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Health and Human Services

Joint Meeting of Health & Human Services Board and Administrative Services Committee Agenda

DATE: Monday, February 9, 2026
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

Page

- 1. WAS THE MEETING PROPERLY ANNOUNCED?**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
Administrative Services Committee - January 13, 2026
4 - 8 5.1. [Administrative Services Committee - 13 Jan 2026 - Minutes - Pdf](#)
- 6. PUBLIC PARTICIPATION**
- 7. REPORT OF COMMITTEE MEMBERS**
Report of Official Meetings Held in Past Month or Upcoming Events
- 8. COMMUNICATIONS**

9. SPECIAL BUSINESS

- 9 - 10 9.1. Discuss Phase 2 - Second Floor architectural concept design.
[Phase 2 Project Proposal](#)

10. RECOMMENDATION OF HEALTH & HUMAN SERVICES BOARD

The Health and Human Services Board will make a recommendation on the 2nd floor conceptual design to the Administrative Services Committee, then vote on that recommendation.

11. NEXT REGULAR MEETING DATE - HEALTH AND HUMAN SERVICES BOARD

March 9, 2026 at 8:30 AM

12. HEALTH AND HUMAN SERVICES BOARD ADJOURNMENT

13. CONTINUATION OF ADMINISTRATIVE SERVICES COMMITTEE MEETING

- 11 - 12 13.1. Review and approve a resolution amending the 2026 Budget for the expenditure of sales tax funds.
[Resolution Floor 2 Budget Request](#)

- 13 - 14 13.2. Review and approve Resolution Authorizing Salaries for Elected Officials for the years 2027-2030
[Resolution - Elected Official Salaries 2027.2030](#)

14. NEXT REGULAR MEETING DATE ADMINISTRATIVE SERVICES

March 10, 2026 at 8:30 AM

15. CLOSED SESSION

The Committee will go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to review and discuss performance evaluation data of a public employee over which the committee has jurisdiction and exercises responsibility; specifically the Annual Performance Appraisal as identified in the contract for the County Administrator.

16. ADMINISTRATIVE SERVICES COMMITTEE 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, January 13, 2026

The Administrative Services Committee of Calumet County was called to order on Tuesday, January 13, 2026, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Dietrich; Supervisors Connors, Hofberger, Pagel-Holzschuh, Schwalenberg, Stier and Stuckmann.

Committee Member Excused: Supervisor Budde.

Staff and Others Present: Cheryl Heller, Deputy County Clerk; Adam Hernke, Facilities Director; Beth Leary, County Clerk; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Bernie Sorenson, Emergency Management Director; Mike Stoegbauer, Finance Director; and Michelle Wright, HR Director.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the December 9, 2025 meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

There were no communications.

6 PUBLIC PARTICIPATION

There was no public participation.

7 SUPERVISOR REPORTS

Supervisors reported on meetings recently attended.

8 DEPARTMENTAL REPORTS

a) **DEPARTMENT OF ADMINISTRATION**

- **Review and approve Resolution Authorizing Letter of Support for State Individual Assistance Program - Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution as amended to remove reference to

"tribal", and to forward to the full County Board at its January meeting for approval and adoption. Motion carried unanimously.

- **ARPA Projects Update** - Matt Payette reviewed ARPA project updates with the Committee. Handouts from Matt's report were included in the Agenda packet.
- **Phase 2 - 2nd floor courthouse remodel project update** - Matt Payette provided an update on the 2nd floor remodel project. The special needs assessment and master plan were received on January 12 and have to be reviewed yet. The final concept will include estimates including all Health & Human Services Divisions. The Finance Director will create a funding plan. Further information will be provided to the Committee as available.
- **Hiring update** - Michelle Wright presented a hiring update to the Committee. A copy is attached.

[Hiring Update 01-08-2026 for 01-13-2026 Administrative Services Committee Meeting](#)

b) FINANCE DEPARTMENT

- Review Investment and Sales Tax Summary - Mike reviewed with the Committee. A copy is attached.
- Financial outlook - summary of year to date - Mike reviewed with the Committee. A copy is attached.

[2025 Investment Report - 2025-12](#)

c) COUNTY CLERK

- **April Elections update** - there are five supervisory districts without a candidate (Districts 1, 3, 5, 12 and 13). Our county has no primaries.

