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Administrative Services Committee Agenda

DATE: Tuesday, January 13, 2026
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

December 9, 2025 Minutes

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4.1. [Administrative Services Committee - 09 Dec 2025 - Minutes - Pdf](#)

5. COMMUNICATIONS

6. PUBLIC PARTICIPATION

7. SUPERVISOR REPORTS

8. DEPARTMENTAL REPORTS

8.1. DEPARTMENT OF ADMINISTRATION

- Review and approve Resolution Authorizing Letter of Support for State Individual Assistance Program
- ARPA Projects Update
- Phase 2 - 2nd floor courthouse remodel project update
- Hiring update

[Resolution Authorizing Letter of Support for State Ind. Asst.](#)

[WISER Bill info sheet - Dec 2025 v.2](#)

[2025 Q4 ARPA Update for Administrative Services](#)

8.2. FINANCE DEPARTMENT

- Review Investment and Sales Tax Summary
- Financial outlook - summary of year to date

8.3. COUNTY CLERK

- April Elections update

9. NEXT REGULAR MEETING DATE

To be determined

10. CLOSED SESSION

Pursuant Wis. Stat. § 19.85(1)(b), the Committee will go into closed session to consider the dismissal, demotion, discipline of a public employee or the investigation of charges against such person.

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, December 9, 2025

The Administrative Services Committee of Calumet County was called to order on Tuesday, December 9, 2025, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

Committee Members Present: Chair Ronald Dietrich; Committee Members Matthew Budde, Mike Hofberger, Joan Pagel-Holzschuh, Mary Schwalenberg, Pete Stier and Ty Stuckmann.

Staff and others present: County Board Chair Alice Connors; John Anderson, I.T. Director; Beth Hauser, County Clerk; Cheryl Heller, Deputy County Clerk; Adam Hernke, Facilities Director; Jason Pausma, Economic Development Director; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Mike Stoegbauer, Finance Director; Kimberly Tenerelli, Corporation Counsel and Michelle Wright, H.R. Director.

1 ROLL CALL

Committee Members Present: Chair Ronald Dietrich; Supervisors Matthew Budde, Mike Hofberger, Mary Schwalenberg, Pete Stier and Ty Stuckmann.

Committee Member Absent: Joan Pagel-Holzschuh

Staff and Others Present: Tami Alten, Register of Deeds; John Anderson, I.T. Director; Brett Bowe, Sheriff; Alice Connors, County Board Chair; Cheryl Heller, Deputy County Clerk; Adam Hernke, Facilities Director; Beth Leary, County Clerk; Jason Pausma, Economic Development Director; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Mike Schlaak, Treasurer; Mike Stoegbauer, Finance Director; and Kimberly Tenerelli, Corporation Counsel (arrived at 8:35 AM).

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Schwalenberg and seconded by Supervisor Hofberger to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Stuckmann to approve the Minutes of the 10/7/25 and 11/3/25 meetings as presented. Motion carried unanimously.

5 DEPARTMENTAL REPORTS

a) **DEPARTMENT OF ADMINISTRATION**

- **Relocation of the statue located at the front of the courthouse** - The statue

was constructed in 1902 and is City-owned property. It has been located at the Courthouse since 1931. It will be moved to Klinkner Park to make it more visible to citizens.

- **Phase 2 - Second Floor Courthouse Remodel Project update** - Matt reported the project is in concept phase right now and is being revised by the parties. Construction cost estimates will be procured after the concept is accepted.
- **Hiring update** - Todd provided the hiring update to the Committee. A copy of the report is in the file and made a part of the record.

b) **FINANCE DEPARTMENT**

- **Sales Tax Historical Review** - the report was provided to the Committee and there was general discussion. A copy of the report is in the file and made a part of the record.
- **Investment and Sales Tax Summary** - the report was provided to the Committee and there was general discussion. A copy of the report is in the file and made a part of the record.

c) **REGISTER OF DEEDS**

- The Committee reviewed the Register of Deeds' Statistical Report.

d)

COUNTY TREASURER

- **Confirmation of sale of county owned property acquired through tax foreclosure. - moved** by Supervisor Budde and seconded by Supervisor Stier to accept the bid of \$8150 by Travis Gill for the address located at 2008 Main Street, New Holstein; and the bid of \$4500 by Mike Pfister for the address located at W104 Charlesburg Road, New Holstein. Motion carried unanimously.
- **Update on tax foreclosures for the 2022 tax roll** - there are 11 properties that are still unpaid.
- **Review and approve amendment to the Calumet County Code of Ordinances, Sec. 66-4, Sale of Tax Delinquent Real Estate - Moved** by Supervisor Stier and seconded by Supervisor Budde to approve the ordinance and to pass along to the full County Board at its December meeting for consideration. Motion carried unanimously.

e) **COUNTY CLERK**

- **Discuss 2026 Elections** - Beth updated the Committee on the number and type of elections in 2026; as well as the known candidates and those who have filed non-candidacy paperwork for the April 2026 Election. General discussion followed.

