

County Clerk

May 8, 2019

**ADMINISTRATIVE SERVICES COMMITTEE
MEETING AGENDA**

DATE: Tuesday, May 14, 2019
TIME: 8:30 a.m.
PLACE: Calumet County Courthouse
206 Court St., Chilton, WI 53014
Room 017 (Enter West Entrance "B")

AGENDA:

1. Meeting Announcement and Posting
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes of the April 9, 2019 Meeting
6. Public Participation
7. Report of Committee Members
8. Communications
9. **REPORT OF DEPARTMENTS**
 - ❖ **Department of Administration**
 - A. Discuss and recommend final design of courthouse renovation interior square footage, and general layout.
 - B. Review and approve Resolution amending the 2019 Budget for the construction of a new County Jail Facility and renovation of the County Courthouse
 - C. Review and approve Resolution authorizing General Obligation Bonds and/or Promissory Notes in an amount not to exceed \$35,000,000 for the construction of a new Jail Facility and renovation of the County Courthouse
 - D. Review and approve position description for Chief Deputy
 - E. Hiring Update
 - ❖ **Finance**
 - A. Review 1st quarter 2019 General Fund Account Status detail report
 - B. Review and approve the resolution for the 2019 Budget amendment for the CTH LP project
 - C. Review and approve the resolution for the 2019 Budget amendment for the cancellation of the CTH N project and the creation of the CTH E project
 - D. Review the Investment Report

❖ **Register of Deeds**

- A. Statistical Report

❖ **Treasurer**

- A. Update on 2014 tax foreclosures
1. Review and approve resolution authorizing submittal of DNR Wisconsin Assessment Money Contractor Services Award
- B. Update on 2015 tax foreclosures

10. **Next Meeting Date:** June 11, 2019 at 8:30 A.M.

11. Adjournment

Beth A. Hauser,
Calumet County Clerk

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.



CALUMET COUNTY POSITION DESCRIPTION

Job Title: Chief Deputy
Salary Level: Grade 15
Department: Sheriff's Department
Reports To: Sheriff
FLSA Status: Exempt
Prepared By: ~~Patrick W. Glynn~~ Michelle L. Wright, Human Resource Director
Prepared Date: ~~January 5, 2011~~ May 1, 2019
Approved By: Administrative Services ~~Salary and Personnel~~ Committee
Approved Date: ~~January 11, 2011~~

Summary As Chief Administrative Officer within the Sheriff's Department, is responsible for departmental policy and personnel matters. Plans, organizes, supervises, and coordinates activities of the Calumet County jail. Assumes the duties of the Sheriff in his absence. Performs related duties as required.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists the Sheriff in all Department operations including policy development and implementation-

Enforces County ordinances; state and federal laws.

Handles and disposes of administrative and enforcement problems. Responds to emergency situations and provides technical expertise to ensure that all aspects of the situation are handled in a proper and legal manner.

Provides personnel management and supervision of employees in the Department in accordance with departmental and organizational policies and procedures-

Plans, organizes and directs the activities and operations of the Calumet County jail including but not limited to: security requirements; inmate supervision, discipline, recreation, classification, and housing assignments; legal processes relate to booking, transfer, release and court appearances; facility maintenance; inmate work programs; jail meal and jail health programs; order and maintain supplies for daily jail operations; and related programs and services; coordinates the investigation of and response to inmate complaints and infractions according to policy and law

Serves as liaison between the Sheriff's Office and other federal, state, and local law enforcement and emergency services agencies, the media, other criminal justice agencies, various boards and committees, and the general public. Investigates public complaints against the department.— Maintains positive communications between the department and the community.

Serves as Training Instructor/Coordinator for the Jail Division performing or assisting with the following duties: identifies training needs of personnel; plans and coordinates training program; maintains department field training; assigns new employees to field training officers; and maintains records and documentation of training programs attended.

Assists, through investigative techniques, in the preparation of court cases. Acts as Court Officer for the Department.

Evaluates the effectiveness and efficiency of the department and makes recommendations to the Sheriff and Protection of Persons and Property Committee accordingly.

Evaluates and recommends training needs for the department.

Assists in the development and administration of immediate and long range budgets.

Negotiates, administers and monitors service contracts within areas of responsibility.

Maintains records and prepares and analyzes reports.

Provides direction to the Lieutenants regarding their responsibilities and departmental functions.

Coordinates, plans and attends meetings to function in the role of Chief Deputy. Serves as County Highway Safety Coordinator.

Insures smooth transition during changing Sheriff's tenures.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties an employee may be required to perform. The examples are merely indicative, not restrictive.

