

The Administrative Services Committee of Calumet County was called to order on Tuesday, July 14, 2020, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

1 ROLL CALL

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

Staff and others present: John Anderson, Interim IT Director; Dan De Bonis, Finance Director; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; Mary Kohrell, Community Economic Development Director; Todd Romenesko, County Administrator; Mike Schlaak, County Treasurer, Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; and Carol Wirth, President of Wisconsin Public Finance Professionals, LLC.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Barribeau and seconded by Supervisor Dietrich 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 the June 9, 2020 meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

- Letter from City of Kiel regarding action on Wisconsin Act 185, specific to property tax installment deferral.
- Letter from Town of New Holstein regarding action on Wisconsin Act 185, specific to property tax installment deferral.

6 SUPERVISOR REPORTS

- Supervisor Dietrich attended the Health and Human Services Board meeting on July 13th and would like to commend both the Health Department and Human Services Department on their exemplary work during the pandemic.

7 SPECIAL BUSINESS

- General discussion regarding Wisconsin Act 185, specific to Property Tax Installment Deferral. **Moved** by Supervisor Dietrich and seconded by Supervisor Karth to forward this matter to the full County Board at its July meeting for action. On the call of the ayes and nays, the following was the result: 7 votes cast: 2 ayes (Barribeau and Karth), 5 nays (Dietrich, Gentz,

Schwalenberg, Stier and Stoffel). Motion was defeated.

8 DEPARTMENTAL REPORTS

a) FINANCE DEPARTMENT

- Carol Wirth, President of Wisconsin Public Finance Professionals, reviewed the 2020 general obligation bond program with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the bond program as presented and to forward the bond resolution to the full county board at its September 15, 2020 meeting for action. Motion carried unanimously. A copy of Carol's presentation is attached to the Minutes and made a part of the record.
- Dan De Bonis, Finance Director, reviewed a resolution to amend the 2020 budget for the Routes to Recovery grant award with the Committee. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution and to forward it to the full county board at its July meeting for action.
- Dan reviewed the 2021 Budget Instructions and timetable with the Committee.
- Dan reviewed the City of Menasha TIF #12 plan amendment with the Committee.
- Dan reviewed the Village of Harrison TIF #3 plan with the Committee.
- Dan reviewed the June Investment Report with the Committee. A copy of the Investment Report is attached and made a part of the record.

[Presentation Administrative Services Committee July 2020](#)

[June 2020 INVESTMENT REPORT](#)

b) DEPARTMENT OF ADMINISTRATION

- Adam Hernke, Facilities Director, provided a building projects update to the Committee. A copy of the report is attached to the Minutes and made a part of the record.
- Todd Romenesko, County Administrator reviewed COVID-19 Policy/Staffing Updates with the Committee. A timeline of actions taken by Calumet County regarding COVID-19 Pandemic that was distributed to the Committee is attached to the minutes and made a part of the record.
- Michelle Wright, Human Resources Director, provided hiring updates to the Committee.

[Building Project Updates 7-9-20](#)

[2020 Timeline of actions taken by Calumet County regarding COVID](#)

[Hiring Updates](#)

c) ECONOMIC DEVELOPMENT

- **Calumet County Disaster Response Loan Fund update and consider program criteria changes** - Mary Kohrell, Community Economic Development Director, reviewed proposed changes to the Calumet County Disaster Response Loan Fund with the Committee. **Moved** by Supervisor Stoffel and seconded by Supervisor Dietrich to approve the changes as presented. Motion carried unanimously.

d) COUNTY TREASURER

- Mike Schlaak, Treasurer, updated the Committee on the status of the 2016 tax foreclosure process - 4 parcels remain - title searches are being updated; process will resume as normal.
- Update on property acquired through previous tax foreclosure (N3503 Hwy 55, T. of Stockbridge) - pursuing brownfield grants with the help of Mary Kohrell. An underground storage tank was found on the property.

e) COUNTY CLERK

- Beth Hauser, County Clerk, informed the Committee that Cheryl Heller was hired as

the new Deputy Clerk, with a start date of July 20, 2020. Cheryl is Town Clerk for the Town of New Holstein, and will continue being Town Clerk as well as serving as Deputy County Clerk.

