

Department of Administration

**MINUTES OF THE
COUNTY/MUNICIPAL INTERGOVERNMENTAL MEETING**

May 6, 2021

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
Ellen Gurholt, President – Village of Potter
Greg Zickuhr, Trustee – Village of Stockbridge
Peter Wills, Administrator – City of Brillion
David DeTroye, Administrator – City of Chilton
Jamie Aulik, Administrator – City of Kiel
Sam Schroeder, Community Development Director - City of Menasha
Alice Connors, Calumet County Board Chair
Todd Romenesko, County Administrator
Matt Payette, Business Systems Analyst and Communications Manager
Mary Kohrell, Community Economic Development Director
Beth Hauser, Calumet County Clerk
Chris Meuer, Director of Planning, Zoning, and Land Information
Bernie Sorenson, Emergency Management Coordinator
Patricia Winkler, Assistant to the County Administrator

1. Welcome and Introductions

Alice Connors welcomed the group to the meeting and self-introductions were made.

2. Introduction of Chris Meuer, Director of Planning, Zoning and Land Information

Chris Meuer was promoted to Director of Planning, Zoning, and Land Information effective Jan. 31, 2021. Chris has been employed with Calumet County since 2017, previously serving as the Code Administrator in the Planning and Zoning Department.

3. Discuss American Rescue Plan Act Funds – see attached handout

Matt Payette provided the attached handout regarding the American Rescue Plan Act (ARPA). Todd Romenesko noted the county is open to partnering on projects and asked that if a municipality is interested in partnering on a project using ARPA funds, they contact him as soon as possible.

4. Local Business Support During the COVID-19 Pandemic - see attached handout



An overview of financial and technical assistance for local businesses since March 2020 was distributed at the meeting. Mary Kohrell noted that workforce development is crucial; more people are needed to fill open positions. Housing development for workforce is important and Mary can be a resource for information.

5. 2021 Redistricting (Matt Payette, Business Systems Analyst and Communications Manager) – see attached handout

Calumet County was notified on January 28, 2021 that the U.S. Census Bureau adjusted its 2020 operations due to the COVID-19 pandemic. This resulted in delays to the bureau's reporting and publishing of data necessary to redistrict at the county and municipal levels. The redistricting date is typically received no later than April 1, but now is not expected until August 31.

Due to this delay, we will not be able to commence the redistricting process within the timeframe previously discussed and required by statute. Depending on the extent of the delay, completion of the redistricting process prior to the December 1, 2021 deadline for filing nomination papers for the 2022 spring election may be impossible.

6. Public Meetings during the COVID-19 Pandemic (Matt Payette, Business Systems Analyst and Communications Manager) – see attached handout

7. Round Robin

Town of Brillion

- Had a few new homes built last year but subdivisions are full; looking to develop new subdivision
- Working on garbage issues
- Shiloh Dairy installing new digester
- Working with county and state on bridge for ManCal Rd for 2023 project

Town of Brothertown

- \$750,000 road construction on St. Charles Rd
- 5 new building permits
- New cemetery
- Surveillance camera at Town Hall recorded theft of signs

Town of Charlestown

- Received resignation from Town Clerk, Sharon Allen

Town of Chilton

- Road work underway
- Large item drop-off Sat., May 15th, and Sat., Aug. 14th

Village of Potter

- Bids out for repaving roads
- Sewerage issues

Village of Stockbridge

- Solar Subdivision
- Solar field; visitor's center

City of Brillion

- 42 unit apartment building – June 15
- 14 unit on Hwy 10 this fall
- Country Visions corporate headquarters

- Kinder Care – Aug 1

City of Chilton

- Court Street reconstruction planned after school year ends
- Recodification of municipal code
- Working on potential multi-family project
- 151/Irish corridor – design of commercial development

City of Kiel

- Hosting municipal clerk training; poll-worker training
- New Performing Arts Center at Kiel High School
- Land O'Lakes expansion project
- Urban Forestry Renewal – Amerequip donated 100 trees, city purchased 200

City of Menasha

- Large apartment complex (64 units) on Lake Park Road, Phase 1 of 2
- 8 unit condo building
- New Mexican restaurant
- Total of about 200 new residential lots over several areas

Calumet County

- Updating land division ordinance
- New Code Administrator to start May 17
- The new Law Enforcement Building should be complete the end of July/early August. An Open House is tentatively planned for Fri., Sept. 10, 2021.
- Finance Director recruitment continues. (NOTE: Shortly after the meeting took place, the position was filled. David Maccoux is the new Calumet County Finance Director.)

8. Schedule Next Meeting and Suggestions for Agenda Topics

The next meeting will be held Thurs., Nov. 11, 2021 at 9:30 a.m. at the Town of Chilton Town Hall.