Supervisory Responsibilities

Responsible for department operations and overall supervisory responsibility of all employees of the Sheriff's Department. Carries out supervisory responsibilities, addresses complaints and resolves problems in accordance with the departments and organization's policies and applicable laws. Ability to maintain high standards in all activities supervised.

Assists with all personnel matters for the department.

Responsibilities include interviewing, hiring, conducting background checks on prospective department employees, and training employees; planning, assigning, and directing work; appraising performance; and rewarding and disciplining employees. Assists with maintaining minimum staffing levels, supervises work schedules and approves time off requests.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university in Police Science, Criminal Justice, Management or related field; five or more years law enforcement experience, three years of which should have been supervisory responsibilities; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional manuals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from adversaries, other professionals and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and make use of the principles of descriptive statistics. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to use and account for standard units of American money.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve a variety of problems and deal with a variety of concrete and changing variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Ability to perform all of the previously stated, under high stress environment or in the presence of extreme provocation.

Computer Skills

To perform this job successfully, an individual should have knowledge of word processing software. Operates police communications and computer equipment to obtain, disseminate, and report information.

Certificates, Licenses, Registrations

Valid Wisconsin Driver's License.

Certified as a Law Enforcement Officer by the Training and Standards Board, Wisconsin Department of Justice.

Other Skills and Abilities

Thorough knowledge of department policies and procedures.

Thorough knowledge of State and County laws,

Thorough knowledge of courtroom procedures and statutory provisions relating to the arrest and detention of prisoners.

Thorough knowledge of first aid, safety hazards and safe practices.

Working knowledge of police policies, practices and procedures.

Ability to evaluate reports and investigations.

Ability to enforce, explain and interpret state and County laws, rules and regulations.

Ability to establish and maintain effective working relations with other employees, County officials and officers, and the general public.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee is frequently required to reach with hands and arms; to stand and walk. The employee is occasionally required to stoop, kneel, and crouch. The employee must regularly lift and/or move from 10 to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The employee must be able to use weapons or objects to defend himself and/or others; and use physical force to control, subdue or arrest combative individuals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office conditions with little or no exposure to extreme conditions. Although, while performing supervisory or law enforcement duties of this job, the employee may be exposed to verbal threats or assaults or physical assaults by suspects, arrested persons, inmates or intoxicated individuals; and intense levels of stressful activities. The employee may be exposed to harsh environmental conditions including extreme cold, wind, rain, snow, and thunderstorms.

The noise level in the work environment is usually quiet to moderate and occasionally loud.

RESOLUTION 2019-xx

RESOLUTION AMENDING THE 2019 BUDGET FOR THE CONSTRUCTION OF A NEW COUNTY JAIL FACILITY AND RENOVATION OF THE COUNTY COURTHOUSE

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by:	Kimberly Tenerelli Corp Counsel

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 HARTL			
9 HOFBERGER			
10 KARTH			
11 KLECKNER			
12 LA SHAY			
13 LAUGHRIN			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

WHEREAS, Calumet County 2019 budget included \$1,521,266 for the development of designs for the construction of a new jail facility, a design for securing the Courts, and a design for the remodeling of the Courthouse third floor; and

WHEREAS, Calumet County entered into design contracts with Potter Lawson, Inc. and The Samuels Group for the design of the jail and securing of the courts and an additional contract with Kontext Architects for the remodeling of the courthouse third floor; and

WHEREAS, The design of Jail facility has been completed with a guaranteed maximum price developed by the Samuels Group for the construction of the Jail and securing the courts; and

WHEREAS, The Protections of Persons and Property committee along with the Administrative Services committee has reviewed the design elements and the price of these projects; and

WHEREAS, The committees believe it is in the best interest of the County to expedite the bidding and construction of the jail facility and courts security project to receive more favorable bidding in the year 2019 rather than incurring the potential 8% inflationary costs as a result of waiting until the year 2020; and

WHEREAS, The remodeling of the courthouse third floor be incorporated into this amendment to coordinate with the construction of the new jail facility and the securing of the courts.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled that the 2019 Capital Projects budget be amended to include \$35,000,000 for the construction of a new jail facility, securing of the courts, and remodeling of the third floor of the courthouse; and

BE IT FURTHER RESOLVED That financing for these projects be provided through the issuance of general obligation debt and county sales tax proceeds.

