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Administrative Services Committee Agenda

DATE: Tuesday, April 11, 2023
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

MEMBERS OF THE PUBLIC:

If you wish to attend the Committee Meeting, you can do so either in person or via WebEx. The telephone number to call is 1-844-992-4726. You will be asked to enter the following access code: 2487 808 6875. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

March 14, 2023 meeting

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4.1. Administrative Services Committee - 14 Mar 2023 - Minutes - Pdf

5. COMMUNICATIONS

6. PUBLIC PARTICIPATION

7. SUPERVISOR REPORTS

## 8. DEPARTMENTAL REPORTS

### 8.1. DEPARTMENT OF ADMINISTRATION

- Courthouse Remodel Project Update

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### 8.2. FINANCE DEPARTMENT

- Review the first quarter 2023 ARPA Financial Report.
- Review and approve Resolution amending the 2023 Budget for the expenditure of American Rescue Plan Act Funds.

[2023 Budget Amendment Resolution - ARPA Projects 04.04.23](#)

[2023 Q1 ARPA Update](#)

[April 11, 2023](#)

[ARPA Project Requests 04.11.23](#)

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### 8.3. COUNTY CLERK

- 2023 Election recap
- Review and approve Resolution Prohibiting the Use of Private Donations to Administer Elections

[20230418 RES Calumet County Fair Elections](#)

## 9. NEXT REGULAR MEETING DATE

May 9, 2023 at 8:30 AM

## 10. CLOSED SESSION

The Committee may go into closed session according to Wis. Stat. 19.85(1)(g)(g) to confer 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, specifically to discuss the contract status regarding Samuels Group.

## 11. ADJOURNMENT

So as not to disturb the meeting, all cell phones must be placed on vibrate, and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the County Clerk's Office at (920) 849-1458 at least twenty four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee, may be present only the above committee will take official action based on the agenda.



**Administrative Services Committee Meeting  
Minutes**

Tuesday, March 14, 2023

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The Administrative Services Committee of Calumet County was called to order on Tuesday, March 14, 2023, at 8:30 AM, in Room 015, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee Members present:** Chair Gentz; Supervisors Dietrich, Irwin, Schwalenberg, Stier and Stoffel.

**Committee Member excused:** Supervisor Doran

**Staff and others present:** County Board Chair Alice Connors; Supervisor Pagel-Holzschuh; Register of Deeds Tami Alten; IT Director John Anderson; County Clerk Beth Hauser; Facilities Director Adam Hernke; Finance Director David Maccoux; Director of Operations Matt Payette; County Conservationist Tony Reali; County Administrator Todd Romenesko; Treasurer Mike Schlaak; HR Director Michelle Wright.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

**Moved** by Supervisor Stier and seconded by Supervisor Stoffel to approve the amended agenda as presented. Motion carried unanimously.

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the February 14, 2023 as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Chair Connors reported on County Mutual Insurance conference in Florida.

**6 SPECIAL BUSINESS**

- a) **Review and approve Resolution authorizing Calumet County to enter into the Settlement Agreements with TEVA Pharmaceutical Industries Ltd., Allergan Finance, LLC, Walgreen Co., Walmart, Inc., CVS Health Corporation and CVS Pharmacy, Inc., agree to the terms of the addendum to the MOU allocating settlement proceeds and authorize entry into the MOU with the Attorney General.**

**Moved** by Supervisor Dietrich and seconded by Supervisor Irwin to approve the resolution and forward to the full county board at its March meeting as presented. General discussion. Motion carried unanimously.

- b) **Review and approve resolution authorizing Wisconsin Assessment Monies (WAM) Program Application.**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the resolution and to forward it to the full County Board at its March meeting. Motion carried unanimously.