Patricia Winkler, Recording Secretary

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
Town Total	\$916,245

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

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

*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)*

Economic Development

Overview of Financial and Technical Assistance for Local Businesses since March 2020

- Calumet County Disaster Recovery Loan Program
 - Made low-interest, payment deferred loans of up to \$5,000 to 10 businesses.
 - 1 of those businesses (with a \$3,300 loan) has closed; 9 are currently in repayment and expect to be able to fully repay.
- WEDC We're All In Grant Phase 1
 - Approximately 170 Calumet County businesses received \$2,500 grants = \$425,000
 - Directly assisted approximately 50 businesses with technical support and required letters
- WEDC/WI DOR We're All In Grant Phase 2
 - \$5,000 grants were awarded to an unknown number of Calumet County businesses
 - Directly assisted approximately 15 businesses with some aspect of their application process
- WEDC/WI DOR We're All In Grant Phase 3
 - Restaurants with certain revenue totals received \$20,000 directly from WEDC. We had no role in assisting those restaurants, but a number of businesses did receive the grants.
- EIDL, PPP, and other SBA funding
 - Connected local businesses to potential SBA lenders and to SBDC resources for help with applications.
- SBA Shuttered Venue Operators Grant
 - Worked with County Planner to determine eligible applicants
 - Obtained information from SBDC to assist applicants, of which Calumet County ultimately had 2 eligible
- Restaurant Revitalization Fund
 - \$28.6 billion fund through SBA. Application portal opened May 3
 - Sent two mailings about the program to 125 eligible businesses in the county; contacted directly by 20 businesses for general assistance.
 - Communicated with 5 accounting firms to make them aware of the program and provide assistance
 - Directly assisted 7 businesses with their applications due to language barriers, lack of internet access, or lack of technical skills; those businesses alone represent over \$1.25 million in applications.
- CDBG CV Microenterprise Resiliency Fund Grant Program
 - Received \$880,441 from DOA/HUD to create a microbusiness grant program with grants up to \$12,000
 - Eligible businesses must have an owner or employees that meet low to moderate income requirements
 - Grants of up to \$12,000 will be available beginning in June 2021.
 - Program will be managed by our partner WWBIC.
 - Available to businesses in Calumet and Outagamie Counties as well as Menasha and Fox Crossing, but excluding City of Appleton.
- Calumet County has an ongoing relationship with the Small Business Development Center's (SBDC) Business Development Specialist who also provided considerable support to our local businesses.



2021 Calumet County Decennial Redistricting Update

Federal Delay in Release of Redistricting Data

Calumet County was notified on January 28, 2021 that the U.S. Census Bureau adjusted its 2020 operations due to the COVID-19 pandemic. This resulted in delays to the bureau's reporting and publishing of data necessary to redistrict at the county and municipal levels. The redistricting data is typically received no later than April 1, but now is not expected until August 31.

Ramifications of Delay

Due to this delay, we will not be able to commence the redistricting process within the timeframe previously discussed and required by statute. Depending on the extent of the delay, completion of the redistricting process prior to the December 1, 2021 deadline for filing nomination papers for the 2022 spring election may be impossible.

Existing Legislative Timeline, Wis. Stat. 59.10(3)(b) – Creation of Supervisory Districts

1. Within **60** days after the population count by census becomes available in printed form from the federal government, but no later than July 1 following the year of each decennial census, each board shall propose a tentative county supervisory district plan.
2. Within **60** days after the receipt of a tentative supervisory district plan from the county board of each county in which a municipality is located, the governing body of the municipality shall adjust its wards accordingly. (Wis. Stat. 5.15)
3. Within **60** days after every municipality in the county adjusts its wards, the board shall hold a public hearing and shall then adopt a final supervisory district plan, numbering each district.

Potential Legislative Action/Fix

The Wisconsin Counties Association is considering pursuing a "one size fits all" legislative solution to the redistricting process due to the delay in Census Data. It is important to note that any legislative fix would apply to all 72 counties as the process is identified in state statute. Options discussed at the latest WCA Webinar on Monday, May 3, 2021 include:

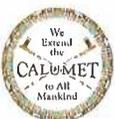
1. Truncating the timelines provided in Wisconsin Statutes 59.10(3) and 5.15 from a 60 day window for creating a tentative supervisory district plan, 60 days for municipalities to adjust wards, and 60 days to approve the final supervisory district to an approximate 28 day window for each task.

Or

2. Delaying the county redistricting process until late 2021 and early 2022 which would result in;
 - o Using existing districts and wards for the spring 2022 elections
 - o Using new wards for the spring 2023 municipal elections
 - o Using new supervisory districts for the 2024 spring elections

Next Step

With the current uncertainty, it makes sense to delay our process until further clarification can be provided by the State and a legislative direction is defined.