Dated this 21st day of May 2019.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

Tom Stoffel

AND THE PROTECTIONS OF PERSONS AND PROPERTY COMMITTEE

Pete Stier, Chair

Joseph Mueller

Alice Connors

James Stecker

Marilyn Schuh

COUNTERSIGNED BY

Alice Connors, County Board Chair

RESOLUTION 2019-xx

RESOLUTION AUTHORIZING GENERAL OBLIGATION BONDS AND/OR PROMISSORY NOTES IN AN AMOUNT NOT TO EXCEED \$35,000,000 FOR THE CONSTRUCTION OF A NEW COUNTY JAIL FACILITY AND RENOVATION OF THE COUNTY COURTHOUSE

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, The Calumet County Board of Supervisors approved Resolution 2019-XX, Resolution Amending the 2019 Budget for the Construction of the New County Jail Facility and Renovation of the County Courthouse.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled, that there may be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds and/or Promissory Notes in an amount not to exceed \$35,000,000 for the public purpose of paying the cost of the Calumet County's Jail Facility Construction, Courtroom Security and 3rd floor remodeling of the Courthouse; and there shall be levied on all the taxable property of the County a direct, annual, irrevocable tax sufficient to pay the interest on said securities as it becomes due, and also to pay and discharge the principal thereof within twenty years of the date of issuance of the securities.

Dated this 21st day of May 2019.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Three-Fourths
Reviewed by: Kimberly Tenerelli	Corp Counsel

	YES	NO	A
1 <u>BARRIBEAU</u>			
2 <u>BUDDE</u>			
3 <u>CONNORS</u>			
4 <u>DEITER</u>			
5 <u>DIETRICH</u>			
6 <u>DRAHEIM</u>			
7 <u>GENTZ</u>			
8 <u>HARTL</u>			
9 <u>HOFBERGER</u>			
10 <u>KARTH</u>			
11 <u>KLECKNER</u>			
12 <u>LA SHAY</u>			
13 <u>LAUGHRIN</u>			
14 <u>MUELLER</u>			
15 <u>SCHUH</u>			
16 <u>SCHWALENBERG</u>			
17 <u>STECKER</u>			
18 <u>STIER</u>			
19 <u>STILLMAN</u>			
20 <u>STOFFEL</u>			
21 <u>WEINBERGER</u>			

Tom Stoffel

COUNTERSIGNED BY

Alice Connors, County Board Chair

**Calumet County, Wisconsin
General Fund Account Status
Expenses as of March 31, 2019**

Department	Program	Budget	Actual w/Accrued P/R	Encumbrances	Budget Balance	Percent Used
Circuit Court	502 Circuit Court	569,840.00	144,551.95	485.25	424,802.80	25.45%
Circuit Court	503 Register in Probate	169,659.00	32,603.95	164.00	136,891.05	19.31%
Circuit Court	558 Charitable/Penal	180.00	180.00	-	-	100.00%
Corporation Counsel	505 Law Library	5,750.00	958.33	-	4,791.67	16.67%
Corporation Counsel	562 Corporation Counsel	320,480.00	67,589.32	158.00	252,732.68	21.14%
County Administrator	501 County Board	195,970.00	29,702.21	492.00	165,775.79	15.41%
County Administrator	510 County Administrator	338,688.00	61,824.26	246.61	276,617.13	18.33%
County Administrator	529 Human Resources	595,393.00	134,813.04	1,095.83	459,484.13	22.83%
County Administrator	734 Community Development	232,772.00	48,913.14	100.00	183,758.86	21.06%
County Clerk	511 Clerk	147,618.00	34,749.99	284.00	112,584.01	23.73%
County Clerk	514 Elections	171,893.00	6,642.29	3,640.40	161,610.31	5.98%
County Clerk	570 Grants to Public Libraries	677,753.00	677,678.00	-	75.00	99.99%
County Clerk	578 Fairs & Exhibits	15,000.00	-	-	15,000.00	0.00%
District Attorney	507 District Attorney	214,175.00	57,341.15	-	156,833.85	26.77%
District Attorney	508 Victim/Witness Program	149,269.00	37,802.07	-	111,466.93	25.32%
Family Court Commissioner	504 Family Court Commissioner	75,780.00	22,970.29	-	52,809.71	30.31%
Finance	518 Contingent Fund	120,666.00	-	-	120,666.00	0.00%
Finance	519 Finance Department	517,241.00	126,266.84	-	390,974.16	24.41%
Finance	527 Property & Liability Insurance	215,200.00	116,867.81	-	98,332.19	54.31%
Information Technology	515 Information Services	1,140,832.00	225,131.06	18,706.12	896,994.82	21.37%
Information Technology	516 Information Services Outlay	267,079.00	37,719.60	14,352.77	215,006.63	19.50%
Information Technology	517 Publishing & Records Management	156,299.00	38,465.98	-	117,833.02	24.61%
Land & Water Conservation	582 Land & Water Conservation	515,107.00	146,592.53	925.00	367,589.47	28.64%
Land & Water Conservation	583 CalMan Lake Project	50,000.00	-	-	50,000.00	0.00%
Land & Water Conservation	585 Stormwater Erosion Control	10,260.00	-	-	10,260.00	0.00%
Land & Water Conservation	586 DNR Lake Planning Grant	20,000.00	-	-	20,000.00	0.00%
Land & Water Conservation	587 Targeted Runoff Management	617,500.00	-	-	617,500.00	0.00%
Land & Water Conservation	588 Wildlife Abatement	15,000.00	-	-	15,000.00	0.00%
Land & Water Conservation	590 LWRMP Cost Share	134,552.00	680.00	-	133,872.00	0.51%
Land & Water Conservation	700 GLRI Non Point Program	159,244.00	15,395.05	164.00	143,684.95	9.77%
Land & Water Conservation	706 Invasive Species Program	7,935.00	-	-	7,935.00	0.00%
Land & Water Conservation	709 Tree Sale Program	450.00	-	-	450.00	0.00%
Land & Water Conservation	710 Water Sampling Program	17,660.00	634.14	-	17,025.86	3.59%
Maintenance	524 Courthouse & Other County Bldgs	811,300.00	204,434.92	80,099.41	526,765.67	35.07%
Medical Examiner	506 Medical Examiner	99,840.00	22,989.14	-	76,850.86	23.03%
Parks	571 Parks	645,410.00	116,562.81	1,247.33	527,599.86	18.25%
Parks	572 Trails	48,908.00	1,872.40	-	47,035.60	3.83%
Parks	573 Parks Development	81,009.00	-	-	81,009.00	0.00%
Parks	574 Ledgerview Park	396,504.00	100,369.15	541.16	295,593.69	25.45%
Parks	575 Stockbridge Harbor	13,720.00	365.37	-	13,354.63	2.66%
Parks	576 Becker's Lake	1,250.00	-	-	1,250.00	0.00%