## 7 DEPARTMENTAL REPORTS

### a) DEPARTMENT OF ADMINISTRATION

- **Finance and Human Resources Project Update** - a decision has not been made yet - one demo was rescheduled and another demo is scheduled tomorrow so we are running a little behind schedule. Have initial pricing from all vendors but still waiting for background checks on a few vendors.
- **Courthouse Remodel Project Update** - Kueny Architects were on-site yesterday to gather more information. Construction documents are almost complete. Trying to incorporate chiller replacement and Energy Design Assistance into design, which will put us back about 2 weeks.
- **Collective Bargaining Update** - slow progress with organization. Going through mediation process. Contract expired end of 2021. Probably looking at arbitration later this year. Old contract stands until a new contract is adopted.
- **Hiring Update** - Michelle Wright provided a hiring update to the Committee. Nine full-time positions are in process.

### b) FINANCE DEPARTMENT

- **Review and approve Resolution Amending the 2023 Budget for the Multi Discharge Variance Program** - **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward it to the full County Board at its March meeting for approval. Motion carried unanimously.
- **Review Final 2022 ARPA report as of 12-31-22** - David Maccoux reviewed the final report for 2022 with the Committee.
- **Review and approve Resolution Authorizing Continuing Appropriations** - **Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the resolution and forward it to the full County Board for approval. Motion carried unanimously.
- **Review Investment Report - February, 2023** - David reviewed the report with the Committee.

### c) INFORMATION TECHNOLOGY

- Keyless Access Project Update -
  - All keyless entry points have been installed and usable
  - Project is 75% completed
  - Project is on schedule to be completely implemented by June 1, 2023
  - Keyless entry is tied in with the fire system

### d) REGISTER OF DEEDS

- Tami Alten reviewed the Register of Deeds Statistical Report with the Committee.

## 8 NEXT REGULAR MEETING DATE

April 11, 2023 at 8:30 AM

**9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:28 AM.

Beth A. Hauser, Recording Secretary

**RESOLUTION 2023-XX**

**RESOLUTION AMENDING THE 2023 BUDGET FOR THE EXPENDITURE OF  
AMERICAN RESCUE PLAN ACT FUNDS**

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

**WHEREAS**, Federal monies have been awarded to Calumet County under the American Rescue Plan Act, administered by the United States Department of the Treasury, for the purposes of providing support to respond to the impacts of COVID-19 in our communities and mitigate impacts to residents and businesses; and

**WHEREAS**, Calumet County has developed a rating system based on the Final Rule for the use of recovery funds based on the eligible use categories outlined in the American Rescue Plan Act; and

**WHEREAS**, The remaining amount of unallocated American Rescue Plan Act funds is \$1,823,507; and

**WHEREAS**, The following projects have a county-wide reach and are intended to serve disadvantaged people within Calumet County; and

**WHEREAS**, The City Chilton and Kolbe Foundation have committed to funding an ADA-compliant "Inclusive Play" area at Nennig Park that will be an amenity to all Calumet County residents; and

**WHEREAS**, This will be the only dedicated ADA-inclusive park area in Calumet County; and

**WHEREAS**, The County ARPA contribution leverages significant funding obligated by the City of Chilton and Kolby Foundation; and

**WHEREAS**, The Hilbert St. Vincent DePaul is one of Calumet County Health and Human Services' frontline organizations for support services for disadvantaged individuals; and

**WHEREAS**, St. Vincent DePaul has recently served 79 residents in need by providing nearly \$20,000 in essential support for food, rent, utilities, gas, and furnishings.

**NOW, THEREFORE, BE IT RESOLVED**, That the Calumet County Board of Supervisors authorize the County Administrator to execute the expenditure of \$100,000 for ADA compliant all inclusive play components for the Nennig Park Project and \$20,000 to Hilbert St. Vincent DePaul for ongoing community support.

**BE IT FURTHER RESOLVED**, That the Finance Director be authorized to amend the 2023 budget to reflect the expenditure of \$120,000 in American Rescue Plan Act funding for the aforementioned projects.

