Administrative Services Committee Agenda

DATE: Tuesday, January 14, 2020
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

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
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

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.
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)

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

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Motion: 
1st
2nd
Yes: 
No: 
Absent: 

Number of votes required: 
Majority 
Two-thirds 
Reviewed by: 
Kimberly Tenerelli Corp Counsel

1  BARRIBEAU
2  BUDDE
3  CONNORS
4  DEITER
5  DIETRICH
6  DRAHEIM
7  GENTZ
8  MARTL
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

FINANCE DEPARTMENT Review and Approve amendment of the 2020 budget to re...
AGENDA ITEM #10.2.

FINANCE DEPARTMENT Review and Approve amendment of the 2020 budget to re...
### 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

**Transfer To:**
- 0100-09-515-514-011-0110 IS - FT Wages 6,723.00
- 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 Devlpmnt - FT Wages 3,365.25
- 0100-10-734-563-011-0113 Community Devlpmnt - 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

**Total:** 89,586.05

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**AGENDA ITEM #10.2.**

FINANCE DEPARTMENT Review and Approve amendment of the 2020 budget to re...