**Calumet County, Wisconsin
General Fund Account Status
Expenses as of March 31, 2019**

Department	Program	Budget	Actual w/Accrued P/R	Encumbrances	Budget Balance	Percent Used
Parks	702 Brothertown Harbor	7,139.00	267.77	-	6,871.23	3.75%
Parks	704 Courthouse Grounds Maintenance	4,768.00	-	-	4,768.00	0.00%
Planning & Zoning	589 WI fund Private Septic Expense	40,000.00	62,581.00	-	(22,581.00)	156.45%
Planning & Zoning	592 Clean Sweep Program	5,475.00	-	-	5,475.00	0.00%
Planning & Zoning	594 Planning	523,953.00	127,058.12	746.00	396,148.88	24.39%
Planning & Zoning	595 Regional Planning Commission	60,016.00	60,015.86	-	0.14	100.00%
Planning & Zoning	596 Zoning Board of Adjustments	3,280.00	-	-	3,280.00	0.00%
Planning & Zoning	731 Tourism Program	17,660.00	2,952.90	736.00	13,971.10	20.89%
Register of Deeds	525 Register of Deeds	247,867.00	45,732.02	-	202,134.98	18.45%
Sheriff's Department	530 Sheriff - Administration	709,270.00	195,054.81	90.57	514,124.62	27.51%
Sheriff's Department	531 Sheriff - Enforcement	2,639,237.00	588,058.46	1,215.22	2,049,963.32	22.33%
Sheriff's Department	532 Sheriff - Prevention Programs	14,165.00	599.31	-	13,565.69	4.23%
Sheriff's Department	533 Snow Safety Patrol	6,950.00	2,019.96	-	4,930.04	29.06%
Sheriff's Department	534 K-9 Unit	219,126.00	31,081.18	-	188,044.82	14.18%
Sheriff's Department	535 Water Safety Patrol	4,600.00	-	-	4,600.00	0.00%
Sheriff's Department	536 Sheriff Transport	60,827.00	18,695.70	-	42,131.30	30.74%
Sheriff's Department	537 Officer Training - Sheriff	21,750.00	2,824.19	1,217.78	17,708.03	18.58%
Sheriff's Department	539 Enforcement V. Harrison	528,948.00	-	-	528,948.00	0.00%
Sheriff's Department	540 Emergency Management	101,833.00	26,522.97	2,853.49	72,456.54	28.85%
Sheriff's Department	541 Local Emergency Planning Committee	39,886.00	7,803.68	-	32,082.32	19.56%
Sheriff's Department	542 Police Radio Operations	2,202,461.00	380,992.78	-	1,821,468.22	17.30%
Sheriff's Department	543 Correctional Institutions	1,675,834.00	366,879.97	-	1,308,954.03	21.89%
Sheriff's Department	703 Interoperability Council	28,000.00	-	-	28,000.00	0.00%
Sheriff's Department	705 Hazard Mitigation Program	6,600.00	-	-	6,600.00	0.00%
Sheriff's Department	711 WI Broadband Coordinator	50,000.00	-	-	50,000.00	0.00%
Treasurer	520 Treasurer	154,324.00	49,084.18	-	105,239.82	31.81%
Treasurer	522 Tax Refunds	7,500.00	3,449.84	-	4,050.16	46.00%
Treasurer	526 Real Property Lister	91,640.00	28,513.44	-	63,126.56	31.11%
University Extension	579 University Extension Program	137,958.00	13,040.63	35,403.00	89,514.37	35.11%
Veterans Service	559 Veterans Service Officer	151,018.00	38,076.18	41.07	112,900.75	25.24%
Veterans Service	560 Veterans Service Commission	11,015.00	4,659.58	-	6,355.42	42.30%
Total		19,716,286.00	4,568,631.32	165,005.01	14,982,649.67	24.01%