Dated this 11<sup>th</sup> day of April 2023.

INTRODUCED BY THE ADMINISTRATIVE  
SERVICES COMMITTEE

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Merlin Gentz, Chair

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Tom Stoffel, Vice Chair

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Pete Stier

\_\_\_\_\_  
Mary Schwalenberg

\_\_\_\_\_  
Ken Irwin

\_\_\_\_\_  
Chad Doran

COUNTERSIGNED BY

\_\_\_\_\_  
Alice Connors, County Board Chair



**American Rescue Plan Act  
2023 1<sup>st</sup> Quarter ARPA Report**

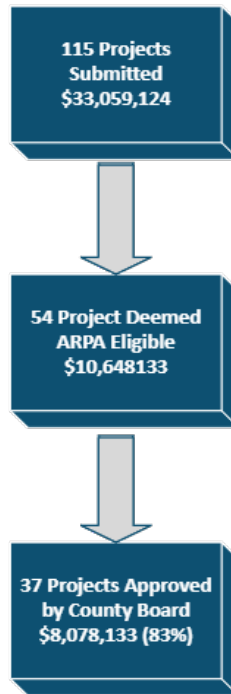
**Background Information**

The American Rescue Plan Act (ARPA) of 2021 provided \$9,729,201 in direct federal recovery aid to Calumet County. All funds must be obligated by December 31, 2024, and expended by December 31, 2026. Detailed records and reports are required to document funds utilized annually.

**Current Status of ARPA Funding**

<b>Approved ARPA Obligations</b>	<b>\$9,729,201</b>
Round 1 Funding (23), 2021 Budget Amendment	\$1,749,850
Round 2 Funding (8), 2022 Budget	\$1,138,500
Round 3 Funding (2), 2022 Budget Amendment	\$739,783
Round 4 Funding (1), 2022 Budget Amendment	\$1,750,000
<u>Round 5 Funding (3), 2023 Budget</u>	<u>\$2,703,000</u>
<b>Remaining</b>	<b>\$1,654,068 (17%)</b> <small>Less \$175,439 (2022 project carryovers)</small>

