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## Administrative Services Committee Agenda

**DATE:** Tuesday, June 8, 2021  
**TIME:** 8:30 AM  
**PLACE:** Room 025, Calumet County Courthouse

Page

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES  
May 11, 2021 Meeting  
4.1. [Administrative Services Committee - 11 May 2021 - Minutes - Pdf](#)
5. COMMUNICATIONS
6. PUBLIC PARTICIPATION
7. SUPERVISOR REPORTS
8. DEPARTMENTAL REPORTS

3 - 10

**8.1. DEPARTMENT OF ADMINISTRATION**

- Review and approve Resolution Eliminating One (1.0) Full-time Equivalent (FTE) Position of Naturalist Assistant and Replacing Said Position With One (1.0) FTE Park Maintenance Worker in the Parks Department Effective Upon Approval
- Review and approve Resolution Amending the 2021 Budget for the acceptance of American Rescue Plan Act Funds
- Building Projects update
- Hiring update

[Park Maintenance Worker Resolution & JD.6-1-21](#)

[2021 Resolution authorizing budget amendment for American Rescue Act Funds](#)

**8.2. FINANCE DEPARTMENT**

1. Update on 2021 Bond Issuance
2. Review May Investment Report (will be provided at meeting)

**9. NEXT REGULAR MEETING DATE**

July 13, 2021 at 8:30 AM

**10. 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, May 11, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, May 11, 2021, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee Members Present:** Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**Staff and Others Present:** IT Director, John Anderson; County Board Chair, Alice Connors; County Clerk, Beth Hauser; Facilities Director, Adam Hernke; Business Systems Analyst and Communications Manager, Matt Payette; County Administrator, Todd Romenesko; County Treasurer, Mike Schlaak; Corporation Counsel, Kimberly Tenerelli; Finance Consultant, Tom Watson; Sheriff, Mark Wiegert; and Human Resources Director, Michelle Wright.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of April 13, 2021 meeting as presented. Motion carried unanimously.

**5 SPECIAL BUSINESS**

- a) **Discuss 2021 Bonding Program** - Carol Wirth from Wisconsin Public Finance Professionals, LLC, presented the Bonding Program for the \$35 Million Jail Facility and Courthouse Renovation General Obligation County Building Bonds. General discussion followed. A copy of the presentation is in the file and made a part of the record. **Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to endorse the bonding program and to proceed with bonding.
- b) **Discuss Facilities Study** - The county has contracted with The Samuels Group, Inc. for a Facility Study of the second floor departments of the courthouse, as well as the County Clerk, Treasurer, Register of Deeds, and Parks departments. The study is expected to be complete by the end of June, or early July.

**6 DEPARTMENTAL REPORTS**

- a) **DEPARTMENT OF ADMINISTRATION**

- **Discuss 2021 Strategic Plan** -Todd Romenesko, County Administrator, discussed the Strategic Plan with the Committee:

Due to COVID-19 and the need to continue to hold virtual meetings, we were not be able to hold a workshop for Strategic Planning with the County Board as we have done in previous years. For 2021, the following process is being utilized for Strategic Planning goals:

- Department Heads will have a conversation with the Administrator regarding potential goals for 2021 and capacity to achieve them.
- Department Heads will have a discussion with their home committee for possible additional goals for 2021 (keep in mind the time to complete).
- Home committee, through consensus, will propose new goals to the draft 2021 plan.
- Administrator will review committee's proposed goals for 2021 plan.
- County Board adopts plan goals at a full County Board meeting (tentatively planned at the May County Board Meeting).

- **Update for the American Rescue Plan Act Funds and proposed timeline** - Matt Payette, Business Systems Analyst and Communications Manager, provided the following to the committee:
  - A fact sheet from the U.S. Department of Treasury regarding Coronavirus State and Local Fiscal Recovery Funds
  - Informational handout about the American Rescue Plan Act of 2021 relating just to Calumet County and its municipalities. This handout includes a tentative timeline for utilizing the funds.

Copies of both handouts are attached and made a part of the record.

- **Building Projects update** - see attached report
- **Hiring update** - see attached report

[20210511 American Rescue Plan Act Handout](#)  
[20210511 American Rescue Plan Act Handout #2](#)  
[May Construction update](#)  
[2021MAY Hiring Updates](#)

**b) COUNTY TREASURER**

- The Treasurer provided an update on the 2017 tax foreclosure process
- Update on county owned property acquired through tax foreclosure process (N3503 Hwy. 55) - all buildings located on the property were razed. Hoping to have the property ready for sale by fall of this year.