**Calumet County, Wisconsin
General Fund Account Status
Revenues as of March 31, 2019**

Department	Program	Budget	Actual	Budget Balance	Percent Used
Finance	401 Tax Levy	12,059,351.00	12,059,351.00	-	100.00%
Finance	404 Retained Sales Tax	120.00	30.00	90.00	25.00%
Finance	411 State Shared Revenue	1,121,669.00	-	1,121,669.00	0.00%
Finance	468 Landfill Tipping Fees	100,000.00	8,421.11	91,578.89	8.42%
Finance	483 Indirect Cost Revenue	107,874.00	24,452.10	83,421.90	22.67%
Finance	485 Interest on General Fund Investments	235,000.00	78,067.73	156,932.27	33.22%
Finance	495 Miscellaneous General Revenues	18,000.00	9,023.69	8,976.31	50.13%
Information Technology	481 Publishing & Records Revenues	60,000.00	15,652.66	44,347.34	26.09%
Circuit Court	414 State Grant - Courts Costs	52,276.00	31,747.91	20,528.09	60.73%
Circuit Court	446 Co. Ordinance/Forfeitures	70,000.00	8,823.75	61,176.25	12.61%
Circuit Court	447 Co. Share St. Fines/Forfeitures	30,000.00	4,523.90	25,476.10	15.08%
Circuit Court	453 Court Fees & Costs	90,000.00	15,370.18	74,629.82	17.08%
Circuit Court	486 Interest from all other sources	600.00	105.01	494.99	17.50%
District Attorney	412 State Grant - Victim/Witness	55,000.00	-	55,000.00	0.00%
District Attorney	456 Community Service Program Revenue	7,500.00	1,527.70	5,972.30	20.37%
Medical Examiner	459 Medical Examiner Revenue	10,000.00	2,475.00	7,525.00	24.75%
County Clerk	407 Other Government Grants	140,000.00	-	140,000.00	0.00%
County Clerk	441 Clerks Fees	14,290.00	1,272.95	13,017.05	8.91%
Treasurer	402 Forest Crop Tax frm Districts	3,300.00	3,503.10	(203.10)	106.15%
Treasurer	403 Payment in Lieu of Taxes	23,800.00	26,942.59	(3,142.59)	113.20%
Treasurer	405 Interest on Taxes	175,000.00	38,133.33	136,866.67	21.79%
Treasurer	450 Treasurers Fees	25,000.00	836.20	24,163.80	3.34%
Register of Deeds	451 Register of Deeds Fees	383,000.00	68,776.57	314,223.43	17.96%
Veterans Service	428 State Grant - Veterans Service	11,500.00	12,354.25	(854.25)	107.43%
Veterans Service	735 Donations - Veterans Commission	3,000.00	6,558.39	(3,558.39)	218.61%
Planning Department	423 State Grant - Clean Sweep Program	9,000.00	-	9,000.00	0.00%
Planning Department	426 State Grant - Planning	62,284.00	62,581.00	(297.00)	100.48%
Planning Department	442 County Planning Fees	134,450.00	75,230.25	59,219.75	55.95%
Parks	429 State Grant - Snowmobile Trails	39,900.00	-	39,900.00	0.00%
Parks	430 State Grant - Parks Development	79,638.00	-	79,638.00	0.00%
Parks	474 County Park Revenues	226,300.00	68,328.11	157,971.89	30.19%
Parks	475 Stockbridge Harbor Revenues	12,500.00	-	12,500.00	0.00%
Parks	476 Brothertown Harbor Revenues	6,200.00	-	6,200.00	0.00%
Parks	477 Ledgeview Park Revenues	71,141.00	13,130.58	58,010.42	18.46%
University Extension	478 University Extension Revenue	5,630.00	920.00	4,710.00	16.34%

