Department of Administration

MINUTES OF THE
COUNTY/MUNICIPAL INTERGOVERNMENTAL MEETING
Nov. 10, 2022

Present:
Kevin Fischer, Chair – Town of Brillion
Chuck Schneider, Chair – Town of Brothertown
Wilmer Geiser, Chair – Town of Charlestown
Sheila Koehler-Oakley, Clerk – Town of Chilton
Len Heimerman, Supervisor – Town of New Holstein
Timber Smith, Diversity, Equity and Inclusion Coordinator – City of Appleton
David DeTroye, Administrator – City of Chilton
Sam Schroeder, Community Development Director – City of Menasha
Richard Snelson, Mayor – City of New Holstein
Allison Blackmer, President – Village of Harrison
Gregory Zickuhr, Trustee – Village of Stockbridge
Mary Schwalenberg, Calumet County Board Supervisor
Todd Romenesko, County Administrator
Bernie Sorenson, Emergency Management Coordinator
Chris Meuer, Director of Planning, Zoning and Land Information
Matt Halada, County Planner
Beth Hauser, County Clerk
Mary Kohrell, Community Economic Development Director
Patricia Winkler, Assistant to the County Administrator

1. **Welcome and Introductions**
   Mary Schwalenberg welcomed the group to the meeting and self-introductions were made.

2. **Emergency Management Update**
   - **G2300 EOC/ICS Interface training course March 28-29, 2023**
     - This free training opportunity will be presented at the Sheriff's Office and consist of two 4-hour evening sessions, one on March 28th and the other on March 29th, explaining the difference between Incident Command System and Emergency Operations Center, and how those two functions communicate with each other. Participation is highly encouraged. Please share this opportunity with your municipal/town leadership, police and fire chief, emergency manager, road/DPW supervisor, and public information officer. To register for the course, the individual must first create an account within the WI Training Portal at: https://www.trainingwisconsin.org/ . The course can then be located under the calendar "Schedule" for registration.

- **New Calumet County Commodity Flow Study and local government participation**
  - Developing a study to determine how units of government would respond to a hazardous spill. The county's planning contractor will be reaching out to Town/Village/City fire, law and DPW officials to participate in study.

- **County PFAS Foam Disposal Update**
  - Completed proper disposal and replacement of county's existing PFAS foam supply.

3. **Planning, Zoning and Land Information Update**
- **County-wide Zoning Map Update**
  - Earlier this year, county started working on creating a new multi-use mapping application and expanding that to create a county-wide zoning map
  - This application will be replacing most of the functionality that is currently on our existing multi-use online mapping application. That application contains a lot of information, but it is not very intuitive, it takes a long time to load. That app. will be going away in 2023 and most of the primary services people used it for will be incorporated into this new application.
  - The intent of this project was to make an easy-to-use mapping application that is both up-to-date, and readily available for municipalities, realtors, and the general public to use.
  - This new application is a free service for municipalities to use, the only thing we request for those that choose to participate is to fill out the form located on our website for any map amendments.
    - Form is very simple to fill out. The only items required are your name, email address, municipality, and a copy of your approved map amendment. We require the documents, so we know everything has been approved, and so that our GIS staff has a visual reference for what is being changed.
  - Municipalities currently involved:
    - Cities of New Holstein and Chilton
    - Village of Harrison
    - Towns of Brillion, Brothertown, Charlestown, New Holstein, and Woodville

- **2025 Comprehensive Plan Update**
  - The Year 2025 Comprehensive Plan will be coming due in a couple years, so we are currently starting the process to update the plan.
    - The Comprehensive Plan is a comprehensive plan or guide for developing a community. Comp. Plans are not regulatory in nature, but rather an outline for long-range planning and community development.
    - Comprehensive Plans focus on 9 elements, including: issues and opportunities, housing, transportation, utilities and community facilities, agricultural, natural and cultural resources, economic development, intergovernmental cooperation, land-use, and implementation
      - Our Plan was originally created in 2007 and since amended in 2012 and 2016. By state statute, Comp. Plans are required to be updated at least once every 10 years to remain compliant.
    - Since we are coming due for the actual Plan year, we feel it is best to perform an in-depth update to the existing plan.
      - There is a lot of good information in the current plan, so we may be able to keep a lot of our existing information and only need to update what we feel is necessary.
    - One of our goals with this update is to condense the existing plan into more of a user friendly, concise document. It is currently 600 + pages.
    - Over winter, Chris Meuer and Matt Halada will begin the process of creating a draft RFP to hire a consultant for the update.

