



Beth A. Hauser, County Clerk
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Administrative Services Committee Agenda

DATE: Tuesday, January 11, 2022
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

MEMBERS OF THE PUBLIC:

You may attend the Committee Meeting in person or via WebEx. The telephone number to call is **1-844-992-4726**. You will be asked to enter the following access code: **2484 646 4809**. You will then be asked for a password and you can press the # key on your phone. Please note that all call-in users will be muted upon entering the meeting.

Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

December 14, 2021 Minutes

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4.1. [Administrative Services Committee - 14 Dec 2021 - Minutes - Pdf](#)

5. PUBLIC PARTICIPATION

6. SUPERVISOR REPORTS

7. DEPARTMENTAL REPORTS

8 - 17

7.1. DEPARTMENT OF ADMINISTRATION

1. Discussion and possible action on County Administrator's Annual Performance Evaluation Process
2. Discuss County Services Remodeling Scope and Estimate Report
3. Building Projects update
4. Hiring update

7.2. FINANCE DEPARTMENT

1. Review and approve the resolution re-affirming the County's continuation of Self-Insurance for workers compensation.
2. Review and approve the resolution authorizing the Administrative Services Committee to settle claims not to exceed \$10,000.
3. Review and approve amendment of the 2021 budget for an operating transfer to the highway fund.
4. Review and approve the annual budget transfer for the conversion of paid time off (PTO) to the Post Employment Health Plan (PEHP) Trust.
5. Review December Investment Report (copies to be provided).

[RES 2021-XX Workers Compensation Self Funding JAN 2022](#)

[RES 2021-xx Settle Accts not exceeding \\$10000 JAN 22](#)

[Support for Resolution for Operating Transfer to Highway](#)

[RES 2021-XX Budgetary Transfer for Highway Advance JAN 2022](#)

[2021 PTO to PEHP Budget Trsf](#)

7.3. COUNTY CLERK

1. Update on candidates for April Supervisory Election

8. CLOSED SESSION

- 8.1. • Discussion of land purchase negotiating terms.

The Committee will go into closed session per Wis. Stat. 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

9. RETURN TO OPEN SESSION

- 9.1. The Committee will return to open session for a possible vote on land purchase negotiating terms.

10. SET NEXT REGULAR MEETING DATE

The Legislative Exchange is February 8-9, 2022 and our normal meeting date would be February 8, so *possible* discussion and approval of a new date for February meeting.

11. 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
Minutes**

Tuesday, December 14, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, December 14, 2021, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Committee Member Excused: Supervisor Hope Karth

Staff and others present: County Board Chair Alice Connors; Register of Deeds Tami Alten; IT Director John Anderson; County Clerk Beth Hauser; Facilities Director Adam Hernke; Finance Director David Maccoux; Business Systems Analyst and Communications Manager Matt Payette; County Administrator Todd Romenesko; Treasurer Mike Schlaak; and Corporation Counsel Kimberly Tenerelli.

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 Agenda as amended to correct the next meeting date to January 11, 2022. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the minutes of the November 9, 2021 meeting as presented. Motion carried unanimously.

5 SPECIAL BUSINESS

- a) Kimberly Tenerelli, Corporation Counsel, reviewed the resolution authorizing Calumet County to enter into the Settlement Agreements with McKesson Corporation, Cardinal Health, Inc., Amerisourcebergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., agree to the terms of the MOU allocating settlement proceeds, and authorize entry into the MOU with the Attorney General. General discussion.

Moved by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward it to the full County Board at its December meeting for approval. Motion carried unanimously.

6 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- Todd Romenesko, County Administrator provided a COVID policy update to the Committee as it relates to the recent federal immunization mandate and subsequent stay by a federal judge, and its impact on Calumet County staff.
- Matt Payette, Business Systems Analyst and Communications Manager, provided an update on the American Rescue Plan Program. Background information was provided to the Committee with the agenda packet.
- Matt reviewed a resolution amending the 2021 Budget for the expenditure of American Rescue Plan Act Funds with the Committee. **Moved** by Supervisor Barribeau and seconded by Supervisor Dietrich to approve the resolution and to forward it to the full County Board at its December meeting for approval. Motion carried unanimously.
- Todd Romenesko reviewed Meal Reimbursement Policy Proposed Changes with the Committee. **Moved** by Supervisor Barribeau and seconded by Supervisor Stoffel to approve the proposed changes as presented. Motion carried unanimously.
- The County Services Remodeling Scope and Estimate Report was distributed to and reviewed with the Committee. General discussion.
- Adam Hernke, Facilities Director, provided a building projects update to the Committee. A copy of the report is attached to the Minutes.
- Hiring update is attached to the Minutes.