**7 NEXT REGULAR MEETING DATE**

June 8, 2021 at 8:30 AM

**8 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:47 AM.

**MINUTES ITEM #a)**

**American Rescue Plan Act of 2021**

**Background Information**

The American Rescue Plan Act (ARPA) of 2021 provides federal recovery aid for state and local governments; \$9,714,453 will be provided in direct aid to Calumet County. The first aid payment will be received no later than 60-days after enactment (May 11), and the second payment is scheduled approximately 12 months later.



All funds must be spent by December 31, 2024, and detailed records and reports are required documenting the funds utilized. Failure to comply with provisions of the bill will require repayment of the funds to the U.S. Treasury.

In addition to county funding, municipalities will receive their own direct aid as indicated below.

Town	ARPA Allocation
Brillion	\$144,322
Brothertown	\$127,913
Charlestown	\$74,830
Chilton	\$110,713
New Holstein	\$146,101
Rantoul	\$77,697
Stockbridge	\$139,873
Woodville	\$94,798
<b>Town Total</b>	<b>\$916,245</b>

Village	ARPA Allocation
Harrison	\$1,221,595
Hilbert	\$106,857
Potter	\$23,428
Sherwood	\$301,198
Stockbridge	\$60,694
<b>Village Total</b>	<b>\$1,713,771</b>

City	ARPA Allocation
Appleton	\$14,759,070
Brillion	\$304,163
Chilton	\$381,464
Kiel	\$375,237
Menasha	\$1,766,755
New Holstein	\$306,634
<b>City Total</b>	<b>\$17,893,323</b>

\*Appleton is Metropolitan City  
 \*\*Calumet County Portion Kiel - \$33,336  
 \*\*\*Calumet County Portion Menasha - \$217,669

**Allowable Spending Areas**

Currently, as outlined in the bill, the following are allowable uses for Recovery Funds;

- Respond to or mitigate the public health emergency with respect to the COVID-19 emergency or its negative economic impacts, including;
  - Assistance to households, small businesses, and nonprofits
  - Aid to impacted industries such as tourism, travel, and hospitality
- Provide government services to the extent of the reduction in revenue.
- Make necessary investments in water, sewer, or broadband infrastructure.
- Transfer the funds to a private nonprofit organization, a public benefit corporation involved in the transportation of passengers or cargo or a special-purpose unit of State or local government.
- Respond to workers performing essential work during the COVID-19 public health emergency.

**Recommended Criteria for use Recovery Funds**

- **Accountability and Outreach:** Calumet County will be accountable and transparent in its funding decisions. Calumet County will actively communicate information about its efforts to the public and prepare reports regarding the use of funds.
- **Financial Stewardship:** Calumet County will be strategic in the use of funds and prioritize those uses that result in the greatest community benefit and provide the lowest long term operational costs.
- **Timeliness:** Calumet County will be timely in the expenditure of funds to support the community needs.
- **Countywide Approach:** Calumet County will consider countywide needs when programming and expending funds and will focus on countywide benefits whenever possible.
- **Leverage:** Calumet County will seek to leverage funds through partnerships with other governments, institutions, non-profit community, and private sector to increase the reach and effectiveness of the Funds. This includes seeking grant funding as appropriate, and navigating the various funding sources available.
- **Long-term impact:** Expenditure of funds will be considered an investment in community that will have long-term impact.
- **Compliance:** All expenditures will be compliant with the requirements of the American Rescue Plan Act and other applicable laws.

**MINUTES ITEM #a)**

**Tentative Path Forward/Timeline**

Calumet County will solicit input from local leaders, communities, and stakeholders that will help the county government craft guidance on how the \$9,714,453 million in direct federal aid can be used. Included below are tentative steps in the process and an approximate timeline.