**ARPA Projects Requested to Date**

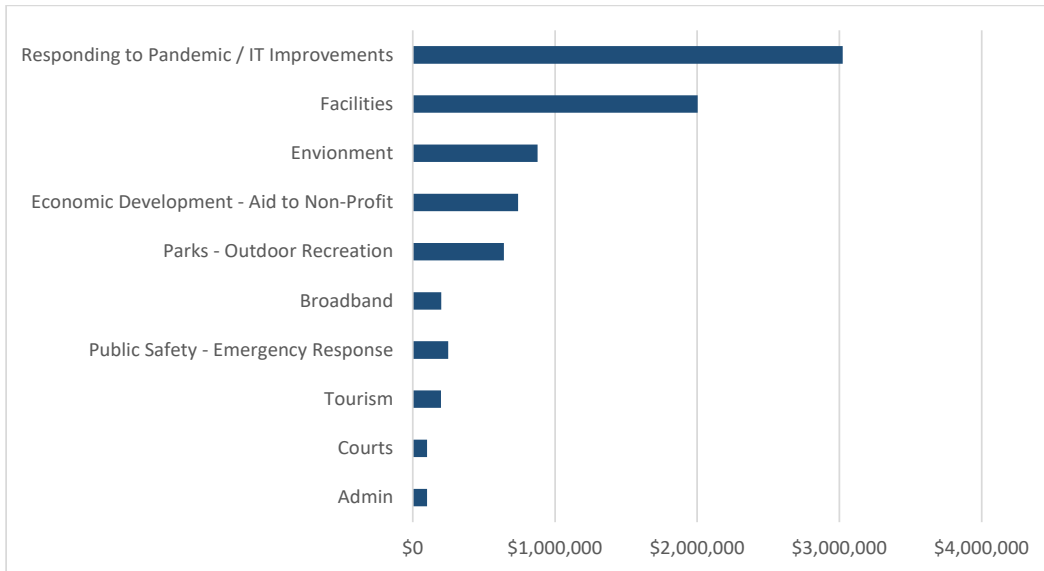




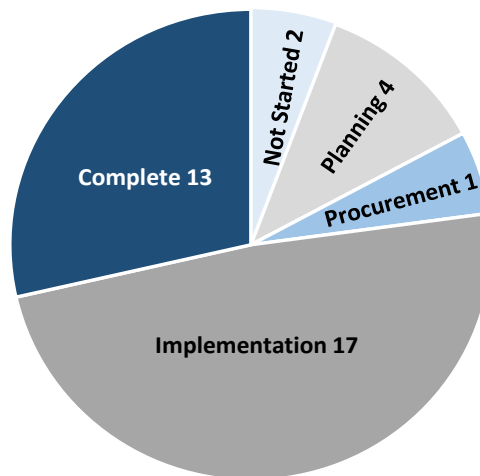


**American Rescue Plan Act  
2023 1<sup>st</sup> Quarter ARPA Report**

**ARPA Obligated Funding Category to Date**



**Current Status of ARPA Projects**



American Rescue Plan Act Project Funding											
As of March 31, 2023											
Department	Name of Project	Description	Project Budget			Obligations	Actual Expenditures			Obligation Balance	Project Balance
			January 1, 2023	2023	Total		January 1, 2023	2023	Total		
<b>Resolution 2021-17, Dated July 20, 2021</b>											
Parks	Add Second R.O. Water System	Add new R.O. water plant in new water storage building currently being built at County Park	\$ 120,862	\$ -	\$ 120,862	\$ 120,862	\$ 120,862	\$ -	\$ 120,862	\$ -	-
Parks	Cave Expansion Work	Cave ventilation expansion work to improve air flow	125,000	-	125,000	-	-	-	-	-	125,000
Sheriff	New Command Post	Replace 20 year old mobile command post to be used to respond to the Covid-19 pandemic	-	-	-	-	-	-	-	-	-
Tourism	Discover Wisconsin	Tourism advertising	122,750	-	122,750	122,750	92,500	-	92,500	30,250	30,250
Tourism	Professional Photography	Tourism photo library	10,400	-	10,400	2,000	2,000	-	2,000	-	8,400
Tourism	Tourism Videography	Tourism video and video library	20,000	-	20,000	8,534	8,534	-	8,534	-	11,466
Information Technology	Door Security	Contactless access door control / card readers in Courthouse	250,000	500,000	750,000	715,449	-	456,081	456,081	259,368	293,919
Information Technology	Polycam Units - (2) Court	Used to report remotely for court appearances	100,000	-	100,000	100,000	100,000	-	100,000	-	-
Information Technology	County Board Room AV Upgrade	Audio video upgrades for County Board room	45,000	-	45,000	45,980	22,990	10,000	32,990	12,990	12,010
Maintenance	Water and Sewer Upgrade	Replacing Sewer and Water laterals at the Courthouse	221,810	-	221,810	221,810	221,810	-	221,810	-	-
Maintenance	Replace Bubblers	Replace bubblers to touchless bottle fillers in Courthouse	24,000	-	24,000	20,060	60	20,000	20,060	-	3,940
Administration	Vaccination Efforts	Red Shoes PR for Multicultural Committee and vaccination efforts	20,000	-	20,000	20,000	20,000	-	20,000	-	-
Information Technology	Microsoft Upgrade	Migrate to Microsoft 365	70,000	-	70,000	70,000	70,000	-	70,000	-	-
Planning and Zoning	Transcendent	Programing and module acquisition to allow online submittal of sanitary plans and permits	8,499	-	8,499	8,499	8,499	-	8,499	-	-
