

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.

## 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.

## **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)*



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## Coronavirus State and Local Fiscal Recovery Funds

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





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## 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

## **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