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## Administrative Services Committee Agenda

**DATE:** Tuesday, February 13, 2024  
**TIME:** 8:30 AM  
**PLACE:** Room 019, Calumet County Courthouse

### MEMBERS OF THE PUBLIC:

If you wish to attend the Committee Meeting, you can do so either 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: **2485 890 6837**. 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**

January 9, 2024 Meeting

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**5. COMMUNICATIONS**

**6. PUBLIC PARTICIPATION**

**7. SUPERVISOR REPORTS**

## **8. DEPARTMENTAL REPORTS**

### **8.1. DEPARTMENT OF ADMINISTRATION**

- Review 2023 Summary of Accomplishments of Calumet County Strategic Plan Initiatives
- Courthouse Remodel Project update
- Finance and Human Resources Project update
- Hiring update

### **8.2. FINANCE DEPARTMENT**

- Review Investment Report

### **8.3. COUNTY TREASURER**

- Approval of sale of county owned property previously acquired through tax foreclosure
- Update on tax foreclosures for the 2020 tax roll

## **9. NEXT REGULAR MEETING DATE**

March 12, 2024 at 8:30 AM

## **10. CLOSED SESSION**

The Administrative Services Committee may 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.

## **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, January 9, 2024

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The Administrative Services Committee of Calumet County was called to order on Tuesday, January 9, 2024, 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 Ronald Dietrich, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel

**Committee Member Excused:** Chad Doran

**Staff and Others Present:** John Anderson, I.T. Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; David Maccoux, Finance Director; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Mike Schlaak, Treasurer; Kimberly Tenerelli, Corporation Counsel; and Michelle Wright, Human Resources Director.

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the December 12, 2023 meeting as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Supervisor Schwalenberg:

- Use only county e-mail for Wheeler or NACO or you will be charged
- Wisconsin is the only state that hasn't acted on charging stations for vehicles; may lose funding
- Legislature is working on a cannabis bill for medical use.

**6 DEPARTMENTAL REPORTS**

a) **DEPARTMENT OF ADMINISTRATION**

- **Courthouse Remodel Project update** - Matt Payette provided a detailed update on the remodeling project for the courthouse. The project is on budget

and on schedule.

- **American Rescue Plan Project update** - Matt and David Maccoux reported that out of the \$9.7 million funds received, almost all has been allocated. 41 projects have been approved, and 3 projects were added for 2024. As of December 31, 2023, approximately \$5 million of \$9.7 million has been expended.
- **Hiring update** - Michelle Wright provided a hiring update. 5 full-time and 2 part-time employees have been hired since last month's meeting.

b) **FINANCE DEPARTMENT**

- **Review and approve Resolution for the Budget Amendment - NRCS Contribution Agreement - Moved** by Supervisor Irwin and seconded by Supervisor Stier to approve the Resolution and forward it to the January County Board Meeting for county board approval. Motion carried unanimously.
- **Review and approve Resolution for the Budget Amendment – PEHP Transfer in December - Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the Resolution and forward it to the January County Board Meeting for county board approval. Motion carried unanimously.
- **County TIF Districts** – David discussed the status and process of TIF Districts. There are 20 active TIFs as of December 31, 2023.
- **Review and approve Resolution related to worker's compensation self insurance - Moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the resolution and forward it to the January County Board meeting for approval. Motion carried unanimously.
- **Review and approve Resolution to settle claims by the Administrative Services Committee - Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution and forward it to the January County Board Meeting for approval. Motion carried unanimously.
- David reviewed the December, 2023 Investment Report with the Committee.

c) **COUNTY TREASURER**

- **Approval of Sale of County owned properties acquired from tax foreclosure:**

**Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the following sales of county owned property acquired from tax foreclosures:

- Town of Brillion, Tax ID 44516, .14 acres. Bid by Tiffany Jahnke of \$2200.
- Village of Harrison, Tax ID 44472, .05 acres. Bid by Ryan Rothfelder of \$465.
- City of Brillion, Tax ID 15445, .064 acres. Bid by Casandra Klotz of \$1,515.
- Village of Harrison, Tax ID 40838, .14 acres. Bid by David Sich of \$1,030.
- Village of Potter, Tax ID 31986, .08 acres. Bid by David Jacobs of \$875.

All five bids meet the minimum threshold for sale. Motion carried unanimously.

**Moved** by Supervisor Stier and seconded by Supervisor Dietrich to approve the sale of property in the Village of Stockbridge, Tax ID 14739, to the guardian of a minor heir of former owners. Statute/county ordinance allows minor heirs to repurchase property as long as all taxes and fees are paid. Bid of \$18,077.13, with closing no later than January 26, 2024. Motion carried unanimously.

**7 NEXT REGULAR MEETING DATE**

February 13, 2024 at 8:30 AM

**8 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:23 AM.

Beth A. Hauser, Recording Secretary