**Calumet County, Wisconsin
General Fund Account Status
Revenues as of March 31, 2019**

Department	Program	Budget	Actual	Budget Balance	Percent Used
Land & Water Conservation	426 State Grant - Planning Grants	54,000.00	1,000.00	53,000.00	1.85%
Land & Water Conservation	432 State Grant - Land Conservation	445,362.00	-	445,362.00	0.00%
Land & Water Conservation	436 State Grant - Non-Point Cost Sharing	617,500.00	51,038.79	566,461.21	8.27%
Land & Water Conservation	479 Land Conservation Revenues	85,008.00	35,332.00	49,676.00	41.56%
Circuit Court	413 State Grant - GAL Probate	20,000.00	-	20,000.00	0.00%
Circuit Court	455 Register in Probate Fees	10,200.00	1,926.31	8,273.69	18.89%
Maintenance Department	488 Rent - County Offices	32,916.00	8,229.39	24,686.61	25.00%
Maintenance Department	496 Vending Machine Receipts	3,200.00	1,161.63	2,038.37	36.30%
Sheriff Department	417 Law Enforcement Block Grant	25,794.00	-	25,794.00	0.00%
Sheriff Department	418 State Grant - CEASE Program	3,500.00	2,688.17	811.83	76.80%
Sheriff Department	421 State Grant - Patrol Enforcement	24,200.00	6,356.33	17,843.67	26.27%
Sheriff Department	457 Radio Tower Rental	170,000.00	46,999.83	123,000.17	27.65%
Sheriff Department	461 Sheriff Fees	26,500.00	4,836.00	21,664.00	18.25%
Sheriff Department	462 Sale of Accident Photos & Rpts	5,000.00	586.17	4,413.83	11.72%
Sheriff Department	463 Traffic Police Revenues	97,270.00	225.65	97,044.35	0.23%
Sheriff Department	464 Board of Prisoners at Co. Jail	111,000.00	25,773.47	85,226.53	23.22%
Sheriff Department	465 Correctional Facility Revenue	13,000.00	14,879.02	(1,879.02)	114.45%
Sheriff Department	466 Secure Detention Refunds	2,000.00	95.00	1,905.00	4.75%
Sheriff Department	480 Police Protection Refunds	724,864.00	79,686.45	645,177.55	10.99%
Sheriff Department	492 Drug Prev. Task Force Revenue	2,000.00	6.56	1,993.44	0.33%
Sheriff Department	420 State Grant- Emergency Govt.	154,100.00	-	154,100.00	0.00%
	Total	18,070,737.00	12,918,959.83	5,151,777.17	71.49%

RESOLUTION 2019-xx

RESOLUTION AMENDING THE 2019 BUDGET FOR THE CONSTRUCTION OF COUNTY TRUNK HIGHWAY "LP" PROJECT

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted:	<input type="checkbox"/>
1 st _____	Lost:	<input type="checkbox"/>
2 nd _____	Tabled:	<input type="checkbox"/>
Yes: _____ No: _____	Absent:	_____
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by:	Kimberly Tenerelli	Corp Counsel

WHEREAS, Calumet County has received \$4,497,768 in federal funding for the reconstruction of CTH LP awarded in the year 2014, of which the local share was estimated to cost \$1,164,379; and

WHEREAS, Calumet County negotiated and entered into jurisdiction transfer agreements in the year 2014 with the Village of Harrison and the City of Menasha, whereby upon the reconstruction of CTH LP the County would transfer ownership of the road to the village and city; and

WHEREAS, The State of Wisconsin requested Calumet County to defer reconstruction of CTH LP until the year 2019, in that it would provide better traffic flow as the reconstruction of Oneida Street project and WIS 441 project were scheduled to occur at the same time; and

WHEREAS, The letting of bids for the project occurred on November 13, 2018 with construction to begin in April of 2019 and the County being notified by the State of Wisconsin that the bids were 17.1% over the engineer's estimate. The County's share of the project would increase by \$881,893 and the federal share of the project would increase by \$55,660; and

WHEREAS, The County Administrator, in consultation with the Chairman of the County Board and the Highway Committee, executed the bid award contract within the 30 day requirement imposed by the State of Wisconsin bid documents; and

WHEREAS, The Finance Director has determined that there will be sufficient funds available within the County Sales Tax fund to absorb this project cost increase within the 2019 budget.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled that the following budget amendments be made:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
Increase:		
County Sales Tax Fund		
603-0000	County Sales Tax Revenue	\$ 881,893.
0220-546-0880	Highway CTH LP Project	881,893.
Increase:		
Highway Operations Fund		
647-0000	County Trunk Highway Revenue	881,893.
776-0390	CTH LP Operating Expense	881,893.

