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
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.

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.

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

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:

<table>
<thead>
<tr>
<th>Position</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$71,420</td>
<td>$72,848</td>
<td>$74,305</td>
<td>$75,791</td>
</tr>
<tr>
<td>County Treasurer</td>
<td>$71,420</td>
<td>$72,848</td>
<td>$74,305</td>
<td>$75,791</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$71,420</td>
<td>$72,848</td>
<td>$74,305</td>
<td>$75,791</td>
</tr>
</tbody>
</table>

Motion: Adopted:  
1st  Lost:  
2nd  Tabled:  
Yes: No: Absent:  

Number of votes required: Majority 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 VACANT – DIST 3
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 21st day of January 2020.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Ronald Dietrich

Bill Barribeau

Patrick Laughrin

Pete Stier

Mary Schwalenberg
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
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

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<th>Transfer From:</th>
<th>Contingency Fund</th>
<th>89,586.05</th>
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<tr>
<td>Transfer To:</td>
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<tr>
<td>0100-08-519-515-011-0110</td>
<td>Finance - FT Wages</td>
<td>6,723.00</td>
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<tr>
<td>0100-09-515-514-011-0110</td>
<td>IS - FT Wages</td>
<td>3,586.50</td>
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<tr>
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<td>PRM - FT Wages</td>
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<td>0100-10-510-514-011-0110</td>
<td>Co. Admin. - FT Wages</td>
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<td>0100-10-734-563-011-0110</td>
<td>Community Develpmnt - FT Wages</td>
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<td>0100-10-734-563-011-0113</td>
<td>Community Develpmnt - PT Wages</td>
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<td>0100-11-502-512-011-0110</td>
<td>Circuit Court - FT Wages</td>
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<td>0100-12-507-513-011-0110</td>
<td>District Attorney - FT Wages</td>
<td>1,951.50</td>
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<td>0100-12-508-513-011-0113</td>
<td>Victim Witness - PT Wages</td>
<td>4,636.50</td>
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<td>0100-15-526-517-011-0110</td>
<td>Real Property Lister - FT Wages</td>
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<td>0100-22-594-563-011-0110</td>
<td>Planning - FT Wages</td>
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<td>0100-23-571-552-011-0110</td>
<td>Parks - FT Wages</td>
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<td>0100-24-579-556-011-0110</td>
<td>UW Ext. - FT Wages</td>
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<td>0100-25-582-561-011-0110</td>
<td>LWCD - FT Wages</td>
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<tr>
<td>0100-28-524-516-011-0110</td>
<td>Maintenance - FT Wages</td>
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<td>0100-40-530-521-011-0110</td>
<td>Sheriff Admin - FT Wages</td>
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<td>0100-40-542-526-011-0110</td>
<td>Sheriff Radio - FT Wages</td>
<td>14,189.04</td>
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<tr>
<td>0100-40-543-527-011-0110</td>
<td>Sheriff Jail - FT Wages</td>
<td>3,793.50</td>
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**89,586.05**
<table>
<thead>
<tr>
<th>Financial Inst.</th>
<th>Dated Due</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicolet National Bank - MM Acct</td>
<td>Dec. Rate</td>
<td>0.20%</td>
<td>145,412.06</td>
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<tr>
<td>Nicolet National Bank - ICS Account</td>
<td>Dec. Rate</td>
<td>1.24%</td>
<td>3,536,686.32</td>
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<tr>
<td>Local Gov Invest Pool</td>
<td>Dec. Rate</td>
<td>1.63%</td>
<td>5,680,597.71</td>
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<tr>
<td>Associated Bank MM Acct*</td>
<td>Dec. Rate</td>
<td>1.51%</td>
<td>1,033,345.24</td>
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<td>BMO CDBG Planning Grant</td>
<td>Dec. Rate</td>
<td>0.00%</td>
<td>100.00</td>
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<tr>
<td>BMO Savings Account*</td>
<td>Dec. Rate</td>
<td>2.04%</td>
<td>366,698.44</td>
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<tr>
<td>BMO Harris Financial Advisors</td>
<td>Dec. Rate</td>
<td>1.84%</td>
<td>6,566,261.92</td>
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<td><strong>Sub-Total General Investments</strong></td>
<td></td>
<td></td>
<td><strong>17,329,101.69</strong></td>
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<table>
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<th>Financial Inst.</th>
<th>Dated Due</th>
<th>Rate</th>
<th>Amount</th>
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<tbody>
<tr>
<td>BMO Harris Savings Account*</td>
<td>Dec. Rate</td>
<td>1.78%</td>
<td>3,610,708.03</td>
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<tr>
<td>BMO Harris Collateralized CD 09/09/19 1/9/2020</td>
<td>1.83%</td>
<td>1,300,000.00</td>
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<tr>
<td>BMO Harris Collateralized CD 09/09/19 2/9/2020</td>
<td>1.77%</td>
<td>1,300,000.00</td>
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<tr>
<td>BMO Harris Collateralized CD 09/09/19 3/9/2020</td>
<td>1.72%</td>
<td>1,300,000.00</td>
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<tr>
<td>BMO Harris Collateralized CD 09/09/19 4/9/2020</td>
<td>1.69%</td>
<td>1,300,000.00</td>
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</tr>
<tr>
<td>BMO Harris Collateralized CD 09/09/19 5/9/2020</td>
<td>1.65%</td>
<td>1,300,000.00</td>
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<tr>
<td>BMO Harris Collateralized CD 09/09/19 6/9/2020</td>
<td>1.62%</td>
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<tr>
<td><strong>Sub-Total Bond Investments</strong></td>
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<td></td>
<td><strong>12,710,708.03</strong></td>
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<tr>
<td><strong>Total County Investments</strong></td>
<td></td>
<td></td>
<td><strong>30,039,809.72</strong></td>
</tr>
</tbody>
</table>

**County Sales Tax Collections**

**Year To Date**

$3,991,487.23

* Collaterized investment

** Represent a cash basis collection