Supervisor Barribeau left the meeting at 10:20 AM.

[December construction update](#)

b) FINANCE DEPARTMENT

- David Maccoux, Finance Director, reviewed Construction Financial Updates with the committee.
- David reviewed the October and November Investment Reports with the Committee.

c) REGISTER OF DEEDS

- Tami Alten, Register of Deeds, reviewed the latest Statistical Report with the Committee.
- Tami provided Property Fraud Alert information to the Committee.

d) COUNTY TREASURER

- Update on 2017 tax foreclosures - 4 parcels obtained through process
- Update on 2018 tax foreclosures - eligible 9/1/2021 - 25 remaining properties with 16 property owners. Title searches usually come back mid-March.
- Update on properties previously acquired through tax foreclosure (N3503 Hwy 55) - soil borings/testings were taken before Thanksgiving. There are 3 areas that need to be retested and analyzed prior to sale.

- Mike provided a general summary on tax bill generation to educate the committee on the process.

e) **COUNTY CLERK**

- Beth Hauser, County Clerk, provided a 2022 Spring Election Update to the Committee.
- Beth discussed changes to marriage license law (2021 Wisconsin ACT 84), which will take effect on July 1, 2022. Couples will be able to apply in any county, the waiting period will be reduced from 6 days to 3 days, license will be valid for 60 days (was 30 days), active military will need only one witness instead of two, and marriage licenses can be filed in any county after the marriage.

7 NEXT REGULAR MEETING DATE

January 11, 2022 at 8:30 AM

8 ADJOURNMENT

Chair Gentz adjourned the meeting at 11:07 AM.

Beth A. Hauser, Recording Secretary

December

Construction update

- Planning on moving inmates in December
- Once inmates are moved demolition of old jail will start
- Courts area bathrooms and halls to be finished in January
- District Attorneys area to be finished in January.

RESOLUTION 2021-XX

RESOLUTION REAUTHORIZING SELF-INSURANCE UNDER THE WISCONSIN WORKER'S COMPENSATION ACT

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

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

WHEREAS, Calumet County is a qualified political subdivision of the State of Wisconsin, and

WHEREAS, The Wisconsin Worker's Compensation Act (Act) provides that employers covered by the Act either insure their liability with worker's compensation insurance carriers authorized to do business in Wisconsin, or to be exempted (self-insured) from insuring liabilities with a carrier and thereby assuming the responsibility for its own worker's compensation risk and payment, and

WHEREAS, The State and its political subdivisions may self-insure worker's compensation without a special order from the Department of Workforce Development (Department) if they agree to report faithfully all compensable injuries and agree to comply with the Act and rules of the Department, and

WHEREAS, The Administrative Services Committee at its January 11th, 2022 meeting approved the continuation of the self-insured worker's compensation program, in compliance with Wisconsin Administrative Code DWD 80.60(3).

NOW, THEREFORE, BE IT RESOLVED By the Board of Supervisors of Calumet County herein assembled adopts the following:

- (1) Provide for the continuation of a self-insured worker's compensation program that is currently in effect.
- (2) Authorize the County Clerk to forward certified copies of this resolution to the Worker's Compensation Division, Wisconsin Department of Workforce Development.

Dated this 18th day of January, 2022.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

	YES	NO	A
1 <u>BARRIBEAU</u>			
2 <u>BUDDE</u>			
3 <u>CONNORS</u>			
4 <u>DIETRICH</u>			
5 <u>DRAHEIM</u>			
6 <u>GENTZ</u>			
7 <u>HANDSCHKE</u>			
8 <u>HARTL</u>			
9 <u>HOFBERGER</u>			
10 <u>IRWIN</u>			
11 <u>KARTH</u>			
12 <u>KESLER</u>			
13 <u>KLECKNER</u>			
14 <u>MUELLER</u>			
15 <u>SCHUH</u>			
16 <u>SCHWALENBERG</u>			
17 <u>STIER</u>			
18 <u>STILLMAN</u>			
19 <u>STOFFEL</u>			
20 <u>VOIGHT</u>			
21 <u>D14 - VACANT</u>			x

AGENDA ITEM #7.2.