  - Timeline of process
    - Spring 2023 - Informational Group meeting

- Topics: Discuss/review RFP, Comp Plan requirements
  - Late Spring of 2023 - (If requested) Individual meetings (at courthouse or at Town Board meeting)
  - Fall 2023 – Request for Proposals
  - Winter 2023 – Consultant selection
  - January 2024 – Plan Kickoff
  - Winter 2025 - Plan Adoption

4. **Round Robin**

Town of Brillion
- Realtor/investor purchasing housing near the Ariens Nordic Center. By ordinance, town will receive fee for rental of unit(s)
- Finalizing Utility Accommodation Policy
- Finalizing 6-home subdivision
- Finalize budget next week

Town of Brothertown
- 83% voter turnout for Nov. 8 election
- Referendum to appoint Clerk/Treasurer did not pass
- 4 new houses this year
- Budget meeting Nov. 10
- No major road construction

Town of Charlestown
- Working on bridge project on Bruckner Rd
- No new houses
- Finalizing budget next week
- Mini reevaluation on residential property 2023

Town of Chilton
- Looking into upping safety measures in building and handicap accessibility

Town of New Holstein
- New truck ordered – price increased dramatically

City of Appleton
- Budget approved
- Advisory referendum on Nov. 8 ballot to gauge public interest in seeing marijuana legalized in Wisconsin passed in the City of Appleton

City of Chilton
- Irish Road corridor from USH 151 to STH 57/32
  - 2028 roundabout planned
  - 102-unit housing development project
- Former nursing home facility to be converted to 34 apartment units
- Water main and sanitary sewer project on CTH G from STH 32/57 to 900 feet south, detour for closure, anticipate completion end of Nov
- 73% voter turnout for Nov. 8 election
- Hotel/motel tax to take effect in 2023
- Working on Comprehensive Plan

- Park Plan, considering dog park
- Nov. 29 final budget meeting

City of Menasha
- 130 single family lots open
- Lakeshore Ridge apartments under construction
- Menasha collects room tax on Airbnb's
- Trail connections in Lake Park area made
- Working with Harrison on boundary lines

City of New Holstein
- City Administrator position is open
- Working with Emergency Management on flooding issues
- Development of Tecumseh property

Village of Harrison
- 83% voter turnout for Nov. 8 election
- New comp plan for Parks & Rec
- 300 apartment units, some affordable housing, zero entry
- Purchased Granicus system, a communication network

Village of Stockbridge
- $500,000 phosphate upgrade
- 2023 budget approved
- Lakeside Vision Center helping manufacturers and other interested business leaders see what is possible with off-the-grid microgrids, eMobility charging and digital power solutions
- Budget approved

Calumet County
- Workforce Development Task Forces being launched – Consistent with the county's strategic plan objectives of creating opportunities to grow our current and future workforce, and to retain existing businesses, three public/private task forces are being launched to address priority workforce issues of workforce housing, childcare, and transportation.   These public/private task forces will be kicked off in November to create solutions to the issues perceived by businesses to be some of the most important contributing factors to their inability to recruit and retain employees. For information or to participate contact Mary Kohrell, Community Economic Development Director at mary.kohrell@calumetcounty.org or 920-849-1680.
- Mary Kohrell will be retiring in February 2023; recruitment efforts underway to find a successor. Also adding a position for tourism and support for Community Economic Development Director.
- 2023 Budget approved on Nov. 7, included new classification and compensation plan, changed to Robin with HealthPartners for insurance
- Jail passed its first inspection
- Vacated and renovating interior of former jail for office space for county departments
- Remodeling 2nd floor of courthouse, reorganizing and providing centralized lobby for Health and Human Services
- Beth Hauser expressed her thanks to election officials and municipal clerks for their work during the Nov. 8 election.

5. **Schedule Next Meeting and Suggestions for Agenda Topics**
   The next meeting will be held Thurs., May 11, 2023, at 9:30 a.m.