1. Calumet County Government Department Head Meeting to discuss rescue plan, funding priorities. Identify potential investments that may meet criteria for ARPA funds. *(April 29, 2021)*
2. Department provides list of potential projects to County Administrator at May one-on-one meetings. *(May 2021)*
3. Create analysis of lost revenue, if any. *(April/May 2021)*
4. Begin conversations with municipal partners, key stakeholders, and non-profits to identify additional potential investments that meet criteria for ARPA funds. *(May 2021)*
5. Carefully review upcoming guidance from the US Department of the Treasury and the Wisconsin Counties Association regarding the use of funds to ensure potential projects are eligible and administrable. *(May 2021)*
6. Administrative Services Committee– Recommendation/Resolution to County Board regarding overall criteria, process and budget amendment accepting funds. *(June 8, 2021)*
7. County Board action on resolution to accept overall criteria and process. *(June 15, 2021)*
  - a. Budget Amendment for the acceptance and expenditure of ARPA funds.
8. Meeting with Departments, Community Members, Non-Profits, Stakeholder etc. to refine and develop eligible project list. *(June/July 2021)*
9. Administrative Services Committee– Recommendation/Resolution to County Board regarding project / fund expenditures. *(July 13, 2021)* or *(August 10, 2021)*
10. County Board action on resolution regarding project / fund expenditures. *(July 20, 2021)* or *(August 17, 2021)*
11. Implementation and Ongoing Monitoring, Reporting, and Support *(ongoing to December 31, 2024)*

**MINUTES ITEM #a)**



U.S. DEPARTMENT OF THE TREASURY



The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

**Funding Objectives**

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

**Eligible Jurisdictions & Allocations**

**Direct Recipients**

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

**Indirect Recipients**

- Non-entitlement units (\$19.5 billion)



**Support Public Health Response**

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



**Address Negative Economic Impacts**

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



**Replace Public Sector Revenue Loss**

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



**Premium Pay for Essential Workers**

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



**Water and Sewer Infrastructure**

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



**Broadband Infrastructure**

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



**For More Information:** Please visit [www.treasury.gov/SLFRP](http://www.treasury.gov/SLFRP)  
**For Media Inquiries:** Please contact the U.S. Treasury Press Office at (202) 622-2960  
**For General Inquiries:** Please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) for additional information

**MINUTES ITEM #a)**



U.S. DEPARTMENT OF THE TREASURY

**Example Uses of Funds**

**Support Public Health Response**

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

**Replace Public Sector Revenue Loss**

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

**Water & Sewer Infrastructure**

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

**Equity-Focused Services**

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

**Address Negative Economic Impacts**

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor’s benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

**Premium Pay for Essential Workers**

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker’s wages

**Broadband Infrastructure**

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

**Ineligible Uses**

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.



## May Construction update

### **Jail project**

- Elevators are being installed.
- Data cabling is be terminated in data closets
- Ceiling in the detention pods are being installed
- Detention doors are being installed
- Plumbing in chases behind cells almost finished
- Starting finale site work in the middle of the month

**MINUTES ITEM #a)**

**Hiring Updates**

**Sourcing/Accepting Applications** (Open until filled, unless noted):

*Full-time/Part-time:*

- Behavioral Health Crisis Supervisor
- Correctional Officer (Female)
- Correctional Officer (Male)
- Finance Director
- Human Services Professional (Child Welfare Unit)
- Human Services Professional (Family Services Unit)
- Legal Assistant – District Attorney (PT) – 5/20/21

*Casual/Limited-term:*

- Correctional Officer (Male) (Casual)
- HHC/Hospice Aide (Casual)
- Psychiatric Nurse (Casual)

*Seasonal:*

- 3<sup>rd</sup> Shift Ranger (Seasonal)
- Concessions Worker (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)

**Hired:**

*Full-time/Part-time:*

- Code Administrator – 5/17/21
- HHC/Hospice RN – 5/13/21
- WIC Director (PT) – 5/6/21

*Casual:*

- 3<sup>rd</sup> Shift Ranger (Seasonal) - TBD
- HHC/Hospice RN (Casual) – 4/15/21
- Ranger/Maintenance Worker (Seasonal) - TBD
- Secretary(Floater)/Stockroom Clerk (PT) – 5/18/21
- Van Driver (PT) – 4/28/21

*Seasonal:*

- Watercraft Inspector – 5/17/21

**RESOLUTION 2021-  
RESOLUTION ELIMINATING ONE (1.0) FULL-TIME EQUIVALENT (FTE) POSITION OF  
NATURALIST ASSISTANT AND REPLACING SAID POSITION WITH ONE (1.0) FTE PARK MAINTENANCE  
WORKER IN THE PARKS DEPARTMENT EFFECTIVE UPON APPROVAL**

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

**WHEREAS**, The impact of COVID-19 has greatly reduced the number of school groups and organizations visiting Calumet County Parks, and subsequently the need for Naturalist Assistant staff to provide environmental educational programs has been reduced; and due to ongoing concerns with COVID-19, when school groups and organizations will return to the Parks, on a regular on-going basis, is unknown at this time; and there is a vacancy in the classification of Naturalist Assistant; and

