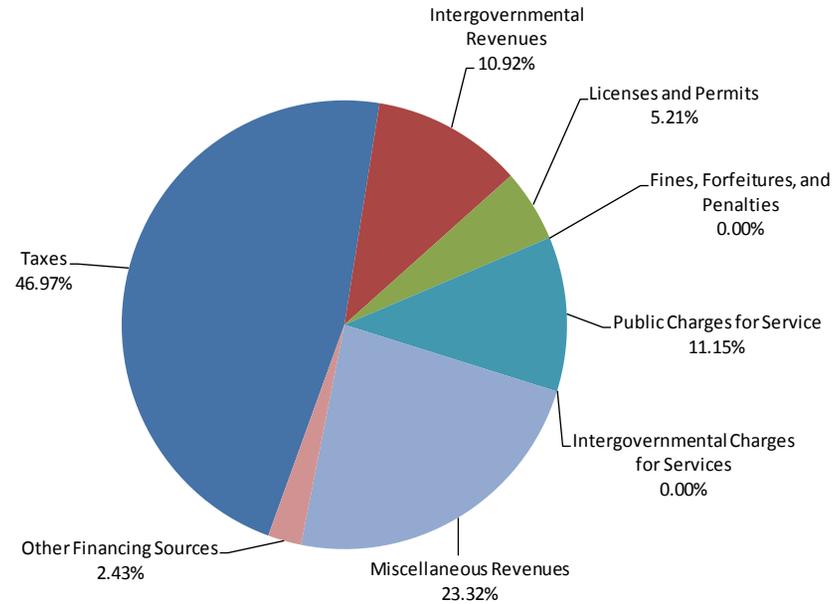


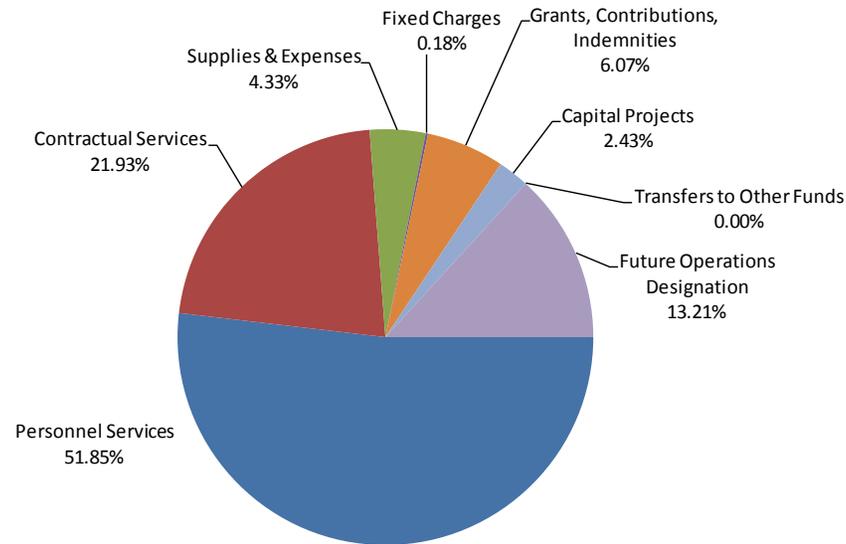
## 2017 REVENUES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT



	<b>Change from 2016 Modified Budget</b>			
	<b>2016 Modified Budget</b>	<b>2017 Proposed Budget</b>	<b>Amount Change</b>	<b>Percent Change</b>
Taxes	1,059,934	1,099,956	40,022	0.00%
Intergovernmental Revenues	293,703	255,611	(38,092)	-12.97%
Licenses and Permits	112,425	122,060	9,635	8.57%
Fines, Forfeitures, and Penalties	-	-	-	0.00%
Public Charges for Services	191,571	261,100	69,529	36.29%
Intergovernmental Charges for Services	-	-	-	0.00%
Miscellaneous Revenues	555,021	546,024	(8,997)	-1.62%
Other Financing Sources	30,426	57,000	26,574	0.00%
<b>Total Revenues</b>	<b>2,243,080</b>	<b>2,341,751</b>	<b>98,671</b>	<b>4.40%</b>

\*These totals may vary from the 2017 County Wide Budget Summary as the amounts reflected include all budgets represented in this section.