Sheriff	Mental Healthcare Services	For providing additional mental healthcare for jail facility	11,000	-	11,000	11,000	11,000	-	11,000	-	-
Administration	Time and Attendance, Payroll System Study	Study that outlines process for ensuring payroll, time and attendance and all related systems can be updated and integrated into a highly functioning collection of systems	68,450	-	68,450	68,450	68,450	-	68,450	-	-
Treasurer	Payment Drop Box	Drop box located near the west entrance to limit traffic within the building	2,355	-	2,355	2,355	2,355	-	2,355	-	-
Parks	Bathroom and Dump Station	Add an additional bathroom and dump station at the south end of the CCP park	250,000	103,000	353,000	394	-	394	394	-	352,606
Parks	Fee Station (Boat)	Three automated payment system for boat launch and other park related fees	19,564	-	19,564	19,500	14,564	-	14,564	4,936	5,000
Parks	Fee Station (Fire Wood)	One Automated payment system for park fire wood sales	12,500	-	12,500	12,500	12,500	-	12,500	-	-
Emergency Management	Calumet County's Emergency Operations Plan (EOP) Update	Convert Calumet County's Emergency Operations Plan (EOP) to an Emergency Response Plan (ERP)/Emergency Support Function (ESF) format	25,000	-	25,000	16,169	7,183	390	7,573	8,596	17,427
Sheriff	Truck	3/4 ton truck to transport mobile command post used for pandemic and emergency response	44,620	-	44,620	44,620	44,620	-	44,620	-	-
Parks	Holding Tank Replacement	Replace 3 existing holding tanks that are in poor condition	47,200	-	47,200	27,212	27,212	-	27,212	-	19,988
<b>Resolution 2021-31, Dated November 1, 2021 (2022 Budget)</b>											
Health and Human Services	Assistance to Thompson Community Center	Provide Thompson Community Center funds to deal with pandemics and continue to serve.	20,000	-	20,000	20,000	20,000	-	20,000	-	-
Administration	Administration of ARPA Funding Program	ARPA program oversight	25,000	25,000	50,000	25,000	25,000	-	25,000	-	25,000
Emergency Management	Portable Radios	Fund replacement of portable radios.	18,901	-	18,901	18,901	18,901	-	18,901	-	-
Tourism	Tourism Marketing Plan	Creation of a marketing plan to help understand consumers and know where to target marketing dollars. These cost are an estimate	-	-	-	-	-	-	-	-	-
Land & Water Conservation	Nitrogen Leaching Study	Study the impacts of conservation practices on Nitrogen Leaching -- groundwater impacts	30,000	-	30,000	-	-	-	-	-	30,000
Administration	Calumet County Broadband	Broadband Expansion for unserved and underserved areas of Calumet County	200,000	-	200,000	2,523	-	2,523.00	2,523	-	197,477

