional Services	6,000
Other Contractual	84,932
<b>Total</b>	<b>524,782</b>

**CAPITAL OUTLAY**

Description	Amount
None	

## PLANNING & ZONING



Position Summary (FTE)	2019	2020	2021
Regular Positions	15.00	15.00	15.00
Extra Help	0.00	0.00	0.00
<b>Total</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>

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'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:**

Portage County contracted with CAP Services to administer its CDBG-Housing Program through the beginning months of 2020. The County Board of Supervisors Resolution No. 221-2018-2020 recently dissolved the Community Block Grant Housing Committee, transferred oversight of the current CDBG loan files to County staff, eliminated the need for the CAP services administration of the CDBG loan funds, and returned the remaining CDBG loan funds to the state Division of Housing, Energy, and Community Resources. These funds were returned to the state agency in September of 2020.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**FINANCIAL SUMMARY**

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
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	46,457	330	98	0	(330)	-100.0%
Other Financing Sources	0	1,014	54,234	0	(1,014)	-100.0%
<b>Total Revenue</b>	<b>\$46,457</b>	<b>\$1,344</b>	<b>\$54,332</b>	<b>\$0</b>	<b>(\$1,344)</b>	<b>-100.0%</b>
<b>Expenditures</b>						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	750	1,344	54,332	0	(1,344)	-100.0%
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	0	0	0	0	N/A
<b>Total Expenditures</b>	<b>\$750</b>	<b>\$1,344</b>	<b>\$54,332</b>	<b>\$0</b>	<b>(\$1,344)</b>	<b>-100.0%</b>
<b>County Allocation</b>	<b>(\$45,707)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>\$45,707</b>					

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- The Portage County CDBG-Housing Program has been dissolved.
- As the existing Portage County CDBG-Housing program loans are repaid, the money will returned to the State of Wisconsin Division of Housing, Energy, and Community Resources.

## **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 July 31, 2020 is \$46,465.70.

### **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**

	2019 Actual	2020 Modified Budget	20209 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
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	281	330	60	150	(180)	-54.5%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$281</b>	<b>\$330</b>	<b>\$60</b>	<b>\$150</b>	<b>(\$180)</b>	<b>-54.5%</b>
<b>Expenditures</b>						
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	330	60	150	(180)	-54.5%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$330</b>	<b>\$60</b>	<b>\$150</b>	<b>(\$180)</b>	<b>-54.5%</b>
<b>County Allocation</b>	<b>(\$281)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
Addition to (Use of) Fund Balance	\$281					

## **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 decrease 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 2020, 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 – 6.8 acres (two lots)
- Highway Office – SOLD OUT
- Office/Light Industrial – SOLD OUT
- Business/Professional Offices – 3.34 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 five 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 2021 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 2021, include:

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

## BUSINESS PARK

### FINANCIAL SUMMARY

	2019 Actual	2020 Modified Budget	2020 Projected Budget	2021 Budget	Change from 2020 Modified Budget	
					Amount Change	Percent Change
<b>Revenue</b>						
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	174,770	1,172,259	188,455	1,172,259	0	0.0%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$174,770</b>	<b>\$1,172,259</b>	<b>\$188,455</b>	<b>\$1,172,259</b>	<b>\$0</b>	<b>0.0%</b>
<b>Expenditures</b>						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	121,500	428,992	153,455	347,100	(81,892)	-19.1%
Supplies & Expenses	105	0	0	0	0	N/A
Building Materials	0	0	0	0	0	N/A
Fixed Charges	10	11	0	0	(11)	-100.0%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	0	0	0	0	0	N/A
Capital Projects	14,847	50,000	35,000	50,000	0	0.0%
Cost Allocations	0	0	0	0	0	N/A
Transfers to Other Funds	0	0	0	0	0	N/A
Future Operations Designations	0	693,256	0	775,159	269,814	38.9%
<b>Total Expenditures</b>	<b>\$136,462</b>	<b>\$1,172,259</b>	<b>\$188,455</b>	<b>\$1,172,259</b>	<b>\$0</b>	<b>0.0%</b>
<b>County Allocation</b>	<b>(\$38,308)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>\$38,308</b>					

## **BUSINESS PARK**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Miscellaneous revenue land sales remain flat based on selling the remaining available land parcels.
- Contractual services decrease by 19.09% as a result of Finance Committee action to not renew the listing contract for the remaining parcels in the Business Park.
- 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 2021, 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 2021 – 2026 Capital Improvement Projects Plan.
- Based on the proposed revenues and expenses for 2021, \$775,159 is estimated 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
Other contractual	42,100
<b>Total</b>	<b>347,100</b>

**CAPITAL OUTLAY**

Description	Amount
Pond, Fountain or Irrigation Equipment	50,000