



Administrative Services Committee Meeting Minutes

Tuesday, July 13, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, July 13, 2021, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Members Present: Chair Merlin Gentz; Supervisors Barribeau, Dietrich, Karth, Schwalenberg, Stier and Stoffel.

Staff and others Present: County Board Chair Alice Connors; Register of Deeds Tami Alten; IT Director John Anderson; Parks Director Adam Backus; County Clerk Beth Hauser; Facilities Director Adam Hernke; Community Economic Development Director Mary Kohrell; Finance Director David Maccoux; Business Systems Analyst and Communications Manager Matt Payette; County Administrator Todd Romenesko; Treasurer Mike Schlaak; Corporation Counsel Kimberly Tenerelli; Sheriff Mark Wiegert; and Human Resources Director Michelle Wright.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Karth to approve the Minutes of the June 8, 2021 Meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Schwalenberg reported on a TIF District closing in the Village of Hilbert.

6 SPECIAL BUSINESS

- a) **Review and approve resolution authorizing the amendment of the 2021 Budget for the award of the Coronavirus Supplemental Funding Grant - moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the resolution as amended to revise language in the 2nd whereas, and to forward it to the full county board at its July meeting for adoption. Motion carried unanimously.

- b) **Review and approve resolution authorizing the amendment of the 2021 Budget for the award of the NCHIP Livescan Implementation Grant - 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 July meeting for adoption. Motion carried unanimously.

7 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

1. **Review and approve resolution eliminating one FTE Financial Manager in the Health and Human Services Department and replacing with one FTE Accountant position effective upon adoption - moved** by Supervisor Schwalenberg and seconded by Supervisor Barribeau to approve the resolution as presented and to forward it to the full county board at its July meeting for adoption. Motion carried unanimously.
2. **Review and approve resolution amending the 2021 Budget for the expenditure of American Rescue Plan Act Funds - moved** by Supervisor Stier and seconded by Supervisor Karth to approve the resolution as presented and to forward it to the full county board at is July meeting for adoption. Motion carried unanimously.
3. **Redistricting update** - Matt Payette provided a draft timeline for redistricting that will go to the full county board for review and education this month. We have no direction from the state as to how to do redistricting without receiving census data yet, but statutes dictate that it must be completed by December 1, 2021. A copy of the timeline is attached and made a part of the record.
4. **Building projects update** - Adam Hernke provided an update, a copy of which is attached.
5. **Hiring update**- Michelle Wright provided an update, a copy of which is attached.

[Calumet County Redistricting Timeline](#)

[July construction update](#)

[Hiring Updates](#)

b) FINANCE DEPARTMENT

1. **Review December 31, 2020 Financial Results** - David Maccoux, Finance Director, reported that they are finalizing the 2020 audit. Financial statements will be completed by end of month and will be presented at the August committee meeting.
2. **Review the 2022 Budget Instructions and Timetable** - budget instructs and timetable were provided with agenda packet
3. **Review May 2021 Investment Report** - the May Investment Report was provided with agenda packet

c) REGISTER OF DEEDS

1. **Monthly report** - Tami Alten provided a verbal statistical report to the Committee. A written report was provided with the agenda packet.

d) COUNTY TREASURER

1. **Update on 2017 tax foreclosure process** - Mike Schlaak reported that there are 11 properties left to be redeemed, with an October 8 redemption date.
2. **Update on county owned property** - N3503 Hwy. 55, Town of Stockbridge - structures are down and disposed of. Will be applying for grant reimbursement for remaining soil and water testing. Property won't be ready for sale until early 2022.

