

The Administrative Services Committee of Calumet County was called to order on Tuesday, January 14, 2020, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Members present:** Chair Gentz, Supervisors Barribeau, Dietrich, Laughrin, Schwalenberg, Stier, and Stoffel

**Staff and others present:** Alice Connors, County Board Chair; Todd Romenesko, County Administrator; Dan De Bonis, Finance Director; Michelle Wright, Human Resources Director; Adam Hernke, Facilities Director; Mike Schlaak, Treasurer; Mark Wiegert, Sheriff; Bernie Sorenson, Emergency Management Coordinator; and Beth Hauser, County Clerk.

**2 PLEDGE OF ALLEGIANCE**

**3 APPROVAL OF AGENDA**

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the minutes of the December 2019 meeting as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

- Supervisor Barribeau reported on a Group Health Trust meeting he recently attended.

**6 SPECIAL BUSINESS**

- a) **Discuss the annual review process for the County Administrator** - There was a discussion regarding the review process for the County Administrator. A memo from Chair Connors was provided to the Committee, a copy of which is attached to the Minutes and made a part of the record. Supervisors and Department Heads will be asked to complete a confidential review and return it to the County Clerk by the end of January in sealed envelopes to be provided to Chair Connors.

**Moved** by Supervisor Dietrich and seconded by Supervisor Stier to move forward with memo as revised at the meeting and to bring this forward to the full County board at its January meeting. Motion carried unanimously.

[Memo from Chair Connors re Co Adm Performance Review](#)

## 7 DEPARTMENTAL REPORTS

### a) DEPARTMENT OF ADMINISTRATION

1. **Review and Approve Resolution for Elected Officials for the Years 2021-2024** - Michelle Wright reviewed the draft resolution with the Committee.

**Moved** by Supervisor Barribeau and seconded by Supervisor Stier to approve the resolution and forward it to the County Board at its January meeting for approval.

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to revise the resolution to make it 3% increase each year of the resolution. On the call of the ayes and nays, the following was the result: 7 votes: 4 ayes, 3 nays (Dietrich, Laughrin and Stoffel). The amendment passed.

On the call of the ayes and nays to adopt the amended resolution, the following was the result: 7 votes: 6 ayes, 1 nay (Laughrin). Resolution will be forward to the County board at its January meeting.

2. **Building Projects update** - Adam Hernke updated the Committee on the status of the building projects currently taking place at the Courthouse. Jail footings are being poured this week. Some unsuitable soils were found while digging for the new jail building. Some of the electrical and plumbing has been installed in the current jail for future use. On the 3rd floor, some of the main ducts have been assembled and are hung. Demolition is at about 70%. Some asbestos was found in the flooring and options are being looked at for removal or encapsulation.

3. **Hiring update** - Michelle Wright provided a hiring update to the Committee. There are currently 14 open positions. The complete report will be included in the County Administrator's Report provided with the January County Board meeting agenda.

[Resolution - Elected Salaries \(2021-2024\)](#)

### b) FINANCE DEPARTMENT

1. **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 - Dan De Bonis explained the amendment of the 2020 Budget to reflect the grant award. **Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the amendment to the 2020 budget as presented. Motion carried unanimously.

Bernie Sorenson left the meeting at 9:21 AM.

2. **Review and approve resolution to settle accounts not exceeding \$10,000** - Dan reviewed the resolution to settle accounts not exceeding \$10,000 with the Committee. General discussion. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution and to forward it to the January County Board meeting for County Board approval. Motion carried unanimously.

3. **Review and approve 2019 budget transfers to reflect the annual employee PTO**

**to PEHP conversions** - Dan reviewed the requested budget transfers as outlined on the spreadsheet provided with the Agenda. General discussion. **Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the transfers as presented. Motion carried unanimously.

4. **Review Investment Report** - Dan reviewed the December 31, 2019 Investment Report with the Committee. Total county investments were \$30,039,809.72 and sales tax collected in 2019 was \$3,991,487.23.