9 NEXT REGULAR MEETING DATE

There will be a joint meeting with the Health & Human Services Board on Monday, February 9, 2026 at 8:30 AM.

10 CLOSED SESSION

Moved by Supervisor Stuckmann and seconded by Supervisor Pagel-Holzschuh to go into closed session Pursuant Wis. Stat. § 19.85(1)(b), to consider the dismissal, demotion, discipline of a public employee or the investigation of charges against such person.

Roll call vote was taken and motion carried unanimously. The Committee went into closed session at 9:28 AM.

11 ADJOURNMENT

The meeting was adjourned at 9:47 AM.

Beth A. Leary, Recording Secretary

MINUTES ITEM #a)

Hiring Update – January 8, 2026

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

Full-time/Part-time:

- Accounting Manager
- Child Support Specialist (Internal) – 1/10/2026
- Correctional Officer (Female)
- Deputy Sheriff
- Facilities Maintenance Technician
- HHC/Hospice RN
- Payroll Accountant
- Soil Health Specialist/Agricultural Educator

Casual/Limited-Term:

- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual)
- Meal Site Manager (Casual)
- Meal Site Manager (Part – Time)
- Night/Weekend Ranger (Seasonal) (FT & PT)
- Park Building Attendant (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Transport Officer (Casual)
- Van Driver (Casual)

Hired:

Full-time/Part-time Hires:

- Accountant – 1/1/26
- Administrative Assistant HHSD – 1/5/26
- Deputy Sheriff – 1/5/26
- Economic Support/Child Support Lead Worker (Internal) – 12/29/25
- Highway Maintenance Technician – 1/12/26
- Human Resources Coordinator (Internal) – 1/12/26

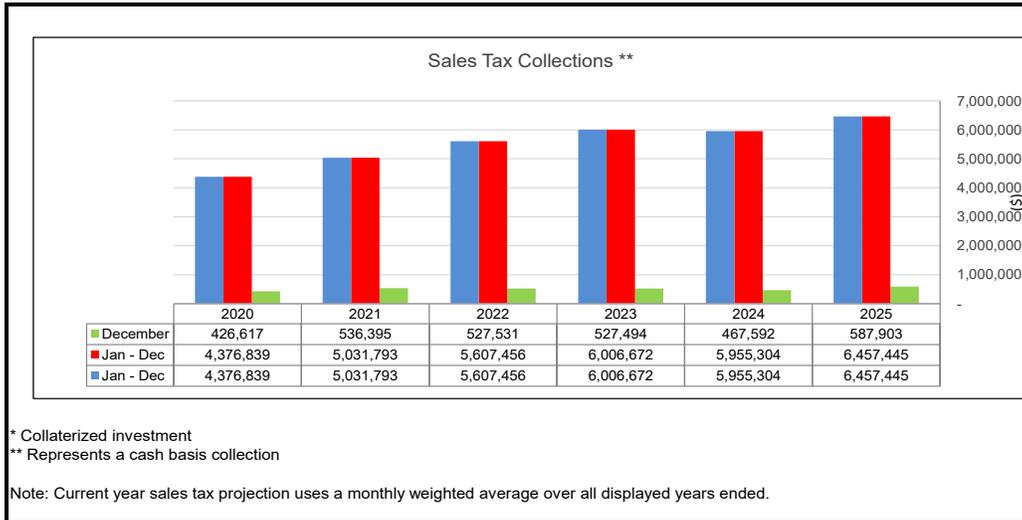
Casual/LTE Hires:

- Van Driver (Casual) – 12/17/25

MINUTES ITEM #b)