Dated this 21st day of May 2019.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 HARTL			
9 HOFBERGER			
10 KARTH			
11 KLECKNER			
12 LA SHAY			
13 LAUGHRIN			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

Merlin Gentz

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

Tom Stoffel

AND THE HIGHWAY COMMITTEE

Kenneth Draheim

Joseph Mueller

Ronald Dietrich

Bill Barribeau

Matthew Budde

COUNTERSIGNED BY

Alice Connors, County Board Chair

RESOLUTION 2019-xx

RESOLUTION AMENDING THE 2019 BUDGET FOR THE ELIMINATION OF COUNTY TRUNK HIGHWAY "N" PROJECT AND THE RECONSTRUCTION OF COUNTY TRUNK HIGHWAY "E" PROJECT

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

WHEREAS, Calumet County's 2019 budget included \$505,908 for the resurfacing of County Trunk Highway (CTH) N with funding provided by County sales tax; and

WHEREAS, The pedestrian design for CTH N has been delayed and reconstruction of the road isn't anticipated until the year 2020; and

WHEREAS, The 2020 capital improvement projects (CIP) included the reconstruction of a portion of CTH E with additional financing from the State of Wisconsin – County Highway Improvement Program (CHIP); and

WHEREAS, The State of Wisconsin is willing to amend their CHIP financing of the CTH E project to begin in the year 2019; and

WHEREAS, The Highway Committee and the Administrative Services Committee have reviewed and approved the request of the Highway Commissioner, to cancel the CTH N project in the 2019 budget and move the CTH E project from the 2020 budget CIP into the 2019 budget.

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled that the following budget amendments be made:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
County Sales Tax Fund:		
0220-546-0880	Highway CTH N Project (Expense)	\$(505,908.)
0220-546-0880	Highway CTH E Project (Expense)	505,908.
Highway Operations Fund:		
647-0000	State CHIP Projects (Revenue)	\$122,420.
761-0390	CTH Hot Mix (Expense)	122,420.

Dated this 21st day of May 2019.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz

Ronald Dietrich

Bill Barribeau

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

	YES	NO	A
1 BARRIBEAU			
2 BUDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 HARTL			
9 HOFBERGER			
10 KARTH			
11 KLECKNER			
12 LA SHAY			
13 LAUGHRIN			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

Patrick Laughrin

Pete Stier

Mary Schwalenberg

Tom Stoffel

AND THE HIGHWAY COMMITTEE

Kenneth Draheim

Joseph Mueller

Ronald Dietrich

Bill Barribeau

Matthew Budde

COUNTERSIGNED BY

Alice Connors, County Board Chair

LIS PENDENS FILED	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
JANUARY	11	15	16	11	5	7	9	3	2	3
FEBRUARY	15	8	23	12	6	4	6	5	5	2
MARCH	10	14	10	8	2	3	4	6	4	7
APRIL	17	10	21	14	7	9	8	7	6	9
MAY	18	8	23	6	5	7	3	3	2	
JUNE	16	7	11	4	4	7	6	3	4	
JULY	15	14	10	11	6	1	3	6	9	
AUGUST	17	11	11	6	8	7	6	6	6	
SEPTEMBER	15	11	18	9	5	3	3	11	2	
OCTOBER	19	9	7	8	7	7	8	6	4	
NOVEMBER	8	7	10	10	5	8	5	6	2	
DECEMBER	11	8	6	8	2	8	4	6	2	
TOTALS:	172	122	166	107	62	71	65	68	48	21
12 Month Average:	14	10	14	9	5	6	5	6	4	4

WARRANTY DEEDS	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
JANUARY	34	30	57	70	66	65	57	88	65	60
FEBRUARY	33	28	52	63	54	60	62	62	60	57
MARCH	56	42	48	67	53	78	72	62	85	71
APRIL	71	36	75	67	105	85	115	100	114	99
MAY	71	46	92	103	96	86	118	108	119	
JUNE	87	78	84	109	118	157	159	144	127	
JULY	67	60	85	120	87	142	122	111	117	
AUGUST	50	69	79	89	97	115	133	125	120	
SEPTEMBER	46	59	75	99	95	115	122	122	105	
OCTOBER	42	46	94	95	85	78	97	104	125	
NOVEMBER	57	56	73	86	64	65	108	102	104	
DECEMBER	45	57	66	68	77	76	90	81	71	
TOTALS:	659	607	880	1036	997	1122	1255	1209	1212	287
12 Month Average:	55	51	73	86	83	94	105	101	101	98