- Beth provided an update on 2020 Elections - April election run with guidelines in place for COVID-19 and the help of National Guard. We have several polling locations that would not have been able to staff their polling place without the help of the Guard. The Wisconsin Elections Commission will be providing supplies for both the August and November elections as well, but its doubtful if we will be able to utilize the National Guard again, as they are deployed throughout the state for testing sites, etc.
- Possible \$46,000 grant for election cybersecurity - working with IT - grant due tomorrow to state. If we receive grant, we will come back in next couple of months to ask for budget adjustment for the grant award.

9 NEXT REGULAR MEETING DATE

August 11, 2020 at 8:30 AM

10 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:55 AM



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

CALUMET COUNTY, WISCONSIN
PRESENTATION TO
ADMINISTRATIVE SERVICES COMMITTEE
BONDING PROGRAM FOR
\$35 MILLION JAIL FACILITY AND COURTHOUSE RENOVATION
GENERAL OBLIGATION COUNTY BUILDING BONDS

DATED: JULY 14, 2020

PREPARED BY: _____
CAROL ANN WIRTH, PRESIDENT

Calumet County Bonding Program

- **Analyze Potential Tax Impact of Existing Debt and Future Debt Issues**

- Existing Debt – 5 Outstanding Issues:

	<u>Principal Balance</u>	<u>Interest Rates</u>	<u>Final Maturity</u>
2010 G.O. Notes – \$	910,000	2.95%	12/01/2020
2014 G.O. Notes – \$	1,650,000	2.00 – 2.30%	12/01/2023
2015 G.O. Notes – \$	3,780,000	2.00%	12/01/2025
2016 G.O. Notes – \$	4,465,000	2.00%	12/01/2025
2018 G.O. Notes – \$	2,845,000	3.00 – 3.50%	12/01/2027
2019 G.O. Bonds - \$	17,000,000	2.00 – 3.00%	12/01/2038

- Combined Existing Debt Annual Debt Service

2020	\$3,713,104	2030	\$1,568,038
2021	\$2,846,737	2031	\$1,580,537
2022	\$2,837,638	2032	\$1,566,538
2023	\$2,834,787	2033	\$1,576,787
2024	\$2,584,938	2034	\$1,575,538
2025	\$2,580,087	2035	\$1,580,469
2026	\$1,544,288	2036	\$1,599,656
2027	\$1,547,587	2037	\$1,565,906
2028	\$1,570,188	2038	\$1,305,281
2029	\$1,579,787		

- **Tax Base Growth Assumptions**

- Actual 2019 Equalized Valuation used for 2020 Budget Year - \$4,137,820,401
- 3% Growth Until 2023 – Flat Thereafter

- **\$35 Million County Building Bonds**

- Project Timeline – September 2019 through Spring 2022
- Three Phase Financing Plan – Long-Term Bonds – Final Maturity 12/01/2040
 - \$17 Million in 2019 – Actual TIC 2.24% (NonBank Qualified)
 - \$15 Million in September, 2020 – Est. @ 1.92% (NonBank Qualified)
 - \$ 3 Million in June, 2021 – Est. @ 3.00% (Bank Qualified)
- Potential Source of Revenue to Reduce Debt Service Impact
 - Estimated Investment Income Earned on Project Account
 - Premium from Investors from Sale of Bonds

- **County Board’s Authority to Borrow**

Initial Resolution 2019-08 Adopted by County Board on May 21, 2019
Approved unanimously by County Board members present (20)
Authority is in effect for five years from date of approval.

- **Levy Limits** - Do not apply to debt service on general obligation debt authorized after July 1, 2005

Levy Limits do apply to operating costs associated with new & existing facilities