**WHEREAS**, The amount of work members of the Friends of Ledge View Nature Center and Wisconsin Speleological Society have historically provided in labor for trail, cave, grounds maintenance, invasive species control, and general maintenance at Ledge View Nature Center has declined, due to a decrease in membership; and

**WHEREAS**, The amount of building and grounds maintenance work for the Calumet County Parks has increased in the last several years, due to a 25% increase in overall park usage and the expansion of amenities and land at several County Park locations; and

**WHEREAS**, The Parks Department struggles to fill seasonal positions, due to lack of applicants, it is difficult with current staff and volunteers to maintain the necessary repairs and upkeep to operate all of County Parks' buildings and grounds; and

**WHEREAS**, The purpose of the Park Maintenance Worker is to assist with equipment repair and maintenance functions required for upkeep and operation of all County Parks' building and grounds; and

**WHEREAS**, Due to the evaluation of the job duties and the organizational structure within the Calumet County Parks Department, to increase productivity and efficiency, the needs of the County are better met by eliminating 1.0 FTE Naturalist Assistant position and replacing said position with the 1.0 FTE Park Maintenance Worker; and

**WHEREAS**, The County Administrator has determined that extraordinary and unanticipated circumstances exist, which necessitates the elimination of 1.0 FTE Naturalist Assistant and creation of 1.0 FTE Park Maintenance Worker outside of the budget process; and

**WHEREAS**, The elimination and the creation of the 1.0 FTE will not result in an increase of the overall staffing of the Parks Department; and

**WHEREAS**, The job description for the Park Maintenance Worker is attached and made part hereof; and

**WHEREAS**, The position has been approved by the Administrative Services Committee at a salary range of Grade 7 on the Calumet County Compensation Plan. The 2021 wage range is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
\$23.03	\$23.69	\$24.35	\$25.01	\$25.67	\$26.35	\$26.99	\$27.63	\$28.28	\$28.95	\$29.64

**WHEREAS**, The anticipated 2021 fiscal impact for 1.0 FTE Parks Maintenance Worker is a budget savings, since the position is a lesser pay grade than the Naturalist Assistant pay grade; and

**WHEREAS**, The Rules of Order of the Calumet County Board of Supervisors state: *“However, when the County Administrator determines that an unbudgeted position is necessary, regardless of the need for additional appropriations, a resolution for the unbudgeted position shall be approved by a majority vote of the Administrative Services Committee, and two-thirds (2/3rds) vote of the full County Board.”*

**NOW, THEREFORE, BE IT RESOLVED**, That the Calumet County Board of Supervisors herein assembled authorizes the elimination of 1.0 FTE position of Naturalist Assistant from the Table of Organization and the replacement of said position with 1.0 FTE Park Maintenance Worker effective upon approval.

**BE IT FURTHER RESOLVED**, That the individual currently holding the Park Maintenance Worker (Seasonal) position, Benjamin Pomeroy, shall assume the position of Park Maintenance Worker effective upon approval.

Dated this 15<sup>th</sup> day of June, 2021.

**INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE**

\_\_\_\_\_  
Merlin Gentz, Chair

\_\_\_\_\_  
Bill Barribeau

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

\_\_\_\_\_  
Hope Karth

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

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

\_\_\_\_\_  
Tom Stoffel

**COUNTERSIGNED BY:**

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

**Calumet County  
Position Description**

**Job Title:** Park Maintenance Worker  
**Salary Level:** Grade 7  
**FLSA Status:** Non-exempt  
**Department:** Parks  
**Reports To:** Park Director  
**Prepared By:** Michelle L. Wright, Human Resources Director  
**Approved Date:** May 27, 2021

**Summary** Under general supervision, performs park equipment repairs and park maintenance work by means of manual labor and skilled operation of powered equipment. Performs related duties as required.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists with equipment repairs and maintenance functions required for upkeep and operation of all County Parks' buildings and grounds.

Outfits and maintains varied vehicles and equipment; diagnoses vehicle and equipment problems and performs major and minor mechanical repair on engines and other park equipment. Makes adjustments; and assists in checking, repairing and lubricating various machines, equipment and appliances. Performs welding and body work, as required

Maintains, repairs, and assists with the installation of electrical systems, heating and air conditioning, plumbing, water and sewer, and other miscellaneous systems. Performs carpentry and painting work.