MORTGAGES	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
JANUARY	234	298	255	306	139	171	135	211	184	123
FEBRUARY	221	180	283	265	129	160	166	163	125	131
MARCH	265	191	379	226	149	218	180	177	172	159
APRIL	276	200	331	306	188	273	236	210	198	207
MAY	228	266	294	295	196	249	248	229	231	
JUNE	277	213	329	329	231	280	299	263	219	
JULY	245	207	325	302	192	274	223	246	207	
AUGUST	357	234	364	279	227	262	312	265	202	
SEPTEMBER	402	283	326	223	239	244	267	210	180	
OCTOBER	396	328	366	205	214	224	247	240	213	
NOVEMBER	468	341	327	204	156	173	274	229	168	
DECEMBER	355	281	311	168	205	200	218	200	130	
TOTALS:	3724	3022	3890	3108	2265	2728	2805	2643	2229	620
12 Month Average:	310	252	324	259	189	228	234	220	186	181



Tamara Alten
Register of Deeds

DOCUMENT STATISTICS	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
JANUARY	826	889	938	913	845	1,027	860	1,023	600	595	546	719	648	602
FEBRUARY	784	853	1,039	1,171	722	706	884	882	494	542	564	553	535	471
MARCH	1,131	1,057	1,244	1,218	872	700	1,065	834	535	687	593	603	616	488
APRIL	1,031	1,002	1,201	1,256	888	622	1,021	926	649	799	770	668	729	695
MAY	1,149	961	1,133	1,339	814	770	1,012	999	644	794	791	749	778	
JUNE	1,144	1,293	1,000	1,486	1,005	768	970	999	744	952	955	794	790	
JULY	1,130	1,039	957	1,229	878	667	1,054	1,043	725	924	758	761	742	
AUGUST	1,115	1,147	824	973	1,218	770	1,109	929	708	835	913	836	720	
SEPTEMBER	953	838	854	951	1,105	764	973	827	782	833	822	740	640	
OCTOBER	1,094	917	963	947	1,126	944	1,123	744	742	764	754	798	772	
NOVEMBER	989	809	644	860	1,313	999	1,030	699	567	615	852	775	640	
DECEMBER	887	872	623	894	1,090	905	1,015	607	644	671	731	674	523	
TOTALS:	12,233	11,677	11,420	13,237	11,876	9,642	12,116	10,512	7,834	9,011	9,049	8,670	8,133	2,256
12 Month Average:	1,019	973	952	1,103	990	804	1,010	876	653	755	754	723	677	655

RESOLUTION 2019-xx

RESOLUTION AUTHORIZING SUBMITTAL OF DNR WISCONSIN ASSESSMENT MONEY (WAM) CONTRACTOR SERVICES AWARD

To the Honorable Chair and Board of Supervisors of Calumet County, Wisconsin:

Motion:	Adopted: <input type="checkbox"/>
1 st _____	Lost: <input type="checkbox"/>
2 nd _____	Tabled: <input type="checkbox"/>
Yes: _____ No: _____	Absent: _____
Number of votes required:	
<input type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tonerelli Corp Counsel

WHEREAS, Calumet County recognizes that the environmental assessment of brownfields is an important part of protecting Wisconsin's resources; and

WHEREAS, Calumet County will allow employees from the Department of Natural Resources access to inspect the award site and award records for the property located at N3503 Hwy 55, Chilton, WI; and

WHEREAS, There is no financial impact to Calumet County.

NOW, THEREFORE, BE IT RESOLVED, By the Board of Supervisors of Calumet County herein assembled that Calumet County requests services and assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and will comply with state and federal rules for the program.

BE IT FURTHER RESOLVED, That the County's Community Economic Development Director be authorized to act on behalf of Calumet County to: submit an application to the State of Wisconsin for contractor services under the WAM program, sign documents, and take necessary action to comply with approved award activities.

Dated this 21st day of May 2019.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DEITER			
5 DIETRICH			
6 DRAHEIM			
7 GENTZ			
8 HARTL			
9 HOFBERGER			
10 KARTH			
11 KLECKNER			
12 LA SHAY			
13 LAUGHRIN			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STECKER			
18 STIER			
19 STILLMAN			
20 STOFFEL			
21 WEINBERGER			

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg

Tom Stoffel

COUNTERSIGNED BY

Alice Connors, County Board Chair