Summary of \$35 Million Three-Phase Financing Plan

Three Phase - \$35 Million Debt Service Combined With Existing Debt Service

Calendar Year	Existing D/S Excluding \$35 Million Project	\$17 Million Actual 2019 Bonds Principal	\$17 Million Actual 2019 Bonds Interest	\$15 Million 2020 Bonds Principal	\$15 Million 2020 Bonds Est. Interest	\$3 Million 2021 Bonds Principal	\$3 Million 2021 Bonds Est. Interest	Total All Est. Debt Service
2019	2,661,978.00	-	-	-	-	-	-	2,661,978.00
2020	2,654,895.00	525,000.00	533,208.54	-	-	-	-	3,713,103.54
2021	2,422,950.00	-	423,787.50	-	408,358.26	-	45,000.00	3,300,095.76
2022	2,413,850.00	-	423,787.50	-	348,362.50	-	90,000.00	3,276,000.00
2023	2,411,000.00	-	423,787.50	-	348,362.50	-	90,000.00	3,273,150.00
2024	1,961,150.00	200,000.00	423,787.50	-	348,362.50	-	90,000.00	3,023,300.00
2025	1,960,300.00	200,000.00	419,787.50	-	348,362.50	-	90,000.00	3,018,450.00
2026	498,500.00	630,000.00	415,787.50	820,000.00	348,362.50	175,000.00	90,000.00	2,977,650.00
2027	494,400.00	650,000.00	403,187.50	840,000.00	323,762.50	180,000.00	84,750.00	2,976,100.00
2028	-	1,180,000.00	390,187.50	845,000.00	298,562.50	185,000.00	79,350.00	2,978,100.00
2029	-	1,225,000.00	354,787.50	860,000.00	273,212.50	190,000.00	73,800.00	2,976,800.00
2030	-	1,250,000.00	318,037.50	890,000.00	247,412.50	200,000.00	68,100.00	2,973,550.00
2031	-	1,300,000.00	280,537.50	910,000.00	220,712.50	205,000.00	62,100.00	2,978,350.00
2032	-	1,325,000.00	241,537.50	940,000.00	202,512.50	210,000.00	55,950.00	2,975,000.00
2033	-	1,375,000.00	201,787.50	950,000.00	183,712.50	215,000.00	49,650.00	2,975,150.00
2034	-	1,415,000.00	160,537.50	970,000.00	164,712.50	220,000.00	43,200.00	2,973,450.00
2035	-	1,450,000.00	130,468.76	985,000.00	145,312.50	230,000.00	36,600.00	2,977,381.26
2036	-	1,500,000.00	99,656.26	985,000.00	125,612.50	235,000.00	29,700.00	2,974,968.76
2037	-	1,500,000.00	65,906.26	1,035,000.00	105,912.50	245,000.00	22,650.00	2,974,468.76
2038	-	1,275,000.00	30,281.26	1,320,000.00	84,695.00	250,000.00	15,300.00	2,975,276.26
2039	-	-	-	2,650,000.00	56,975.00	260,000.00	7,800.00	2,974,775.00
2040	-	-	-	-	-	-	-	-
-	\$17,479,023.00	\$17,000,000.00	\$5,740,846.08	\$15,000,000.00	\$4,583,278.26	\$3,000,000.00	\$1,123,950.00	\$63,927,097.34

\$35 Million Financing Plan Estimated Tax Impact Combined with Existing Debt - 2020

Budget Year	Projected Equalized Valuations (TID OUT)	\$35 Million - 3 Phase Estimated Debt Service	Estimated Offsets		Estimated Mill Rate	Combined With Existing Actual Debt Service	Combined Estimated Mill Rate
			Premium	Est. Investment Earnings			
2019	3,900,630,100				0.000	2,661,978	0.682
2020	4,137,820,401	1,058,209	533,208		0.127	3,179,896	0.768
2021	4,261,955,013	877,146	408,358	*	0.110	2,891,738	0.679
2022	4,389,813,663	862,150	288,971	**	0.131	2,987,029	0.680
2023	4,521,508,073	862,150			0.191	3,273,150	0.724
2024	4,521,508,073	1,062,150			0.235	3,023,300	0.669
2025	4,521,508,073	1,058,150			0.234	3,018,450	0.668
2026	4,521,508,073	2,479,150			0.548	2,977,650	0.659
2027	4,521,508,073	2,481,700			0.549	2,976,100	0.658
2028	4,521,508,073	2,978,100			0.659	2,978,100	0.659
2029	4,521,508,073	2,976,800			0.658	2,976,800	0.658
2030	4,521,508,073	2,973,550			0.658	2,973,550	0.658
2031	4,521,508,073	2,978,350			0.659	2,978,350	0.659
2032	4,521,508,073	2,975,000			0.658	2,975,000	0.658
2033	4,521,508,073	2,975,150			0.658	2,975,150	0.658
2034	4,521,508,073	2,973,450			0.658	2,973,450	0.658
2035	4,521,508,073	2,977,381			0.658	2,977,381	0.658
2036	4,521,508,073	2,974,969			0.658	2,974,969	0.658
2037	4,521,508,073	2,974,469			0.658	2,974,469	0.658
2038	4,521,508,073	2,975,276			0.658	2,975,276	0.658
2039	4,521,508,073	2,974,775			0.658	2,974,775	0.658
2040	4,521,508,073	0			0.000	0	0.000
Total		46,448,074	-1,230,537		0	62,696,560	

