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Administrative Services Committee Agenda

DATE: Tuesday, January 14, 2020
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
- 4.1. [20191210 Amended ADM SVCS Minutes](#)
5. PETITIONS
6. COMMUNICATIONS
7. PUBLIC PARTICIPATION
8. SUPERVISOR REPORTS

4 - 5

9. SPECIAL BUSINESS

- 9.1. Discuss the annual review process for the County Administrator

10. DEPARTMENTAL REPORTS

10.1. DEPARTMENT OF ADMINISTRATION

- Review and Approve Resolution for Elected Officials for the Years 2021-2024
- Building Projects update
- Hiring update

6 - 8

10.2. FINANCE DEPARTMENT

- Review and Approve amendment of the 2020 budget to reflect the grant award of \$11,209 from Wisconsin Emergency Management for the March 5th and November 10, 2020 table top and functional exercises
- Review and approve resolution to settle accounts not exceeding \$10,000
- Review and approve 2019 budget transfers to reflect the annual employee PTO to PEHP conversions
- Review Investment Report(s).

[RES 2019-xx Settle Accts not exceeding \\$10000 1-20
2019 PTO to PEHP Budget Trsf](#)

10.3. COUNTY TREASURER

- 2015 Tax foreclosure process update
- Update on property acquired through tax foreclosure (N3503 Hwy. 55, Town of Stockbridge)

10.4. COUNTY CLERK

- Discuss election conference recently attended
- Update on election equipment and Spring Primary
- Discuss pending marriage license legislation

11. NEXT REGULAR MEETING DATE

February 11, 2020

12. 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

AMENDED Minutes

Tuesday, December 10, 2019

The Administrative Services Committee of Calumet County was called to order on Tuesday, December 10, 2019, at 8:30 AM, in Room 017, Calumet County Courthouse.

1 ROLL CALL

Members present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Patrick Laughrin, Mary Schwalenberg, Peter Stier and Tom Stoffel.

Staff and others present: County Board Chair Alice Connors; County Administrator Todd Romenesko; Finance Director Dan De Bonis; Community Economic Development Director Mary Kohrell; Interim Information Technology Director John Anderson; Corporation Counsel Kimberly Tenerelli; Sheriff Mark Wiegert; Human Resources Director Michelle Wright; and Facilities Director Adam Hernke.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the Minutes of the November 12, 2019 meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

The following supervisors reported to the Committee:

Supervisor Connors - to alert people on the Refugee Act (Federal legislation)

Supervisor Schwalenberg - census update and the complexity of families and claiming children on the census

Supervisor Gentz - County Administrator's Performance Review will be taking place over the next couple of months; similar to prior reviews

6 SPECIAL BUSINESS

- a) The Resolution Appointing a Humane Officer was discussed by the Committee. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution as presented, and to forward it to the full County Board at its December meeting for consideration. Motion carried unanimously.

7 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- Michelle Wright presented the salary grade change of the Desktop Support Specialist position in the Information Technology Department, which would be effective upon approval. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the salary grade change of the Desktop Support Specialist as presented. Motion carried unanimously.
- Michelle reviewed the Birth to Three and CLTS Supervisor Position Description and Resolution Creating 1.0 Full-Time Equivalent (FTE) in the Department of Health and Human Services with the Committee. **Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the position description and the Resolution, and to forward the Resolution to the full County Board at its December meeting for consideration. Motion carried unanimously.
- Michelle provided a hiring update to the Committee.

b) FINANCE DEPARTMENT

- Dan De Bonis reviewed the Investment Report dated November 30, 2019 with the Committee. Total county investments were \$32,698,061. Sales tax collected to date was \$3,700,534.91.

8 NEXT REGULAR MEETING DATE

January 14, 2020 at 8:30 A.M.

9 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:08 A.M.

Daniel De Bonis, Recording Secretary

DD:bh

RESOLUTION 2019-XX

RESOLUTION AUTHORIZING THE ADMINISTRATIVE SERVICES COMMITTEE TO SETTLE ACCOUNTS NOT EXCEEDING TEN THOUSAND DOLLARS (\$10,000)

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 checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____	Kimberly Tenerelli Corp Counsel

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

WHEREAS, Wisconsin Statute 59.52(12)(a) requires the County Board, by resolution, to authorize a committee of the County Board to settle accounts under a certain amount; and

WHEREAS, The Administrative Services Committee has reviewed said Wisconsin Statute.

NOW, THEREFORE, BE IT RESOLVED By the Calumet County Board of Supervisors herein assembled, hereby authorize the Administrative Services Committee to settle all current accounts, claims, demands or causes of action against the County, not to exceed ten thousand dollars (\$10,000).

BE IT FURTHER RESOLVED That all accounts, claims, demands or causes of action against the County exceeding ten thousand dollars (\$10,000) be approved by the Calumet County Board.

Dated this 21st day of January 2020.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Patrick Laughrin

	YES	NO	A
1 BARRIBEAU			
2 BUDDÉ			
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 VACANT			

Tom Stoffel

Pete Stier

Mary Schwalenberg

COUNTERSIGNED BY

Alice Connors, County Board Chair

**Calumet County, Wisconsin
General Fund PTO to PEHP Budget Transfer
For the Year Ending December 31, 2019
Per the authority granted under State Statute 65.90(5)(b) and Resolution 2019-02**

Transfer From:

0100-08-518-515-000-0000	Contingency Fund	89,586.05
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Transfer To:

0100-08-519-515-011-0110	Finance - FT Wages	6,723.00
0100-09-515-514-011-0110	IS - FT Wages	3,586.50
0100-09-517-514-011-0110	PRM - FT Wages	1,951.50
0100-10-510-514-011-0110	Co. Admin. - FT Wages	8,816.21
0100-10-734-563-011-0110	Community Develpmnt - FT Wages	3,365.25
0100-10-734-563-011-0113	Community Develpmnt - PT Wages	972.75
0100-11-502-512-011-0110	Circuit Court - FT Wages	5,757.15
0100-12-507-513-011-0110	District Attorney - FT Wages	1,951.50
0100-12-508-513-011-0113	Victim Witness - PT Wages	4,636.50
0100-15-526-517-011-0110	Real Property Lister - FT Wages	1,908.00
0100-16-562-549-011-0110	Corporation Counsel - FT Wages	1,038.20
0100-17-529-514-011-0110	Personnel - FT Wages	4,046.63
0100-22-594-563-011-0110	Planning - FT Wages	5,184.89
0100-23-571-552-011-0110	Parks - FT Wages	3,114.75
0100-24-579-556-011-0110	UW Ext. - FT Wages	972.75
0100-25-582-561-011-0110	LWCD - FT Wages	2,772.70
0100-28-524-516-011-0110	Maintenance - FT Wages	2,136.75
0100-40-530-521-011-0110	Sheriff Admin - FT Wages	12,668.48
0100-40-542-526-011-0110	Sheriff Radio - FT Wages	14,189.04
0100-40-543-527-011-0110	Sheriff Jail - FT Wages	3,793.50
		<u>89,586.05</u>