American Rescue Plan Act Project Funding											
As of March 31, 2023											
Department	Name of Project	Description	Project Budget			Obligations	Actual Expenditures			Obligation Balance	Project Balance
			January 1, 2023	2023	Total		January 1, 2023	2023	Total		
Planning and Zoning	POWTS replacement Program	Grant program for the replacement of septic systems in high risk areas for groundwater contamination	500,000	-	500,000	-	-	-	-	-	500,000
Land & Water Conservation	Storm water/Flood Control Study	Studies for two watersheds. Lake Winnebago/Pipe Creek and North Branch Manitowoc River watersheds	300,000	-	300,000	-	-	-	-	-	300,000
<b>Resolution 2021-36, Dated December 21, 2021</b>											
Health and Human Services	Child Care Resource & Referral (CCR&R)	Countywide Child Care Proposal	689,783	-	689,783	689,783	428,333	104,195	532,528	157,255	157,255
Administration	Fox Cities Chamber - Economic Development	2021 Support for Chamber	50,000	-	50,000	50,000	50,000	-	50,000	-	-
<b>Resolution 2021-42, Dated February 15, 2022</b>											
Health and Human Services	Phase 1 Construction	The remodeling considers daily operations to respond to people with needs that are affected by the Covid-19 pandemic.	1,750,000	-	1,750,000	-	-	-	-	-	1,750,000
<b>Resolution 2022-16, Dated November 7, 2022 (2023 Budget)</b>											
Administration	Finance and HR (ERP) Management System	Initial costs and implementation and initial costs of a new system(s) for managing financial and human resources within the County.	-	2,000,000	2,000,000	50,000	-	-	-	50,000	2,000,000
Information Technology	IT Switchgear	Installing new switch gear at our remote offices.	-	50,000	50,000	45,274	-	45,274	45,274	-	4,726
Information Technology	M365 Migration Assistance	Migrate HHSD and Sheriff's Office to Microsoft 365	-	25,000	25,000	-	-	-	-	-	25,000
			<b>\$ 5,202,694</b>	<b>\$ 2,703,000</b>	<b>\$ 7,905,694</b>	<b>\$ 2,559,624</b>	<b>\$ 1,397,373</b>	<b>\$ 638,857</b>	<b>\$ 2,036,230</b>	<b>\$ 523,395</b>	<b>\$ 5,869,464</b>

ARPA County Allocation	9,729,201
Resolution 2023-XX	120,000
Project Balance to Allocate	<b>\$ 1,703,507</b>

**ARPA Funding Request  
Administrative Services Committee, April 11, 2023**

**St. Vincent DePaul ARPA Request**

**St. Vincent DePaul Mission:**

St. Vincent DePauls' main priority is helping neighbors in need. These needs include some of the following - furniture, clothing, household items, gas cards, utilities, rent, and monetary donations to local food pantries. They assist clients on a need-to-need basis with everyday living expenses or household items. Services and funding are provided through money raised from the sale of donations given to them.

**County benefits provided by St. Vincent DePaul in 2022:**

- 54 Volunteers providing 9025 hours of community service
- Provide many of our consumer's financial relief for housing, utility, and other emergency needs
- 79 residents served to satisfy basic needs in the home due to significant life events:
  - \$3,937 in rent, utilities, food, and gas
  - \$3,779 in-store merchandise
  - \$10,536 in food pantry support
  - \$1,500 scholarship
- St. Vincent De Paul is one of Calumet County Human Services' go-to organizations for support services for disadvantaged individuals.

**County Requested ARPA Obligation:**

Provide funding to St. Vincent DePaul for \$20,000 with a written agreement that stipulates that ARPA funding be used for providing ongoing community support in Calumet County.

**Nennig Park ADA Inclusive Play Area Project**

**Project Overview:**

The city and Kolbe Foundation would like to bring to life an ADA-compliant "Inclusive Play" area for Nennig Park. The inclusive area would be an amenity to all of Calumet County and not just residents of the city. 1.58 acres of the park will be developed to be ADA-compliant and all-inclusive. This will be the only dedicated ADA-inclusive park area in Calumet County.

**Actions to Date:**

- The City of Chilton retained MSA for Phase 1 of the project which included developing the Nennig Park Schematic Design in September 2022.
  - The Schematic Plan was approved by the Chilton City Council on March 7, 2023.
- Services for the remaining planning and engineering steps of park development were approved by the Chilton City Council on March 21, 2023. These steps include final design, construction documents, bidding, and construction oversight.
  - The initial implementation includes Phases 1 and 2 (playground) and part of Phase 3 (parking and walkways). These park improvements will cost approximately \$1.2 million as follows:

- Playground - \$550,000 (Kolby Foundation)
  - An RFP was issued, and proposals were received, for the all-inclusive play components. The Kolby's picked the vendor and the total cost is \$550,000.
  - The Kolby Foundation has raised approximately \$425,00 to date.
  