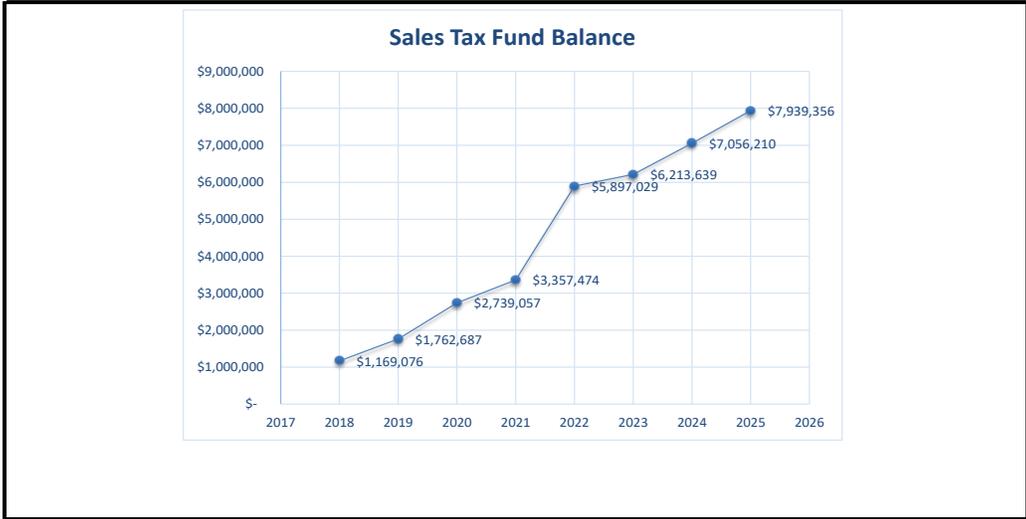
**CALUMET COUNTY
INVESTMENT & SALES TAX REPORT
December 31, 2025**

Financial Inst.		Int YTD	Effective Rate	Cash Balance
General Investments				
Nicolet National Bank - MM Acct				\$ 147,570.28
Nicolet National Bank - ICS Account				4,155,245.01
Local Gov Invest Pool				13,783,856.83
Associated Bank MM Acct*				537,136.86
BMO CDBG Planning Grant				100.00
BMO Savings Account*				382,418.17
BMO Harris Financial Advisors				4,917,467.88
Sub-Total General Investments				<u>23,923,795.03</u>
ARPA Investments				
Local Gov Invest Pool				158,074.08
Sub-Total ARPA Investments				<u>158,074.08</u>
Total County Investments	2025 Actual Int	<u>\$ 1,176,348.58</u>	4.08%	<u>\$ 24,081,869.11</u>
	2025 Average Balance	\$ 28,818,378.93		
vs. Prior Year	2024 Actual Int	<u>\$ 1,082,361.81</u>	3.31%	
	2024 Average Balance	\$ 32,660,405.22		

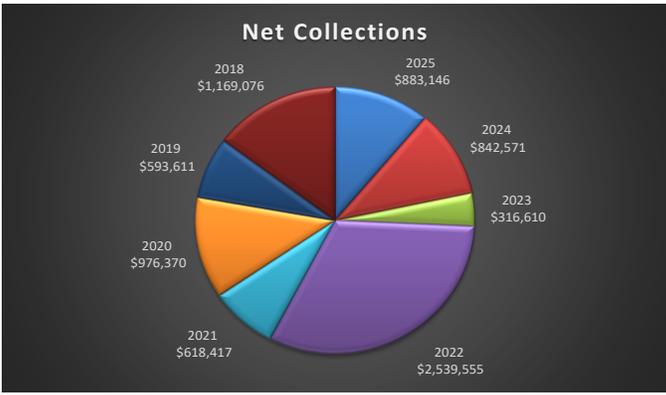


MINUTES ITEM #b)

**CALUMET COUNTY
HISTORICAL SALES TAX SUMMARY
December 31, 2025**



Year	Beg. Bal.	Revenue	Expenses	Net Collection	End. Bal.
2025	\$ 7,056,210	\$ 6,457,445	\$ 5,574,299	\$ 883,146	\$ 7,939,356
2024	\$ 6,213,639	\$ 6,200,520	\$ 5,357,949	\$ 842,571	\$ 7,056,210
2023	\$ 5,897,029	\$ 5,947,985	\$ 5,631,375	\$ 316,610	\$ 6,213,639
2022	\$ 3,357,474	\$ 5,643,664	\$ 3,104,109	\$ 2,539,555	\$ 5,897,029
2021	\$ 2,739,057	\$ 5,035,872	\$ 4,417,455	\$ 618,417	\$ 3,357,474
2020	\$ 1,762,687	\$ 4,333,613	\$ 3,357,243	\$ 976,370	\$ 2,739,057
2019	\$ 1,169,076	\$ 3,991,487	\$ 3,397,876	\$ 593,611	\$ 1,762,687
2018	\$ -	\$ 2,615,609	\$ 1,446,533	\$ 1,169,076	\$ 1,169,076