## 2017 EXPENDITURES BY CLASSIFICATION – CONSERVATION AND DEVELOPMENT



	<b>Change from 2016 Modified Budget</b>			
	<b>2016 Modified Budget</b>	<b>2017 Proposed Budget</b>	<b>Amount Change</b>	<b>Percent Change</b>
Personnel Services	1,194,394	1,214,269	19,875	1.66%
Contractual Services	427,686	513,562	85,876	20.08%
Supplies & Expenses	103,280	101,364	(1,916)	-1.86%
Fixed Charges	4,575	4,256	(319)	-6.97%
Debt Service	-	-	-	0.00%
Grants, Contributions, Indemnities	158,650	141,950	(16,700)	-10.53%
Capital Projects	30,426	57,000	26,574	0.00%
Transfers to Other Funds	-	-	-	0.00%
Future Operations Designation	324,069	309,350	(14,719)	-4.54%
<b>Total Expenses</b>	<b>2,243,080</b>	<b>2,341,751</b>	<b>98,671</b>	<b>4.40%</b>

\*These totals may vary from the 2017 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 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, review, and approval for residential, commercial, and industrial developments in rural areas of Portage County, and creation, implementation, and enforcement of land use tools and land development regulation policies. 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.

Planning and Zoning 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 services, 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 2016, and launch in 2017.

- Coordinate long-range planning efforts regarding multiple topics of countywide importance (Groundwater Management, Farmland Preservation, Economic Development, the future of County facilities and services, etc.); and incorporating these planning efforts into the County Comprehensive Plan.
- Work with the Portage County Business Council and Portage County CIP/EDC Committee to participate in a countywide discussion on various aspects of the local economy, and Portage County's role therein, to be reflected in the Economic Development Chapter of the Portage County Comprehensive Plan.
- Expand education program for residents and local municipalities on local land use/resource issues, as well as the functions/ services provided by the Planning and Zoning Department.
- Support implementation of the Adopted Countywide Bicycle/Pedestrian Plan for the Rural Portage County and Stevens Point/Plover Urban Area.
- Work to update County Ordinances and Regulations (Zoning Ordinance, Subdivision Ordinance, On-Site Waste Ordinance, etc.).
- Review of departmental procedures and functions to optimize efficiency.
- Provide staff assistance for Comprehensive Planning issues for the County's 17 towns, nine villages and the City of Stevens Point.
- Promoting land sales and review of construction projects within the Portage County Business Park.
- Collaborate with Emergency Management Department to update All Hazard Mitigation Plan of Portage County, a FEMA required plan.

**PLANNING AND ZONING**

**FINANCIAL SUMMARY**

	<b>2015</b>	<b>2016</b>	<b>2016</b>		<b>Change from 2016</b>	
	<b>Actual</b>	<b>Modified</b>	<b>Projected</b>	<b>2017</b>	<b>Amount</b>	<b>Percent</b>
<b>Revenue</b>		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
Taxes	0	0	0	0	0	N/A
Intergovernmental Revenue	250,881	293,703	309,212	255,611	(38,092)	-12.97%
Licenses and Permits	111,095	112,425	114,135	122,060	9,635	8.57%
Fines, Forfeits and Penalties	0	0	0	0	0	N/A
Public Charges for Service	175,316	191,571	177,781	261,100	69,529	36.29%
Intergovernmental Charges for Service	0	0	0	0	0	N/A
Miscellaneous Revenue	400	46	46	46	0	0.00%
Other Financing Sources	0	0	26,210	7,000	7,000	N/A
<b>Total Revenue</b>	<b>\$537,692</b>	<b>\$597,745</b>	<b>\$627,384</b>	<b>\$645,817</b>	<b>\$48,072</b>	<b>8.04%</b>
<b>Expenditures</b>						
Personnel Services	1,156,567	1,194,394	1,193,521	1,214,269	19,875	1.66%
Contractual Services	216,699	191,808	220,508	226,919	35,111	18.31%
Supplies & Expenses	87,159	103,280	83,790	101,364	(1,916)	-1.86%
Building Materials	0	0	0	0	0	N/A
Fixed Charges	4,079	4,371	4,033	4,052	(319)	-7.30%
Debt Service	0	0	0	0	0	N/A
Grants, Contributions, Indemnities	6,356	66,050	40,171	40,450	(25,600)	-38.76%
Capital Projects	0	0	1,560	7,000	7,000	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	5,176	7,896	50,219	45,043	870.23%
<b>Total Expenditures</b>	<b>\$1,470,860</b>	<b>\$1,565,079</b>	<b>\$1,551,479</b>	<b>\$1,644,273</b>	<b>\$79,194</b>	<b>5.06%</b>
<b>County Allocation</b>	<b>\$933,168</b>	<b>\$967,334</b>	<b>\$924,095</b>	<b>\$998,456</b>	<b>\$31,122</b>	<b>3.22%</b>
<b>Addition to (Use of ) Fund Balance</b>	<b>(\$5,795)</b>					