- Parking / Walkways - \$550,000 (City of Chilton)
  - The city has pledged to match that amount (\$550,000) for amenities required to create connectivity between different park areas with walkways.
  - The city will borrow funding and may use hotel/motel room tax to pay the note. The tax creates approximately \$50,000 per year and will work its way through the appropriate channels to the city (RDA etc.).

**Financial Obligation to Date:**

- City of Chilton (RDA partnership)
  - MSA Engineering \$45,500
  - MSA Engineering \$62,500
  - \*Park Development \$700,000  
(\*Future - Site work/paths and walkways for connecting upper and Lower parking areas)
  
- Kolby Foundation
  - All-inclusive play components \$425,000  
(Future - anticipate an additional \$100,000 in fundraising)

**County benefits of Nennig Park:**

- One of a kind park in Calumet County designed to serve disadvantaged persons of all our communities.
- The ARPA investment leverages significant community and city financial commitments.
- The City of Chilton, as a sub-recipient, has experience in following ARPA expenditure guidelines.

**County Requested ARPA Obligation:**

- Subrecipient Agreement with the City of Chilton for \$100,000 that stipulates that the ARPA funding be used for ADA-compliant, all inclusive playground components for the Nennig Park Project.

**RESOLUTION PROHIBITING THE USE OF PRIVATE DONATIONS TO ADMINISTER ELECTIONS**

<b>Motion:</b>	Adopted:	<input type="checkbox"/>
1 <sup>st</sup> _____	Lost:	<input type="checkbox"/>
2 <sup>nd</sup> _____	Tabled:	<input type="checkbox"/>
Yes: _____ No: _____	Absent:	<input type="checkbox"/>
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____	Kimberly Tenerelli	Corp Counsel

**TO THE CALUMET COUNTY BOARD OF SUPERVISORS:**

**WHEREAS**, During Wisconsin’s 2020 General Election a private, non-profit entity, the Center for Tech and Civic Life, furnished approximately \$8.5 million to five Wisconsin cities and an additional \$1.6 million to over 300 other Wisconsin municipalities.

**WHEREAS**, By accepting these grants, municipalities agreed to certain conditions related to election administration which directly impacted the procedures adopted by municipalities that were recipients of the grant funding, while other municipalities that did not receive the grants did not implement the same measures; and

**WHEREAS**, Voters need to be able to trust that their local election officials are acting in a non-partisan capacity and are not under the influence of private resources that might impact how an election is administered; and

**WHEREAS**, The ability to accept private funds for election administration can be used by any political party or special interest group to improperly influence the outcome of elections; and

**WHEREAS**, The ability of privately funded special interest groups to participate in an election in this manner allows for circumvention of campaign finance laws and creates the appearance of unfairness in election administration; and

**WHEREAS**, In order to have a well-functioning election, voters need to have trust in the fairness of the process.

**NOW, THEREFORE, BE IT RESOLVED** the Calumet County Board of Supervisors hereby prohibits the use of private donations from special interest groups, people or other private entities by government for the purposes of election administration within Calumet County.

Dated this 18<sup>th</sup> day of April 2023.

	YES	NO	ABS
BUDE			
CLARK			
CLEVELAND			
CONNORS			
DIETRICH			
DORAN			
GENTZ			
HANDSCHKE			
HOFBERGER			
IRWIN			
JOHNSTON			
KESLER			
KLECKNER			
LAUGHRIN			
MUELLER			
PAGEL-HOLZSCHUH			
SCHWALENBERG			
STIER			
STOFFEL			
STUCKMANN			
VOIGHT			

# **AGENDA ITEM #8.3.**

## **INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE**

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Merlin Gentz, Chair

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Tom Stoffel, Vice Chair

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Ronald Dietrich

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Pete Stier

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Mary Schwalenberg

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Ken Irwin

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Chad Doran

## **COUNTERSIGNED BY**

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Alice Connors, County Board Chair