* \$50,387 of excess premium from 2019 Issuance applied to 2021 Offset

** \$188,971 of excess premium from 2020 Issuance applied to 2022 Offset

\$35 Million Financing Plan Estimated Tax Impact Combined with Existing Debt – 2019*

Budget Year	Projected Equalized Valuations (TID OUT)	\$35 Million - 3 Phase Estimated Debt Service	Estimated Offsets		Estimated Mill Rate	Combined With Existing Actual Debt Service	Combined Estimated Mill Rate
			Premium	Investment Earnings @ 2.5%			
2019	3,900,630,100				0.000	2,661,978	0.682
2020	4,017,649,003	926,167	500,000		0.106	3,081,062	0.767
2021	4,138,178,473	1,171,417	300,000	120,000	0.182	3,174,367	0.767
2022	4,262,323,827	1,106,000	300,000		0.189	3,219,850	0.755
2023	4,390,193,542	1,106,000		150,000	0.218	3,367,000	0.767
2024	4,390,193,542	1,306,000			0.297	3,267,150	0.744
2025	4,390,193,542	1,300,000			0.296	3,260,300	0.743
2026	4,390,193,542	2,504,000			0.570	3,002,500	0.684
2027	4,390,193,542	2,504,000			0.570	2,998,400	0.683
2028	4,390,193,542	3,002,575			0.684	3,002,575	0.684
2029	4,390,193,542	2,999,750			0.683	2,999,750	0.683
2030	4,390,193,542	2,995,100			0.682	2,995,100	0.682
2031	4,390,193,542	2,998,512			0.683	2,998,512	0.683
2032	4,390,193,542	2,994,775			0.682	2,994,775	0.682
2033	4,390,193,542	2,993,963			0.682	2,993,963	0.682
2034	4,390,193,542	2,986,000			0.680	2,986,000	0.680
2035	4,390,193,542	2,990,987			0.681	2,990,987	0.681
2036	4,390,193,542	3,008,438			0.685	3,008,438	0.685
2037	4,390,193,542	2,997,887			0.683	2,997,887	0.683
2038	4,390,193,542	2,999,950			0.683	2,999,950	0.683
2039	4,390,193,542	2,999,200			0.683	2,999,200	0.683
2040	4,390,193,542	3,001,500			0.684	3,001,500	0.684
Total		50,892,221	-1,100,000	-270,000		67,001,244	

*As Presented July 9, 2019

Phase 2 - \$15 Million General Obligation County Building Bonds - 2020

County Prepares to Access the Municipal Bond Market

Review and approve amortization schedule

Prepare Official Statement - SEC required disclosure document

Bond rating application - S&P Global Ratings (AA+ assigned in 2015, reaffirmed in 2019)

County also has outstanding rating from Moody's Investors Service (Aa2) on 2010 Notes only

Sources & Uses of Funds - Phase 2

Dated 09/29/2020 | Delivered 09/29/2020

Sources Of Funds

Par Amount of 2020 County Building Bonds	\$15,000,000.00
Estimated Premium from Sale of Bonds	732,941.75
Total Sources	\$15,732,941.75

Uses Of Funds

Est. Expenses Paid by Underwriter (Municipal Advisor, Bond Counsel, Rating, Underwriting)	186,000.00
Deposit to Project Construction Fund	15,000,000.00
Excess Premium Applied to Debt Service	546,941.75
Total Uses	\$15,732,941.75