Ronald Dietrich

Pete Stier

Tom Stoffel

Hope Karth

Mary Schwalenberg

COUNTERSIGNED BY

Alice Connors, County Board Chair

RESOLUTION 2021-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, 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 18th day of January, 2022.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Pete Stier

	YES	NO	A
1 BARRIBEAU			
2 BUDDÉ			
3 CONNORS			
4 DIETRICH			
5 DRAHEIM			
6 GENTZ			
7 HANDSCHKE			
8 HARTL			
9 HOFBERGER			
10 IRWIN			
11 KARTH			
12 KESLER			
13 KLECKNER			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STIER			
18 STILLMAN			
19 STOFFEL			
20 VOIGHT			
21 D14 - VACANT			X

Tom Stoffel

Hope Karth

Mary Schwalenberg

COUNTERSIGNED BY

Alice Connors, County Board Chair



206 Court Street
Chilton, WI 53014
Office: (920) 849-1446
Toll Free: (833) 620-2730
Fax: (920) 849-1475

Finance Department

January 11, 2022

Administrative Services Committee and
County Board

We are recommending a budget amendment to approve a \$2,751,894 operating transfer from the County's general fund to the County's highway fund.

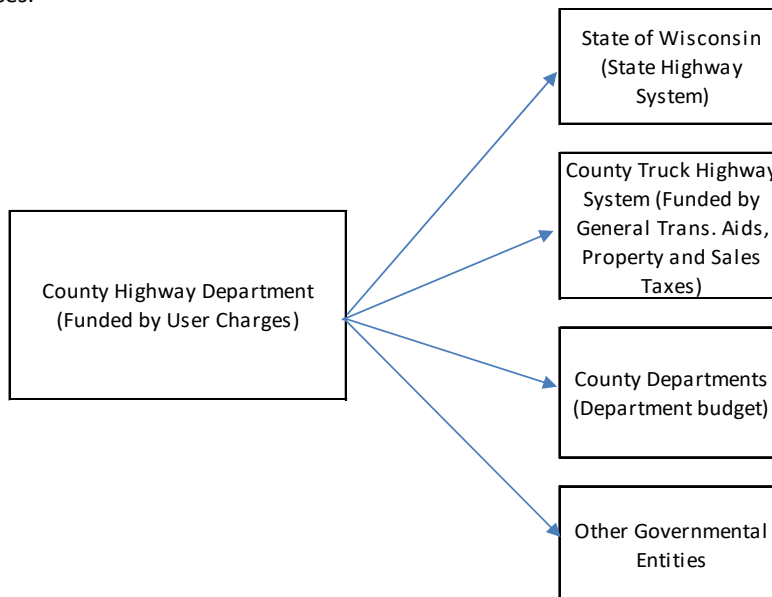
Background

The County's general fund has advanced the highway fund cash of \$3,152,632 as of December 31, 2020 with \$2,751,894 considered the long-term portion. The remaining cash advance was used to finance inventory and accounts receivable balances of the highway operations.

From a fund balance perspective, the long-term portion has already been segregated within the general fund to represent that these funds are not available for expenditure. As a result, this transfer would not have any effect on the County's unassigned general fund balance which stands at 26% of general and special revenue fund expenditures as of December 31, 2020 (County policy requires 15%).