## **PLANNING AND ZONING**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Intergovernmental revenues decreased due to the elimination of funding for the Healthy Lakes grant which was budgeted in 2016. Revenue also decreased due to the elimination of cost share carryforward from 2016 for landowners to receive financial assistance to implement conservation practices to prevent or reduce soil erosion or nonpoint source water pollution.
- Licenses and permits increased due increased revenue for groundwater sanitary permits for installation of private on-site waste treatment systems.
- Other financing sources increased for the use of fund balance to replace AutoCAD software.
- Personnel services increased due to the implementation of a countywide salary plan and an 8.5% increase in health insurance premiums.
- Contracted services increased as a result of the addition of \$25,000 for groundwater quality related services.
- Grant expenses decreased in 2017 due to the removal of the Healthy Lakes grant which was funded in 2016.
- Designated for future operations increased for anticipated sales for the Central Wisconsin Windshed Partnership has increased while expenses are projected less than revenues.

## PLANNING AND ZONING

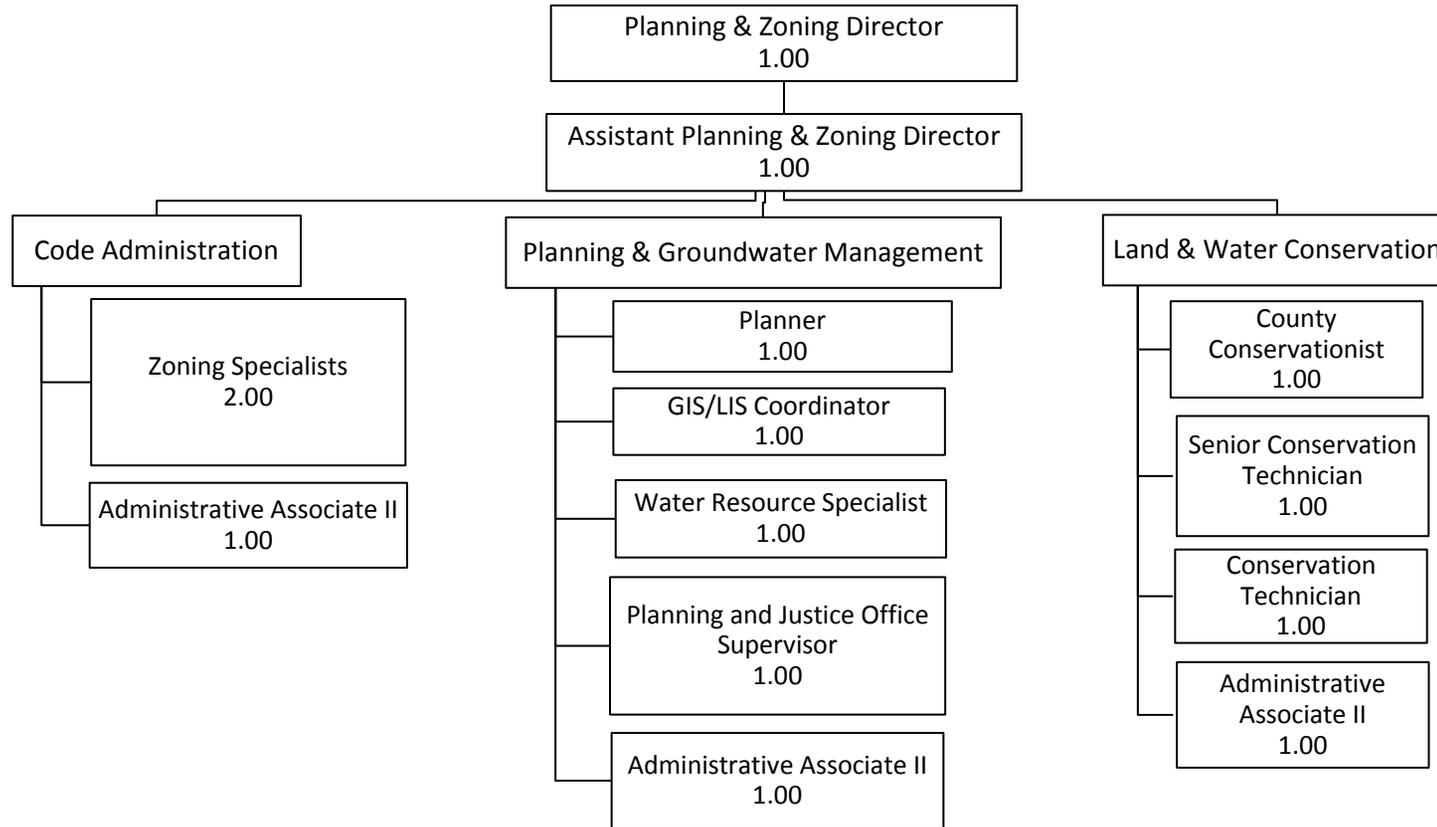
### CONTRACTED SERVICES

Type of Services Provided	Annual Cost
LWCD Soil & Water Resource Management Cost Share	58,300
Wildlife Damage Abatement & Claims Program	22,500
CWWP Consulting Services	43,000
Administration Services	7,500
Groundwater Quality	25,000
Other Contractual	70,619
<b>Total</b>	<b>226,919</b>

### CAPITAL OUTLAY

Description	Amount
CAD Software	7,000

## PLANNING & ZONING



<b>Position Summary (FTE)</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Regular Positions	15.00	14.00	14.00
Extra Help	0.00	0.00	0.00
Overtime	0.00	0.00	0.00
<b>Total</b>	<b>15.00</b>	<b>14.00</b>	<b>14.00</b>

\*1.0 FTE is reflected in the CWWP Section. 1.0 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. This contractual 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 to those with incomes at or below LMI levels established by HUD. Rehabilitation of LMI renter-occupied units will be 0%, regular, monthly installment loans, and units must be rented to LMI households for the term of the loan or five years, whichever is less. 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.