\$15 Million General Obligation County Building Bonds Est. Debt Service - 2020

Calendar Year	Principal (12/01)	Rates	Estimated Interest	Total Est. Debt Service
2020	-	-	-	-
2021	-	-	408,358.26	408,358.26
2022	-	-	348,362.50	348,362.50
2023	-	-	348,362.50	348,362.50
2024	-	-	348,362.50	348,362.50
2025	-	-	348,362.50	348,362.50
2026	820,000.00	3.000%	348,362.50	1,168,362.50
2027	840,000.00	3.000%	323,762.50	1,163,762.50
2028	845,000.00	3.000%	298,562.50	1,143,562.50
2029	860,000.00	3.000%	273,212.50	1,133,212.50
2030	890,000.00	3.000%	247,412.50	1,137,412.50
2031	910,000.00	2.000%	220,712.50	1,130,712.50
2032	940,000.00	2.000%	202,512.50	1,142,512.50
2033	950,000.00	2.000%	183,712.50	1,133,712.50
2034	970,000.00	2.000%	164,712.50	1,134,712.50
2035	985,000.00	2.000%	145,312.50	1,130,312.50
2036	985,000.00	2.000%	125,612.50	1,110,612.50
2037	1,035,000.00	2.050%	105,912.50	1,140,912.50
2038	1,320,000.00	2.100%	84,695.00	1,404,695.00
2039	2,650,000.00	2.150%	56,975.00	2,706,975.00
-	\$15,000,000.00	TIC: 1.92%	\$4,583,278.26	\$19,583,278.26

\$15 Million General Obligation County Building Bonds Preliminary Pricing - Market July 2020

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
12/01/2026	Serial Coupon	3.000%	0.750%	820,000.00	113.545%	-	-	-	931,069.00
12/01/2027	Serial Coupon	3.000%	0.950%	840,000.00	114.180%	-	-	-	959,112.00
12/01/2028	Serial Coupon	3.000%	1.100%	845,000.00	114.809%	-	-	-	970,136.05
12/01/2029	Serial Coupon	3.000%	1.200%	860,000.00	115.588%	-	-	-	994,056.80
12/01/2030	Serial Coupon	3.000%	1.350%	890,000.00	115.632%	-	-	-	1,029,124.80
12/01/2031	Serial Coupon	2.000%	1.500%	910,000.00	104.699%	c 1.540%	12/01/2030	100.000%	952,760.90
12/01/2032	Serial Coupon	2.000%	1.650%	940,000.00	103.264%	c 1.702%	12/01/2030	100.000%	970,681.60
12/01/2033	Serial Coupon	2.000%	1.800%	950,000.00	101.850%	c 1.841%	12/01/2030	100.000%	967,575.00
12/01/2034	Serial Coupon	2.000%	1.900%	970,000.00	100.919%	c 1.926%	12/01/2030	100.000%	978,914.30
12/01/2035	Serial Coupon	2.000%	1.950%	985,000.00	100.458%	c 1.965%	12/01/2030	100.000%	989,511.30
12/01/2036	Serial Coupon	2.000%	2.000%	985,000.00	100.000%	-	-	-	985,000.00
12/01/2037	Serial Coupon	2.050%	2.050%	1,035,000.00	100.000%	-	-	-	1,035,000.00
12/01/2038	Serial Coupon	2.100%	2.100%	1,320,000.00	100.000%	-	-	-	1,320,000.00
12/01/2039	Serial Coupon	2.150%	2.150%	2,650,000.00	100.000%	-	-	-	2,650,000.00
Total	-	-	-	\$15,000,000.00	-	-	-	-	\$15,732,941.75

Bid Information

Par Amount of Bonds	\$15,000,000.00
Estimated Reoffering Premium	732,941.75
Gross Production	\$15,732,941.75
Est. Expenses Paid by Underwriter	\$(186,000.00)
Total Purchase Price	\$15,546,941.75
True Interest Cost (TIC)	1.9242741%

Method of Sale

Wisconsin Law allows General Obligation Notes and Refunding Bonds to be sold at Public or Negotiated Sale

County has used both Sale Methods

Wisconsin Law requires General Obligation Bonds to be sold at Public Sale

Public Sale – County Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time

Underwriter's Bid Dependent Upon:

- Market Conditions on Day of Bid

- Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day

- Limited Ability to Pre-sell Bonds - Risk May be Built into Bid as Cost to County

- Underwriting Cost Locked in on the Day of Sale

- Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"

- Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline

- Local Banks Participate Through Their Broker/Dealer Relationships

- County Has Flexibility to Change Maturity Amounts with Approval of Successful Bidder on Sale Date

Municipal Advisor (Wisconsin Public Finance Professionals, LLC) receives bids on behalf of County and verifies bids for compliance with Official Notice of Sale. Successful bidder is required to wire County a 2% good faith deposit on the day bids are received.