6 NEXT REGULAR MEETING DATE

January 13, 2026 at 8:30 AM (if needed)

7 ADJOURNMENT

Chair Dietrich adjourned the meeting at 9:25 AM.

Beth A. Leary, Recording Secretary

RESOLUTION 2025-XX

**RESOLUTION AUTHORIZING LETTER OF SUPPORT FOR
STATE INDIVIDUAL ASSISTANCE PROGRAM**

Executive Summary

Individual assistance programs are critical to helping residents and businesses recover after disasters by providing support such as emergency housing, home repairs, and financial aid. Wisconsin currently lacks a State-funded disaster assistance program, leaving many survivors reliant on limited federal resources and creating gaps in recovery. This resolution supports proposed legislation to establish a state disaster relief fund, ensuring faster, more accessible assistance for individuals and businesses impacted by disasters across Wisconsin.

WHEREAS, individual assistance programs for citizens and businesses following a disaster are vital to the well-being and stability of communities, providing crucial support to families and industries during times of crisis; and

WHEREAS, these programs, which may include but are not limited to emergency housing assistance, home assistance/repairs, housing, and financial support, are essential for addressing the immediate and long-term needs of residents and businesses; and

WHEREAS, no State funding currently exists to help disaster victims in Wisconsin, and they are often left behind after disasters due to less accessible federal aid; and

WHEREAS, several other states have addressed this issue by creating a state fund for disaster relief; and

WHEREAS, the State of Wisconsin has put forth a bill to create a state fund for individuals and businesses to be able to apply for aid following being impacted by an event;

WHEREAS, this Resolution was presented, reviewed, and approved at the Administrative Services Committee meeting on January 13, 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Calumet County Board of Supervisors/Tribal is in support of such a bill that would ensure that individuals and businesses throughout the State will have quick and easy access to emergency aid when needed.

**INTRODUCED BY THE
ADMINISTRATIVE SERVICES COMMITTEE**

Ronald Dietrich, Chair

AGENDA ITEM #8.1.

Pete Stier

Matthew Budde

Ty Stuckmann

Mary Schwalenberg

Joan Pagel-Holzschuh

Mike Hofberger

COUNTERSIGNED BY

Alice Connors, County Board Chair

Fiscal Note: This resolution does not require appropriation from the General Fund.



Disaster Recovery Grant Program (Proposed Bill)

Administered by: Wisconsin Department of Military Affairs (DMA)

Effective scope: Disasters tied to a state of emergency declared by the Governor on or after January 1, 2025

Assembly Bill 580 and 581: [2025 Assembly Bill 580](#)

Senate Bill 557 and 558: [2025 Senate Bill 558](#)

Purpose

Create a state grant program to help individuals and businesses adversely affected by a declared disaster cover eligible, documented expenses not otherwise funded by insurance or federal assistance.

Grant Amounts

- Individuals: Up to \$25,000 for disaster-related expenses to the primary residence.
- Businesses: Up to \$50,000 for disaster-related expenses to business operations/property.

Eligible Expenses

Individuals (primary residence):

- Repair/replacement of personal property damaged by the disaster
- Home repairs performed by a DSPS-certified dwelling contractor
- Temporary housing assistance

Businesses (conducting business in Wisconsin; includes credit unions; excludes other nonprofits organized as nonstock corporations):

- Repair/replacement of business property damaged by the disaster
- Facility repairs necessary due to disaster damage
- Payroll assistance, working capital, and other normal operating expenses

Anti-Duplication & Contiguous Property Rule

- If a business at or contiguous to the individual's residence receives a grant for repairs to that residence, the individual cannot receive a separate grant for the same residence—and vice versa.
- Applicants must sign an affidavit agreeing to return any duplicated portions of the grant if later covered by insurance or other non-loan disaster aid (not including direct federal loans).

Documentation & Application Deadlines

- Applicants must provide receipts or DMA-accepted documentation for eligible expenses.
- Individuals: Apply by the latter of:



1. Within 90 days after FEMA determines no individual aid applies (if applicable);
 2. Within 90 days after the Governor's emergency declaration if damages do not meet minimum qualifications for individual federal aid.
 3. Within 90 days after the bill becomes law.
- Businesses: Apply within 90 days after the Governor's emergency declaration or within 90 days after the bill becomes law, whichever is later.

Federal Major Disaster Limitation

- No state grants may be awarded if the President declares a major disaster and similar federal aid to individuals and businesses is available.

Processing & Funding

- DMA must process and award qualifying grants within 30 days of application.
- Awards contingent on available funding; DMA is not required to grant if funds are insufficient.
- The bill creates 2.0 project positions (program setup) and 1.0 FTE (program administration).
- DMA may request supplemental funding and temporary FTEs from the Joint Committee on Finance (JCF); JCF must meet as soon as practical to consider requests.
- Passive review authority: DMA may request approval from JCF to transfer appropriations between grant categories under the program.