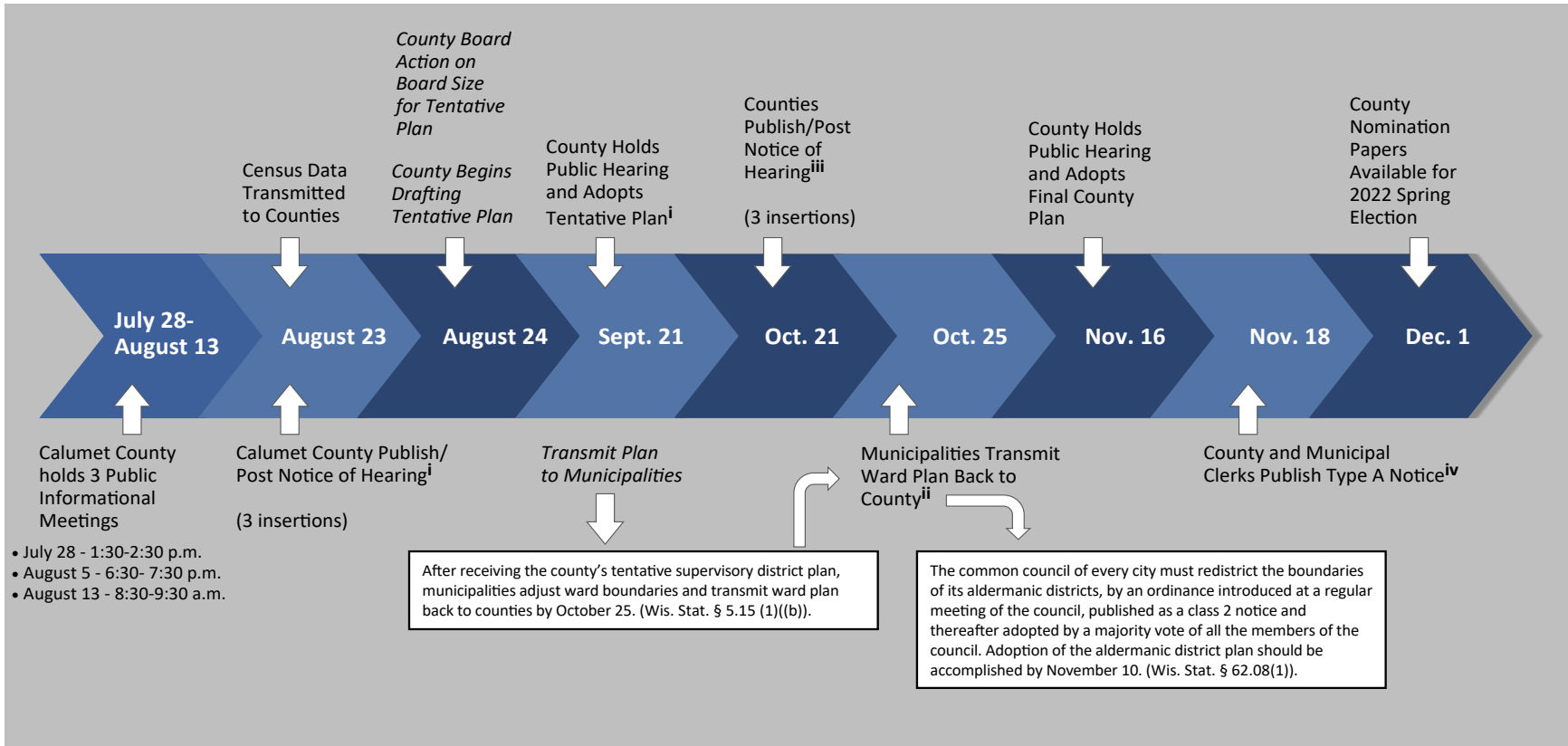
8 NEXT REGULAR MEETING DATE

August 10, 2021 at 8:30 AM

9 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:46 AM.

2021 CALUMET COUNTY AND MUNICIPAL REDISTRICTING TIMELINE



i Wis. Stat. § 59.10(3)(b)1. (NOTE: Publication/posting requirements are being discussed with LRB. Review publication/posting requirements and alternatives under ss. 985.02 and 985.05 with corporation counsel.)

ii Wis. Stat. § 5.15(1)(b).

iii Wis. Stat. § 59.10(3)(b)2. (NOTE: Publication/posting requirements are being discussed with LRB. Review publication/posting requirements and alternatives under ss. 985.02 and 985.05 with corporation counsel.)

iv Wis. Stat. § 10.06(2)(a). Some counties may publish earlier depending upon publication frequency. (NOTE: Elections commission must deliver Type A Notice regarding state offices to county clerk pursuant to Wis. Stat. § 10.06(1)(a))

July construction update

- Water and sewer project around the Courthouse will be completed mid-July
- Exterior finish grades starting early July
- Curb and gutters will start after grade is finishes followed by paving of the parking lots
- Security glass in jail pod will start to be installed
- Kitchen equipment install will start
- Office area is close to 100% complete
- Starting install of security electronics
- Detention furniture is being installed
- Master control case work being installed
- Chillers and air handlers have been started
- Clerk of courts will be moved back to their location end of July

Hiring Updates

Sourcing/Accepting Applications (Open until filled, unless noted):

Full-time/Part-time:

- ❖ Behavioral Health Crisis Supervisor
- ❖ Correctional Officer (Male)
- ❖ Human Services Professional (Behavioral Health Case Manager/Youth CCS Specialty) – 7/26/21
- ❖ Human Services Professional (Family Services Unit)
- ❖ Human Services Professional (Long Term Support)
- ❖ Meal Site Manager (PT)

Casual/Limited-term:

- ❖ Correctional Officer (Male) (Casual)

Seasonal:

- ❖ Ranger/Maintenance Worker (Seasonal)

Hired:

Full-time/Part-time:

- ❖ Correctional Officer (Female) – 7/7/21
- ❖ Deputy Clerk of Court – 7/26/21
- ❖ HHC/Hospice Aide (PT) – 7/7/21
- ❖ HHC/Hospice RN – 7/12/21
- ❖ Human Services Professional (Child Welfare Unit) – 6/9/21
- ❖ Parks Maintenance Worker (Internal Only) – 6/29/21

Casual:

- ❖ Contact Tracer – 6/8/21
- ❖ Dispatcher – 7/3/21
- ❖ HHC/Hospice Aide – 7/13/21