**Timeline for
\$15 Million General Obligation County Building Bonds - 2020**

July 14	Presentation to Administrative Committee - Motion to Proceed Coordinate Financing Team - Municipal Advisor, Bond Counsel, Rating Agency Prepare for Market Entry - Official Statement / S&P Rating Presentation
August 25	Official Statement Completed
August 31 – Sept 1	S&P Global Rating Call
September 9	Rating and Report Released
September 14	Receive and Verify Bids from Underwriters
September 15	County Board Adopts Final Award Resolution (Requires Majority Vote) Locks in Interest Rates and Tax Levy
September 29	Closing – Delivery of Funds

**CALUMET COUNTY
INVESTMENT REPORT**
June 30, 2020

General Investments	Financial Inst.	Dated	Due	Int Rate	Amount
Nicolet National Bank - MM Acct			Jun. Rate	0.09%	145,514.27
Nicolet National Bank - ICS Account			Jun. Rate	0.10%	3,552,357.97
Local Gov Invest Pool			Jun. Rate	0.14%	13,218,607.35
Associated Bank MM Acct*			Jun. Rate	0.15%	1,036,830.53
BMO CDBG Planning Grant			Jun. Rate	0.00%	100.00
BMO Savings Account*			Jun. Rate	0.20%	368,439.04
BMO Harris Financial Advisors			Jun. Rate	1.46%	6,683,474.37
Sub-Total General Investments					<u>\$ 25,005,323.53</u>
Bond Proceed Investments					
BMO Harris Savings Account*			Jun. Rate	0.20%	2,911,361.50
BMO Harris Collateralized CD		09/09/19	7/9/2020	1.58%	1,300,000.00
Sub-Total Bond Investments					<u>4,211,361.50</u>
Total County Investments					<u><u>\$ 29,216,685.03</u></u>

Building Project Updates

7-9-20

L.E.C. Project

- Ruff ins for thermostats and duct work being placed in the block walls.
- Electricians have installed floor boxes in the E.O.C. and working on prepping area for generator and transformer.
- L.E.C. loading dock walls have been poured.
- Some roof drains and sprinkler piping have been installed
- The last of the basement footing are being worked on.
- Concrete floors are being poured in areas where ruff ins have been completed.

Third Floor Project

- Carpeting has been installed.
- Doors and door hardware are being installed.
- Areas that are finished have been cleaned.
- Reception desk and wood trim in Rotunda will be starting in middle of July.
- Painting will be done in the middle of July.
- New furniture will be installed in by first week of August.
- Looking to occupy the third floor in middle to end of August.



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Department of Administration

2020 Timeline of actions taken by Calumet County regarding COVID – 19 Pandemic

March 12

- Initial communication to All Employees re: Coronavirus and Flu Prevention
 - Encourage and adopt practices protecting the health of employees, customers, visitors and others.
 - Stay home if sick.
 - County providing cleaning supplies to departments to sanitize work areas.
 - Encourage the use of telephone and video conferencing instead of face-to-face meetings to limit contact.

March 13

- County Administrator Declares Public Health Emergency

March 16

- Memo to all Employees re Travel, Social Distancing, and Absences from work.
 - Travel
 - Canceled all work-related travel outside of Calumet County.
 - Asking staff to carefully consider their personal travel plans
 - Instructions on self-quarantine
 - Social Distancing
 - Limit face-to-face meetings; use email, phone conference or videoconference
 - Working remotely; departments asked to consider how staff may be able to work remotely
 - Essential/non-essential positions discussed
 - Absences from Work
 - When to stay home from work
- Memo to County Board Supervisors and Department Heads re: Committee Meetings postponed until further notice

March 18

- Memo to Department Heads re Remote Work, Public Access to Departments
- Established Mon – Wed – Fri meetings with County Admin., Finance Director, Corporation Counsel, Emergency Manager, Public Health Officer, Sheriff, and Human Resource Director to monitor COVID-19 situation. Changed to weekly meetings the end of May to present date.