Conclusion

WEMA Leadership continues to advocate for these proposed bills at all levels and encourages you to do the same. WEMA leadership also supports the recent amendments to the Assembly bills to include but not limited to assistance within 30 days, continuing appropriations, and the proposal for a rapid relief program.



**American Rescue Plan Act
2025 4th Quarter ARPA Report**

Background Information

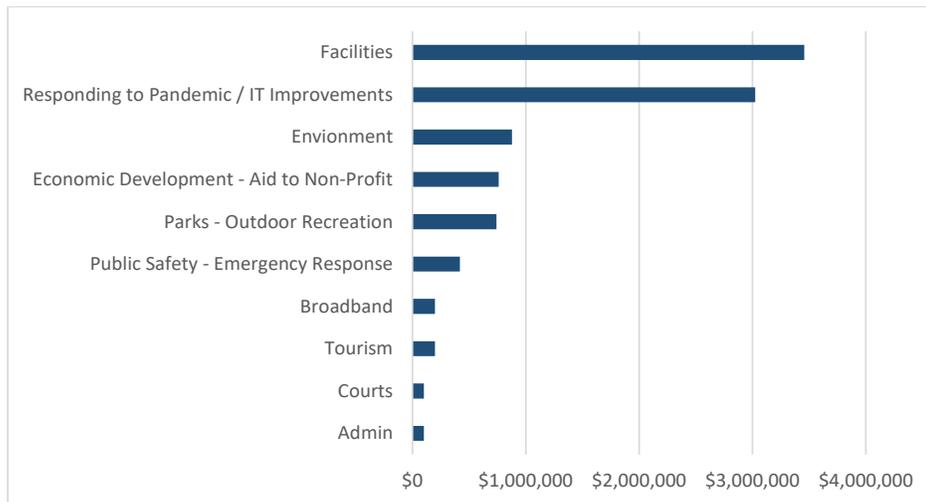
The American Rescue Plan Act (ARPA) of 2021 provided \$9,729,201 in direct federal recovery aid to Calumet County. 43 projects were approved, and approximately \$9,566,100 (98.3%) of funding has been expended to date. All remaining funds were obligated prior to December 31, 2024, and will be spent, as required, by December 31, 2026. Currently there are three active projects, two of which are nearly complete.

Current Status of ARPA Funding

Approved ARPA Obligations	\$9,729,201
Round 1 Funding (23), 2021 Budget Amendment	\$1,649,850*
Round 2 Funding (8), 2022 Budget	\$1,093,500*
Round 3 Funding (2), 2022 Budget Amendment	\$739,783
Round 4 Funding (1), 2022 Budget Amendment	\$1,750,000
Round 5 Funding (3), 2023 Budget	\$2,703,000
Round 6 Funding (2), 2023 Budget Amendment	\$120,000
Round 7 Funding (1), 2023 Budget Amendment	\$554,185
Round 8 Funding (3), 2024 Budget	\$1,095,000
Round 9 Funding (1), 2024 Budget Amendment	\$0**
<u>Round 10 Funding (2), 2024 Budget Amendment</u>	<u>\$23,883***</u>
Remaining	\$0*

*Number reflects project obligations approved; not actual funding spent.
 **\$614,537 was applied here to fund Ledgeview renovations. \$190,713 taken from Broadband (Tier 2) and the \$423,824 ERP project (Tier 5)
 *** Remaining \$23,883 plus reallocation of unused "ARPA funds for the Appleton Office Renovation Project"

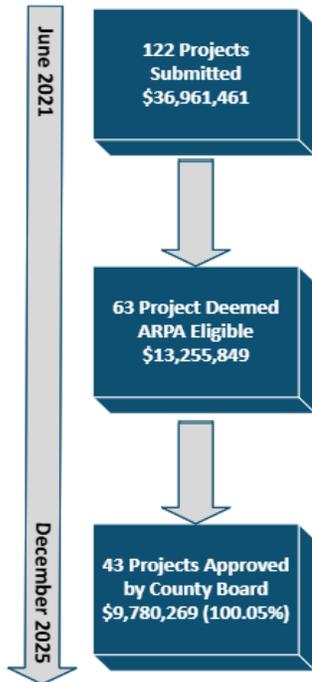
ARPA Obligated Project Funding Category to Date





**American Rescue Plan Act
2025 4th Quarter ARPA Report**

ARPA Projects Requested



Projects by Department / Entity

Administration	3
Emergency Management	2
Health and Human Services	1
Maintenance	4
Information Technology	6
Land & Water Conservation	2
Parks	7
Planning & Zoning	2
Sheriff's	4
Tourism/Economic Development	3
Treasurer	1
Community Assistance – Non-Profit *Multicultural Committee *Thompson Community Center *Fox Cities Chamber *CCR&R Early Child Hood Stabilization *Hilbert St. Vincent Depaul	5
City of Chilton (Nennig Park)	1
Total	41

Current Status of ARPA Projects

