

**ADMINISTRATIVE SERVICES COMMITTEE  
TUESDAY, JANUARY 8, 2019  
8:30 A.M.**

**COMMITTEE MEMBERS PRESENT:** Chair Merlin Gentz, Supervisors Bill Barribeau, Ronald Dietrich, Patrick Laughrin, Mary Schwalenberg and Pete Stier.

**COMMITTEE MEMBER EXCUSED:** Supervisor Tom Stoffel.

**OTHERS PRESENT:** Corporation Counsel, Kimberly Tenerelli; Human Resources Director, Michelle Wright; Finance Director, Dan De Bonis; Information Technology Director, Howard Mezera; Treasurer, Mike Schlaak (arrived at 8:50 A.M.); Facilities Director, Adam Hernke; Register of Deeds, Tami Alten and County Clerk, Beth A. Hauser.

Roll call was taken and all members reported present, except for Supervisor Stoffel, who was excused.

The Pledge of Allegiance was recited.

**APPROVAL OF AGENDA:**

**Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES:**

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the November 13, 2018 meeting as presented. Motion carried unanimously.

**REPORT OF DEPARTMENTS:**

❖ **COUNTY CLERK**

- A. Beth provided an update on elections to the Committee. In 2018, there were six elections run in Calumet County, which included the Special Primary and Special Election for Senate District 1. There will only be two elections in 2019 – a primary for Village of Harrison Trustee and Kaukauna School Board Member on February 19, 2019, and a Spring Election on April 2, 2019.

The County Clerk's Office also conducted a post-election equipment audit for three municipalities at the end of 2018. The audits were all favorable.

- B. Beth reported on the new mail process being utilized by the County in 2019. After careful review, it was decided to utilize United Mailing Services (UMS) in 2019 to take advantage of bulk mailing rates. Mail is still brought to the County Clerk's Office, where it is bundled and picked up by UMS for processing. All mail goes out the same day of pickup. The process will be reviewed at budget time and a decision will be made to keep this process or look into leasing a postage meter again.

❖ **DEPARTMENT OF ADMINISTRATION**

- A. Michelle Wright provided a hiring update to the Committee: there were eight positions recently filled and a number of accepted offers awaiting background checks. Interviews and testing are ongoing for several positions.

❖ **FINANCE**

- A. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution to settle accounts not to exceed \$10,000 and to forward to the next County Board meeting for action. Motion carried unanimously.
- B. **Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the 2018 budget transfer of \$85,236 from General Fund PTO to PEHP as outlined on the spreadsheet that was provided to the Committee. Motion carried unanimously.
- C. Dan reviewed state/federal grants and aids trends for the fiscal years 2007 – 2017 with the Committee.
- D. Dan explained the claim of the City of Chilton’s workers compensation carrier to the Committee. The carrier is requesting \$5,858.82 for injuries sustained to a City of Chilton Employee that assisted in a traffic accident on Highway 57. General discussion. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve payment of the claim. Motion carried unanimously.
- E. Dan reviewed the Investment Report dated November 30, 2018 with the Committee; a copy of which is in the file and made a part of the record. Total County Investments were \$18,662,996.41. County Sales Tax Collections for 2018 totaled \$2,002,954.41.

❖ **REGISTER OF DEEDS**

- A. Tami reviewed the Register of Deeds statistical report with the Committee, a copy of which is in the file and made a part of the record.

**NEXT MEETING DATE:**

The next regular meeting date will be February 12, 2019 at 8:30 A.M.

**ADJOURNMENT:**

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to adjourn the meeting at 9:12 A.M. Motion carried unanimously.

Beth A. Hauser,  
Recording Secretary