March 19

- Press Release - First COVID-19 Case Confirmed in Calumet County, City of Appleton.

March 20

- County Operational Update provided
 - Emergency leave policy implemented
 - Non-essential staff will not experience loss of pay; record their hours using payroll code 79, paid-not-worked



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- Essential functions
 - Departments determined minimum staffing level; which staff need to be onsite to perform their functions and which staff could work remotely; consider weekly rotation of essential onsite staff or use other creative scheduling methods to provide urgent/essential face-to-face services while following social distancing guidelines.
- Entrance to the Courthouse
 - Public only able to enter through West entrance
 - Staff posted at West entrance to ensure visitors only entering for urgent needs
 - Employees enter through the West or farthest Southeast entrance
 - Sanitizer and masks available at entrance
 - Signage posted for the public stating services are available in person for urgent services onsite – however if non-urgent, they are advised to call instead.
- Press Release from Parks Department regarding changes to office hours/services

March 23

- COVID 19 Supplies Accounts, Finance Department established list of accounts to be utilized for a potential FEMA reimbursement request.

March 24

- Governor Evers issued the Safer at Home Order, in effect until April 24, 2020, or until a superseding order is issued.

March 27

- Telecommuting Policy to All Employees & General Pay and Timecard Guidance During COVID-19 Emergency Leave

March 31

- Memo sent to all employees re: Families First Coronavirus Response Act (FFCRA)
 - Attached Calumet County Families First Coronavirus Response Act policies including the Emergency paid Sick Leave Act Policy and the Emergency Family and Medical Leave Expansion Act Policy.

April 8

- Stay Safe by Practicing Religion and Spirituality from Home
 - The order does not allow for gatherings of more than 10 people in a room or confined space at a time.

May 14

- Order #1 Local Health Plan for Calumet County issued

May 15

- Rescind Order #1

June 1

- Deadline for Department Plans for Returning to the Workplace

June 3

- Wisconsin Routes to Recovery Program information provided to Department Heads with instructions on what to charge against the COVID-19 supplies accounts, and review of departmental needs as it relates to operation activities, personal protective equipment and cleaning/sanitizing supplies and services.

June 8

Page 2 of 3

- Reopening Calumet County – Public Health Recommendations

June 15

- Employee Face Covering Policy
- Policy for Employees with Symptoms or Exposure of COVID-19

June 18

- Calumet County COVID-19 Returning to the Workplace Plan- A Guide for Employees
- Employee Health Self-Check Questionnaire
- Compensatory Time Public Health On-Call

June 25

- Memo to All Staff advising staff that we recently had two employees test positive for COVID-19.

Hiring Updates

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

Regular Full-time/Part-time:

- Behavioral Health Therapist
- Finance Director
- Home Health Care/Hospice Supervisor
- Human Services Professional (Child Welfare Unit) – Interviews also being conducted
- Public Health Nurse (LTE) (Full-time and/or Part-time) – Interviews also being conducted
- Secretary (HHSD) (LTE) – 7/20/20

Casual:

- HHC/Hospice RN (Casual) – Interviews also being conducted
- Hospice Nurse Practitioner (Casual) – Interviews also being conducted
- Van Driver (PT)

Interviews:

- Child Welfare Supervisor – Held on 7/7/20 & 7/8/20
- Human Services Professional (Child Welfare Unit) – Held on 7/7/20
- Public Health Nurse (LTE) – 7/17/20
- Correctional Officer (Certified) (Casual) (Female) – 7/14/20
- Dispatcher (Certified) (Casual) – 7/22/20
- HHC/Hospice RN (Casual) – TBD
- Hospice Nurse Practitioner (Casual) –TBD

Offer Extended, Background & Pre-employment Checks:

Regular Full-time:

- ADRC Supervisor – Tentative Start Date 8/4/20

Hired:

- Deputy County Clerk (PT) – 7/20/20
- Highway Maintenance Worker – 6/29/20
- Human Services Professional (Behavioral Health Case Manager) – 7/15/20
- Human Services Professional (Behavioral Health Crisis Coordinator) – 6/25/20
- Human Services Professional (Information & Assistance) – 8/10/20
- Patrol Officer – 7/7/20
- Public Health Educator (LTE) – 7/20/20