Todd M. Romenesko, County Administrator

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Department of Administration

Phase 2 Second Floor Courthouse Remodel Project Overview

Project Description

The project scope includes the remodel of the entire second floor, 48,774 square feet, to be completed in two phases. The first phase encompasses the southern half of the floor, including all Divisions from the Rotunda to the 1985 addition. The second phase includes the northern half of the building and will mainly encompass the area over the recently remodeled old jail section. During each phase, the staff in the active construction area will be relocated to the other side of the floor, to the Appleton Office, or work remotely to accommodate construction activities. Although the project will be completed in two phases, it will be bid as one project. Bids will be let late summer with an anticipated construction start date of December 2026. We believe this provides the optimal timing intended to increase bid competition by providing indoor winter work to prospective contractors.

Extent of Work

Phase 2 includes the entire remodel of the second floor, including updated mechanicals. Kueny Architects recommends keeping project alternates to a minimum for optimal bidding/pricing. Therefore, alternates recommended in the bid documents include.

- Alt 1 – Update finishes and treads in Stairwells 1 (west) and 4 (east)
- Alt 2 - Tie Chiller 1 and 2 together for redundancy

Benefits of the Second Floor Remodel

The second-floor remodel is a strategic investment in safety, confidentiality, efficiency, and workforce sustainability. The redesigned space strengthens collaboration, improves service delivery, and enhances staff retention—directly advancing the agency’s mission to better serve adults, elderly and children and families while ensuring long-term operational stability.

Improved Client Navigation and Distribution to Divisions

- Reducing the number of lobbies from five to two will allow business staff to be located in close proximity to each other, allowing for cross-training and efficiency of service.
- Expanded lobby space allows for adequate seating that reduces crowding, particularly during peak times when multiple clients arrive simultaneously for group services, therapy, psychiatric appointments and family visitation or WIC clinics.
- Stationed business staff at two entry points reduces client navigation errors, leading to a more positive and efficient experience. Proper wayfinding improves service flow.



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Improved Client Service Delivery and Security



- Dedicated private areas for check-in allow administrative staff to safely meet with clients regarding personal, legal, and financial information, supporting confidentiality at all points of service.
- The redesigned layout creates more secure and controlled access points, improving physical safety for clients, visitors, and staff.
- The proximity of administrative assistants to the divisions they are assigned to will enable faster decision-making and responsiveness to client needs.

Improved Staff Collaboration and Efficiency

- Co-locating staff with the clients they serve, along with providing adequate private offices and meeting spaces, ensures confidential conversations can occur.
- The central walkway connecting the Child Welfare and Family Services units in one area creates daily opportunities for collaboration, faster problem-solving, and more efficient service delivery.



Updating Mechanical Infrastructure

- Replacing and updating end of service life HVAC components that are 50 years old.
- Replacing and updating end of service life electrical infrastructure that is over 50 years old.
- Adding a sprinkler system to all areas of the second floor. Currently, it exists only in hallways.
- The current network cable on the second floor is 30 years old. Current and future needs require transfer speeds that the current cable cannot provide, reliably.
- This project will update network cable to align with the design on other floors in the Courthouse.

Construction Estimate – Kueny Architects

Description	Kueny Estimate (Average)	Current Maintenance Budget (2026 CIP and carry overs)	Unallocated Sales Tax used	2027 Sales Tax needed to complete the project	2027 Sales Tax remaining for other projects
Kueny's Estimate	\$9,956,297	\$3,034,000	\$3,500,000	\$3,422,297	\$3,794,267

County Sales Tax

Year	Beginning Balance	Revenue	Expenses	Approved	Proposed	Carryovers	Ending Balance
2025	\$7,056,210	\$6,279,963	\$5,574,299	\$1,034,000	\$	\$1,478,718**	\$5,249,156
2026	\$5,249,156**	\$6,500,000	\$5,532,592	\$2,000,000	\$3,500,000		\$716,564
2027	\$716,564	\$6,500,000	\$	\$	\$3,422,297		\$3,794,267