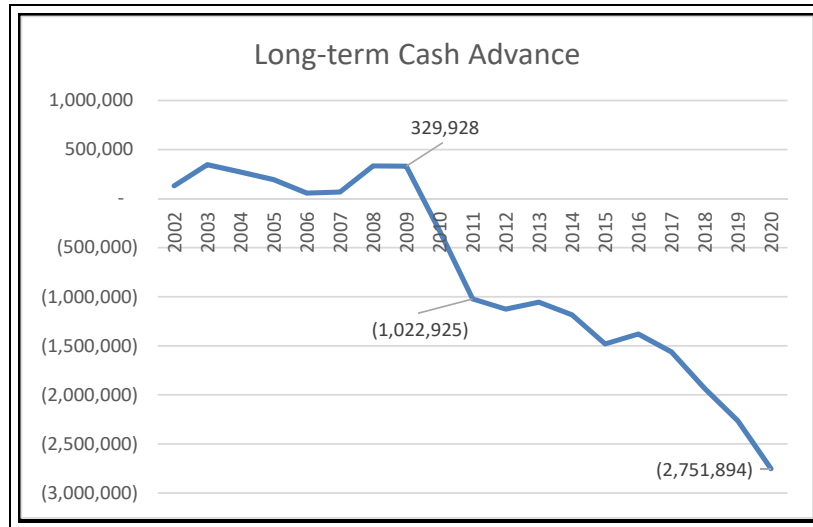
Funding Structure of a County Highway Department

The County's highway department is accounted for as a proprietary fund, funded by user charges, including charges to the County for maintenance and construction of the County trunk highway system. While property taxes are not a direct funding source, the County roads and bridges special revenue fund does rely on property taxes as one of its primary revenue sources.

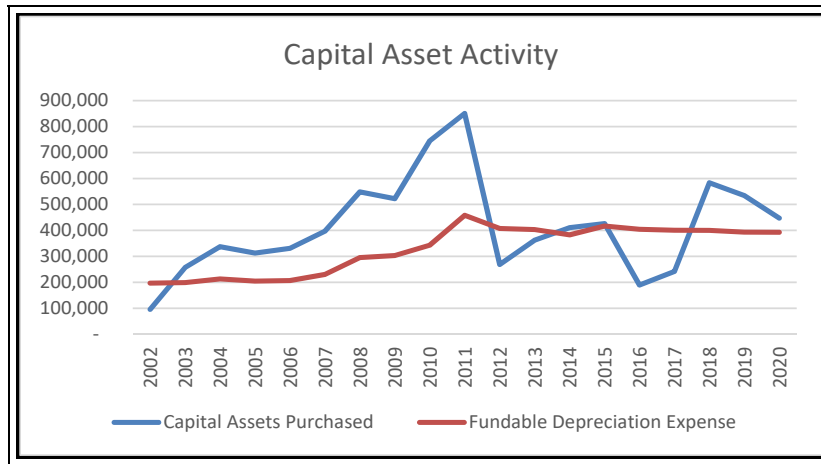


www.calumetcounty.org

The long-term cash deficit within the highway fund has occurred over time, as illustrated below:



There are many factors which lead to the accumulated cash deficit; however, the timing for replacement of machinery and equipment has the most significant impact, as illustrated below:



It is important to understand that replacing machinery and equipment is necessary to maintain a reliable fleet of vehicles to properly perform maintenance responsibilities over the highway system within the County. In addition, depreciation based on historical costs will always be less than future replacement costs due to inflationary impacts.

In addition, it should be pointed out that the increase in long-term cash balances noted above is not directly attributable to the construction of the highway shop. While overall depreciation expense increased by approximately \$160,000 annually once placed in service, this depreciation expense was excluded in the above graph, as the County financed the construction using general obligation debt repaid with property taxes and not highway funds.

Looking Forward

The highway fund operations will generate a cash deficit for 2021 which will be addressed as we close out 2021. Staff within the finance and highway departments have been working very closely during 2021 reviewing operations and equipment strategies with changes to be evaluated moving forward.

RESOLUTION 2021-XX

RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2021 BUDGET FOR AN OPERATING TRANSFER TO THE HIGHWAY FUND

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

Motion:	Adopted:	<input type="checkbox"/>
1 st _____	Lost:	<input type="checkbox"/>
2 nd _____	Tabled:	<input type="checkbox"/>
Yes: _____ No: _____	Absent:	<input type="checkbox"/>
Number of votes required:		
<input type="checkbox"/> Majority	<input checked="" type="checkbox"/> Two-thirds	
Reviewed by:	Kimberly Tenerelli	Corp Counsel

WHEREAS, The Calumet County's General Fund has advanced cash of \$2,751,894 as of December 31, 2020 to the Highway Fund to finance operating and capital outlay expenditures, and

WHEREAS, The Highway Fund does not anticipate being able to repay the General Fund, and

WHEREAS, The General Fund has already segregated fund balance of \$2,751,894 as nonspendable as of December 31, 2020, and

WHEREAS, The Administrative Services Committee at its January 11th, 2022 meeting approved the operating transfer of \$2,751,894.