[RES 2019-xx Settle Accts not exceeding \\$10000 1-20](#)

[2019 PTO to PEHP Budget Trsf](#)

[December 2019 INVESTMENT REPORT](#)

c) **COUNTY TREASURER**

1. **2015 Tax foreclosure process update** - Mike updated the Committee on the status of the 2015 tax foreclosure process. There are currently 12 properties left for redemption. Should have title searches back around March 1.

2. **Update on property acquired through tax foreclosure** (N3503 Hwy. 55, Town of Stockbridge) - Mike informed the Committee that hazardous substances/chemicals have been completely removed from the property. We are now transitioning from EPA being onsite to DNR now being onsite. Next critical step is identifying areas of the property that have asbestos and lead paint. Phase 1 of DNR should be completed within the next 90 days.

d) **COUNTY CLERK**

1. **Discuss election conference recently attended** - Beth reported she was in Washington DC from December 7-10, 2019 to meet with members of the Democracy Fund, a nonpartisan agency tasked with making the election process better for the voter, as well as several election officials from across the nation. There were many takeaways from the conference, but the most valuable was networking with other election officials.

2. **Update on election equipment and Spring Primary** - Beth informed the committee that new election equipment was installed and training was provided in November to the municipal clerks and chief inspectors. The new reporting software, servers and workstations were installed on January 9th and training will need to occur soon as there is a February primary for Justice of the Supreme Court, City of Appleton Mayor, City of New Holstein Mayor and Kimberly School District. There are no contested races for supervisors, plus there are two districts that have no candidates at all.

3. **Discuss pending marriage license legislation** - Beth reported there is pending legislation that would change how marriage licenses are issued. If passed without revisions, couples could go anywhere in the state to apply (currently must apply in county of residence), licenses would be valid for 60 days (currently 30), licenses could be filed in any county of the state after the marriage (currently filed in the county of marriage), and the waiting period after a divorce would be removed entirely (currently a six-month waiting period).

February 11, 2020 at 8:30 AM

**9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:56 A.M.



Alice Connors, County Board Chair

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Fax: (920) 849-1469

Email: [alice.connors@calumetcounty.org](mailto:alice.connors@calumetcounty.org)

County Board

**TO:** Calumet County Supervisors, Department Heads (Including the elected officials)

**FROM:** Alice Connors, County Board Chair

**SUBJECT:** Annual Performance Review Procedures for the County Administrator

**DATE:** Tuesday, January 21, 2020

The Administrative Services Committee is in the process of conducting its annual performance review of the County Administrator for 2019. Since you work closely with the Administrator, as together, we carry out the Strategic Plan for Calumet County; we are requesting your input on what have been the positive aspects of the performance of the Administrator as he has provided the leadership in carrying forward the Strategic Plan? If you have suggestions as to how performance might be altered to improve the implementation of the Strategic Plan, we would appreciate those suggestions as well. Include a note with your feedback as to whether or not we may share your name, if needed, when providing performance feedback to the Administrator during the review.

We ask that you forward your comments by January 28, 2020, to me. You may do this via email or, if you would prefer, you may place your comments in a sealed envelope and give it to the County Clerk, Beth Hauser. She, in turn will provide me with the comments in the sealed envelopes.

On January 30, I, along with the County Board Vice Chairs, will meet with the Administrator to conduct the actual performance evaluation. A written report will be developed and presented to the Administrative Services Committee, for their action, at their meeting on Tuesday, February 11, 2020. The action of the Administrative Services Committee will be reported to the Calumet County Board at their meeting on Tuesday, February 18, 2020.

Thank you for your assistance.