### **OVERVIEW: (CHR-State of WI Regional Housing Program)**

Portage County joined a regional housing program effort, the Central Housing Region (CHR). The CHR includes money coming into the WI Department of Administration from HUD to be awarded to various established housing regions across the State of WI. The CHR is administered by Juneau County Housing Authority. As with Portage County's established housing program, loan repayments will revolve out to other eligible applicants.

The CHR effort does not include the transfer of funds currently available in established Housing Programs, such as the one Portage County established in 2007. At this time, those funds will remain segregated from CHR and will continue to be administered by CAP Services through contract with Portage County. CAP Services and CHR have collaborated together on awarding various loan requests.

If an eligible applicant comes forward for funds, Portage County's established program dollars will be utilized first, with the remainder coming from CHR funds. This will allow all CDBG-Housing Programs to continue to grow and revolve dollars back into the County.

### **ON THE HORIZON:**

Both the Portage County CDBG-Housing and Regional CHR Housing Programs are viable and strong. At this time, it appears HUD will continue funding housing programs, which support continued homeownership in Portage County and the entire CHR.

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**FINANCIAL SUMMARY**

	2015	2016	2016	2017	Change from 2016	
	Actual	Modified	Projected	Budget	Modified Budget	
Revenue		Budget	Budget		Amount	Percent
					Change	Change
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	11,792	961	960	964	3	0.31%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$11,792</b>	<b>\$961</b>	<b>\$960</b>	<b>\$964</b>	<b>\$3</b>	<b>0.31%</b>
<b>Expenditures</b>						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	2,216	48	48	48	0	0.00%
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	913	912	916	3	0.33%
<b>Total Expenditures</b>	<b>\$2,216</b>	<b>\$961</b>	<b>\$960</b>	<b>\$964</b>	<b>\$3</b>	<b>0.31%</b>
<b>County Allocation</b>	<b>(\$9,576)</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>\$9,576</b>					

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- The Portage County CDBG-Housing and CHR Regional Loan Programs are viable and strong.
- There are waiting lists for those seeking funds at both the County and CHR programs. As loans are repaid, the money will revolve out to eligible applicants.