Maintains and grooms cross country ski trails, tube/sled hill and snowmobile trails.

Operates a variety of powered equipment including, but not limited to: backhoe, skidsteer, truck, tractor, grooming equipment, chainsaws, lawn mower, and other park related equipment.

Responsible for chemical applications to trees, shrubs, turf, invasive species, and landscapes, as necessary.

Maintains trees and shrubs on Park System property by trimming, cutting, planting, etc.

Performs cave restoration and maintenance work; such as excavating, micro-blasting, basic masonry and construction, using a variety of equipment and power tools.

Performs a variety of building custodial duties and may perform general cleaning duties.

Maintains a clean and safe working environment in and around the maintenance facilities.

Ability to work with the public and respond to customer needs in situations including, but not limited to: repair of park equipment, registering campers, collecting fees, and addressing various problems as they arise.

Prepares required records and reports.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

**Supervisory Responsibilities**

This job has no supervisory responsibilities, but contributes to the oversight and guidance of seasonal employees, in accordance with the organization's policies, procedures and applicable laws.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Graduation from high school, including or supplemented by vocational and/or trade school courses in equipment/automotive repair, building and grounds maintenance or other related field; three (3) to five (5) years experience in mechanical repair and light equipment operation; building and grounds maintenance, or an equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the County.

Ability to understand and effectively carry out oral and written instructions.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to organize and maintain accurate and complete records and reports.

**Certificates, Licenses, Registrations**

Possession of a valid Wisconsin Driver's License and Class 'A' Commercial Driver's License

Wisconsin Commercial Pesticide Applicators License

**Other Skills and Abilities**

Good knowledge of the tools and methods used in various mechanical and building trades.

Ability to trouble shoot, diagnose, and perform mechanical repairs. Ability to perform minor repairs on electrical, plumbing and HVAC systems

Ability to use and operate tools and powered equipment.

Ability to perform moderate to heavy manual labor and routine cleaning tasks.

Ability to work outdoors for long periods of time.

Good knowledge of occupational hazards and safe work practices and demonstrated ability to conform to the goals, policies, procedures of the Parks Department.

Ability to organize and maintain accurate and complete records and reports.

Ability to work independently and establish and meet work deadlines.

Ability to establish and maintain effective public and working relationships.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to walk; sit and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions, cold, heat, dust, noise and moving mechanical parts. Employee is occasionally subject to hazards, which include radiant exposure (sunburn), chemicals, fumes or airborne particles, risk of electrical shock and vibration. Injury from hazards can be avoided by following described safety measures.

The noise level in the work environment is usually moderate.

**RESOLUTION 2021-xx**

**RESOLUTION AMENDING THE 2021 BUDGET FOR THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT FUNDS**

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

<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 type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by:	Kimberly Tenerelli	Corp Counsel

	YES	NO	A
1 BARRIBEAU			
2 BUDE			
3 CONNORS			
4 DIETRICH			
5 DRAHEIM			
6 GENTZ			
7 HANDSCHKE			
8 HARTL			
9 HOFBERGER			
10 IRWIN			
11 KARTH			
12 KESLER			
13 KLECKNER			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STIER			
18 STILLMAN			
19 STOFFEL			
20 VOIGHT-CONE			
21 WYNGAARD			

**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 purpose 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 recommended criteria for the use of recovery funds and a tentative path forward for the planning and use of said funds based on the eligible use categories outlined in the American Rescue Plan Act; and

**WHEREAS**, Calumet County has begun conversations with county departments, municipal partners, key stakeholders and non-profits to identify potential projects that meet the criteria for use of American Rescue Plan Act Funds.

**NOW, THEREFORE, BE IT RESOLVED**, That the Calumet County Board of Supervisors authorize the County Administrator to continue to plan for the expenditure of said funding and provide a budget amendment for expenditure of the funds in the future.

**BE IT FURTHER RESOLVED**, That the Finance Department designee be authorized to amend the 2021 budget to reflect the acceptance of the American Rescue Plan Act funding in the amount of \$4,864,601.

Dated this 15<sup>th</sup> day of June 2021.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE**

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Merlin Gentz, Chair

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Ronald Dietrich

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Bill Barribeau



**AGENDA ITEM #8.1.**

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Hope Karth

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Pete Stier

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Mary Schwalenberg

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Tom Stoffel

**COUNTERSIGNED BY**

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Alice Connors, County Board Chair