*Attachment*



[www.calumetcounty.org](http://www.calumetcounty.org)

**RES 2019-xx  
RESOLUTION AUTHORIZING SALARIES FOR  
ELECTED OFFICIALS FOR THE YEARS 2021-2024**

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

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	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

**WHEREAS**, Pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to the earliest time for filing nomination papers for the county elective office; and

**WHEREAS**, The Board desires to establish the total annual compensation, which is separate and distinct from the fringe benefits offered by the County to elected officials, for the upcoming four-year term for the County Clerk, County Treasurer and Register of Deeds; and

**WHEREAS**, Said fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law; and

**WHEREAS**, The 2020 total annual compensation for the County Clerk, County Treasurer and Register of Deeds is \$69,340; and

**WHEREAS**, As part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and each elected official is required to pay their share of the total WRS required contribution. Calumet County will pay only its share of the total required WRS contribution. It is expressly recognized that these shares may change, when the required WRS rate is adjusted, as authorized by law; and

**WHEREAS**, As part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial County employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Supervisors herein assembled approves the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this Resolution:

	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 VACANT – DIST 3			

Position	2021	2022	2023	2024
County Clerk	\$71,420	\$72,848	\$74,305	\$75,791
County Treasurer	\$71,420	\$72,848	\$74,305	\$75,791
Register of Deeds	\$71,420	\$72,848	\$74,305	\$75,791

**BE IT FURTHER RESOLVED** That the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law. Each elective official is required to pay their share of the total WRS required contribution. Calumet County will pay only its share of the total required WRS contribution. It is expressly recognized that these shares may change, when the required WRS rate is adjusted, as authorized by law. These contributions will be pre-tax.

The aforementioned county elected officials are entitled to participate in the County's health insurance program subject to the terms and conditions of the program, which may be modified from time-to-time by the Calumet County Board of Supervisors, under the same terms and conditions (e.g. premium contributions, co-pays, deductibles, etc.) as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.

Each elected official is eligible for, and may elect to participate in, the fringe benefit package provided to full-time non-represented employees of Calumet County, and are subject to any revisions thereto. Such eligibility and participation is subject to the same terms and conditions as full-time non-represented employees of Calumet County.

It will be the responsibility of the elected official for licensures, membership fees, and professional registry.

Dated this 21<sup>st</sup> day of January 2020.

**INTRODUCED BY THE  
ADMINISTRATIVE SERVICES COMMITTEE**

\_\_\_\_\_  
Merlin Gentz, Chair

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Bill Barribeau

\_\_\_\_\_  
Patrick Laughrin

\_\_\_\_\_  
Pete Stier

\_\_\_\_\_  
Mary Schwalenberg

\_\_\_\_\_  
Tom Stoffel

**COUNTERSIGNED BY**

\_\_\_\_\_  
Merlin Gentz, County Board Vice Chair



**RESOLUTION 2019-XX**

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

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1 <sup>st</sup> _____	Lost: <input type="checkbox"/>
2 <sup>nd</sup> _____	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>

CALUMET COUNTY  
INVESTMENT REPORT  
December 31, 2019

General Investments				Int	
Financial Inst.	Dated	Due	Rate	Rate	Amount
Nicolet National Bank - MM Acct		Dec.	Rate	0.20%	145,412.06
Nicolet National Bank - ICS Account		Dec.	Rate	1.24%	3,536,686.32
Local Gov Invest Pool		Dec.	Rate	1.63%	5,680,597.71
Associated Bank MM Acct*		Dec.	Rate	1.51%	1,033,345.24
BMO CDBG Planning Grant		Dec.	Rate	0.00%	100.00
BMO Savings Account*		Dec.	Rate	2.04%	366,698.44
BMO Harris Financial Advisors		Dec.	Rate	1.84%	<u>6,566,261.92</u>
Sub-Total General Investments					<u>\$17,329,101.69</u>
 Bond Proceed Investments					
BMO Harris Savings Account*		Dec.	Rate	1.78%	3,610,708.03
BMO Harris Collateralized CD	09/09/19	1/9/2020		1.83%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	2/9/2020		1.77%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	3/9/2020		1.72%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	4/9/2020		1.69%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	5/9/2020		1.65%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	6/9/2020		1.62%	1,300,000.00
BMO Harris Collateralized CD	09/09/19	7/9/2020		1.58%	1,300,000.00
Sub-Total Bond Investments					<u>12,710,708.03</u>
Total County Investments					<u>\$30,039,809.72</u>

County Sales Tax Collections\*\* Year To Date \$ 3,991,487.23

\* Collateralized investment

\*\* Represent a cash basis collection