NOW, THEREFORE, BE IT RESOLVED That the Finance Director be authorized to amend the 2021 budget to reflect an operating transfer of \$2,751,894 from the General Fund to the Highway Fund.

Dated this 18th day of January, 2022.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Merlin Gentz, Chair

Bill Barribeau

Ronald Dietrich

Pete Stier

Tom Stoffel

	YES	NO	A
1 BARRIBEAU			
2 BUDDE			
3 CONNORS			
4 DIETRICH			
5 DRAHEIM			
6 GENTZ			
7 HANDSCHKE			
8 HARTL			
9 HOFBERGER			
10 IRWIN			
11 KARTH			
12 KESLER			
13 KLECKNER			
14 MUELLER			
15 SCHUH			
16 SCHWALENBERG			
17 STIER			
18 STILLMAN			
19 STOFFEL			
20 VOIGHT			
21 D14 - VACANT			X

AGENDA ITEM #7.2.

Hope Karth

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, 2021
 Per the authority granted under State Statute 65.90(5)(b) and Resolution 2013-36**

Transfer From:		
0100-08-523-515-000-0000	Sundry Unclassified	<u>105,612</u>
Transfer To:		
0100-08-519-515-011-0110	Finance - Wages - F.T.	5,546
0100-09-515-514-011-0110	IS - Wages - F.T.	7,292
0100-10-510-514-011-0110	Co. Admin. - Wages - F.T.	9,575
0100-10-510-514-011-0113	Co. Admin. - Wages - P.T.	2,255
0100-10-517-514-011-0110	Publishing and Records Management - Wages - F.T.	2,030
0100-10-529-514-011-0110	Human Resources - Wages - F.T.	6,116
0100-10-734-563-011-0110	Community Development - Wages - F.T.	3,676
0100-10-734-563-011-0113	Community Development - Wages - P.T.	424
0100-11-502-512-011-0110	Circuit Court - Wages - F.T.	6,288
0100-11-502-512-011-0113	Circuit Court - Wages - P.T.	812
0100-11-503-512-011-0113	Probate - Wages - P.T.	1,218
0100-12-507-513-011-0110	District Attorney - Wages - F.T.	812
0100-12-508-513-011-0113	Victim Witness - Wages - P.T.	4,824
0100-15-526-517-011-0110	Real Property Lister - Wages - F.T.	2,030
0100-16-562-549-011-0110	Corporation Counsel - Wages - F.T.	4,478
0100-22-594-563-011-0110	Planning - Wages - F.T.	4,400
0100-23-571-552-011-0110	Parks - Wages - F.T.	5,560
0100-24-579-556-011-0113	UW Extension - Wages - P.T.	424
0100-25-582-561-011-0110	LWCD - Wages - F.T.	6,738
0100-28-524-516-011-0110	Maintenance - Wages - F.T.	2,223
0100-40-530-521-011-0110	Sheriff Admin - Wages - F.T.	10,172
0100-40-531-521-011-0110	Sheriff - Enforcement - Wages - F.T.	2,587
0100-40-540-525-011-0110	Emergency Management - Wages - F.T.	2,095
0100-40-541-525-011-0110	Local Emergency Planning Com - Wages - F.T.	698
0100-40-542-526-011-0110	Sheriff Radio - Wages - F.T.	7,232
0100-40-543-527-011-0110	Sheriff Jail - Wages - F.T.	6,107
		<u>105,612</u>

5,546.25
7,291.50
9,574.65
2,255.25
2,030.25
6,115.88
3,675.75
424.20
6,288.30
812.10
1,218.15
812.10
4,824.00
2,030.25
4,477.50
4,399.88
5,559.75
424.20
6,737.98
2,223.00
10,172.05
2,586.75
2,095.31
698.44
7,231.50
6,107.25
105,612.24