POTENTIAL* REDISTRICTING TIMELINE

(P.L. Data Released 8-31-21)



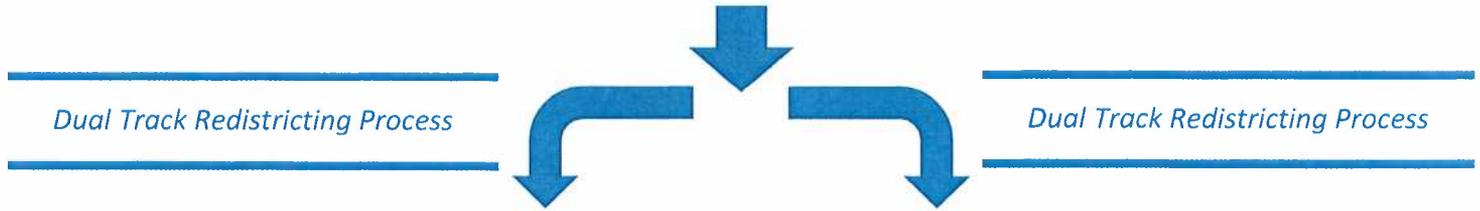
*The deadlines reflected in this timeline are arbitrary and reflect a somewhat even distribution of the time allotted for the three steps in the redistricting process.

**Clerks will need lead time to prepare the Type A notices. This timeline provides 8 days.

Redistricting Changes

Key Dates and Proposed Timeline

Release of P.L. Data expected by September 30



Counties and Municipalities

Legislature

09/30/2021	Counties may begin Phase 1 (tentative plan)	Legislature begins state redistricting process
11/23/2021	Publication of Type A Notice for 2022 Spring Elections (using current districts and wards)	
12/01/2021	2022 Spring Election Nomination Papers	
02/28/2022	Deadline for Counties to complete Phase 1	
03/01/2022	Municipalities begin Phase 2 (adjustment of wards)	
04/01/2022	Deadline for completion of Legislative Redistricting	
04/05/2022	Spring Election (using current (2010) districts and wards)	
04/11/2022	Publication of Type A Notice for 2022 Fall General Elections (using new state districts)	
04/15/2022	2022 Fall General Election Nomination Papers	
05/15/2022	Deadline for Municipalities to complete Phase 2 New wards effective Spring 2023 for municipal elections	New wards take effect for state elections in fall 2022
06/01/2022	Counties begin Phase 3 (adoption of final county redistricting plan)	
06/12/2022	Ballots printed and mailed for fall primary (using new wards)	
08/01/2022	Deadline for Counties to complete Phase 3. New county districts take effect in Spring 2024	

Meetings during the Pandemic – Lessons Learned

During the pandemic I've had the opportunity to be involved in multiple types of meetings requiring varying levels of public engagement.

- County Committee – Regular Meetings and Public Hearings
- County Board – Regular Meetings and Public Hearing (Budget)
- County Board of Adjustment – Quasi-Judicial - Public Hearings
- Village Board – Regular Meetings and Public Hearings

Lessons Learned

- Use guidance provided by your association.
 - Wisconsin Counties Association
 - League of Municipalities
 - Towns Association
- Use guidance from health professionals.
 - CDC
 - Wisconsin Department of Health Services
 - Local Health Departments
- Organize structure to fit the type of meeting.
 - Regular meetings vs. public hearings
 - Public meeting observation is required / public participation may not be required
- Review your ordinances and rules of order as they pertain to meetings and address changes accordingly.
 - Make changes / suspend rules if needed
- Use resources and facilities available to the best of your ability.
 - Doesn't have to be fancy, just effective
 - Think outside the box
- Pre-plan for meeting type and facility and consider the following:
 - Virtual vs in-person
 - Social distancing capability
 - Technology to be used
 - Additional staff may be needed to assist in operating the virtual meeting



- Provide meeting information in advance of virtual meetings (more than normal).
 - Agendas, minutes, and anything included in a board, committee etc. packet that allows the public to follow the meeting.
 - Include information in meeting and hearing notices
 - Post to website if possible
 - Number pages in packet

- Take all members of the public into account.
 - Many people have conflicting views on pandemic
 - Provide reasonable accommodations at all times
 - Identify on agenda how, when, and to whom to request accommodations
 - Make sure people are comfortable in the meeting setting (they may not tell you).

- Provide:
 - An example of behavior
 - Face coverings
 - Hand sanitizer

- Understand that sometimes things will not work smoothly (virtually).
 - Anticipate audio and video issues