## **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, 2016 is \$45,866.26.

### **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.

**REDRLF****FINANCIAL SUMMARY**

	2015 Actual	2016 Modified Budget	2016 Projected Budget	2017 Budget	Change from 2016 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	14	14	14	14	0	0.00%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$14</b>	<b>\$14</b>	<b>\$14</b>	<b>\$14</b>	<b>\$0</b>	<b>0.00%</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	14	14	14	0	0.00%
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$14</b>	<b>\$14</b>	<b>\$14</b>	<b>\$0</b>	<b>0.00%</b>
<b>County Allocation</b>	<b>(\$14)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
Addition to (Use of) Fund Balance	\$14					

## **REDRLF**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- REDRLF dollars of approximately \$45,000 continue to reside in Portage County's budget earning interest monthly.
- Miscellaneous revenues and future operations designations remained flat.

## **BUSINESS PARK**

### **MISSION:**

To create a centralized location for new quality, upscale business and industrial development over a 30-year period, 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 the Park construction was completed, and a total of 394 acres of land have been sold as of September 2016, with approximately 26 acres of development acreage remaining to be sold, consisting of:

- Large Scale Rail Industrial 0 acres
- Medium/Large Scale Industrial 11 acres
- Highway Office 0 acres
- Office/Light Industrial 0 acres
- Business/Professional Offices 7.5 acres
- Small Office Development (Oakwood Center) 7.5 acres

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 and upkeep costs and debt service payment.

### **ON THE HORIZON:**

- Construction of the new Marten Machining building
- Possible replacement of Business Park identification signage
- Possible replacement of Business Park entry landscaping

## BUSINESS PARK

### FINANCIAL SUMMARY

	2015	2016	2016		Change from 2016	
	Actual	Modified	Projected	2017	Amount	Percent
Revenue		Budget	Budget	Budget	Change	Change
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	237,490	554,000	301,000	545,000	(9,000)	-1.62%
Other Financing Sources	0	0	0	0	0	N/A
<b>Total Revenue</b>	<b>\$237,490</b>	<b>\$554,000</b>	<b>\$301,000</b>	<b>\$545,000</b>	<b>(\$9,000)</b>	<b>-1.62%</b>
<b>Expenditures</b>						
Personnel Services	0	0	0	0	0	N/A
Contractual Services	118,955	235,830	200,525	286,595	50,765	21.53%
Supplies & Expenses	0	0	0	0	0	N/A
Building Materials	0	0	0	0	0	N/A
Fixed Charges	122	204	204	204	0	0.00%
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	317,966	100,271	258,201	(59,765)	-18.80%
<b>Total Expenditures</b>	<b>\$119,077</b>	<b>\$554,000</b>	<b>\$301,000</b>	<b>\$545,000</b>	<b>(\$9,000)</b>	<b>-1.62%</b>
<b>County Allocation</b>	<b>(\$118,413)</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>\$118,413</b>					

## **BUSINESS PARK**

### **FINANCIAL SUMMARY HIGHLIGHTS:**

- Land sales are estimated at a decrease based on the original schedule for land sales.
- Contractual services increased for anticipated maintenance and enhancements to the Portage County Business Park signage.
- The Business Park is repaying the County for debt previously paid by the County. The repayment of the previous Business Park borrowings are used to maintain a flat debt service levy and will be needed in future budgets based on the 2017 – 2022 CIP Plan. The transfer to the debt service fund was removed for 2016 and 2017.
- Based on the proposed revenues and expenses for 2017, \$258,201 will be placed in the fund balance for future operations.

**BUSINESS PARK**

**CONTRACTED SERVICES**

Type of Services Provided	Annual Cost
Real estate sales commissions	37,995
Grounds Maintenance	195,000
Other contractual	53,600
<b>Total</b>	<b>286,595</b>

**CAPITAL OUTLAY**

Description	Amount
None	