**Note: Includes underspend of \$553,000 from Highway

Approved	Proposed	Total Sales Tax Applied
\$3,034,000	\$6,922,297	= \$9,956,297

RESOLUTION 2025-XX

**RESOLUTION AMENDING THE 2026 BUDGET FOR THE EXPENDITURE OF
SALES TAX FUNDS**

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

WHEREAS, in 2022, the County Board approved a plan to fund the Phase 1 – Courthouse Remodel project to remodel and relocate departments other than Health and Human Services (HHS) located on the second floor of the Courthouse into the space vacated by the Sheriff's Office; and

WHEREAS, once Phase 1 was complete, it would allow all HHS divisions to reorganize on the second floor, intended to improve management of divisions and greatly improve client support; and

WHEREAS, the County retained Kueny Architects to prepare the Courthouse – 2nd Floor Space Needs Assessment & Master Planning Study (Phase 2) that established a schematic design and a comprehensive cost estimate for the complete remodel of the second floor; and

WHEREAS, the project estimate provided by Kueny Architects includes an average estimate of \$9,956,297 for the complete remodel and associated mechanical updates for Phase 2 – Courthouse 2nd Floor Remodel Project.

WHEREAS, the County Board previously approved \$3,034,000 (2025: \$1,034,000; 2026: \$2,000,000) to start the remodel improvements on the second floor; and

WHEREAS, the projected amount of \$4,216,564 in unobligated sales tax funds at close of 2026 is anticipated; and

WHEREAS, \$3,500,000 of these unobligated sales tax funds will be committed to the project in 2026; and

WHEREAS, to complete the project in the most cost-effective manner, and under one bid, \$3,422,297 in sales tax funds will be committed to the project in 2027; and

WHEREAS, the project impacts on ten HHS divisions and 158 staff members, and is designed to support the County's needs over the next 30 years; and

WHEREAS, Phase 2 will greatly improve departmental organization, maximize reuse of existing spaces, and align the building's physical infrastructure with modern workplace technology and design practices; and

WHEREAS, once complete, this project will allow all HHS divisions to occupy the second floor in a coordinated fashion and streamline service delivery; and

WHEREAS, Calumet County has expressed a desire to fund capital projects with funding sources other than bonding.

NOW, THEREFORE, BE IT RESOLVED, that the Calumet County Board of Supervisors authorizes the County Administrator to execute the additional expenditures for the Phase 2 – Courthouse 2nd Floor Remodel Project.

BE IT FURTHER RESOLVED that the Finance Director is authorized to amend the 2026 budget to reflect the additional expenditure of \$3,500,000 in uncommitted sales tax funds for the aforementioned project and amend the Capital Improvement Plan to include an additional \$3,422,297 in funding in 2027 to complete the project.

Dated 17th day of February 2026.

INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE

Ronald Deitrich, Chair

Pete Stier, Vice Chair

Matthew Budde

Mike Hofberger

Jean Pagel-Holzschuh

Ty Stuckmann

Mary Schwalenberg

COUNTERSIGNED BY

Alice Connors, County Board Chair

RESOLUTION 2026-

RESOLUTION AUTHORIZING SALARIES FOR ELECTED OFFICIALS FOR THE YEARS 2027-2030

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 court 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 Clerk of Circuit Court and Sheriff; 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 current total annual compensation for the Clerk of Circuit Court and Sheriff is as follows:

Position	2026
Clerk of Circuit Court	\$83,526
Sheriff	\$113,405

WHEREAS, 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, 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; and

WHEREAS, the Administrative Services Committee has reviewed the current salaries of the elected officials, and is recommending:

Position	2027	2028	2029	2030
Clerk of Circuit Court	\$90,208	\$92,012	\$93,852	\$95,729
Sheriff	\$122,477	\$124,927	\$127,426	\$129,975

NOW, THEREFORE, BE IT RESOLVED by the Calumet County Board of Supervisors, that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as aforementioned, effective on the first day of a term of office that begins after the date of this Resolution.

BE IT FURTHER RESOLVED that the county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law. 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. 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 to pay for licensures, membership fees, and professional registry fees.

Dated this 9th day of February 2026.

**INTRODUCED BY THE
ADMINISTRATIVE SERVICES COMMITTEE**

Ronald Dietrich, Chair

Pete Stier

Matthew Budde

Ty Stuckmann

Joan Pagel-Holzschuh

Mike Hofberger

COUNTERSIGNED BY:

Alice Connors, County Board Chair