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Administrative Services Committee Agenda

DATE: Tuesday, March 10, 2026
TIME: 8:30 AM
PLACE: Room 017, Calumet County Courthouse

Page

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4 - 5 4.1. [20260209 Jt. Mtg. Minutes](#)

5. COMMUNICATIONS

6. PUBLIC PARTICIPATION

7. SUPERVISOR REPORTS

8. SPECIAL BUSINESS

- 6 - 8 8.1. Review and approve Medical Examiner fees adjustment and implementation proposal.
[20260310 Medical Examiner Fee Proposal](#)
- 9 8.2. Review and approve Resolution authorizing grant application for the Calumet County Park Boat Harbor wall repair.
[Resolution Authorizing Grant Application for the County Park Boat Harbor Wall Repair](#)
- 10 8.3. Review and approve Resolution authorizing grant application for maintenance on the Fox River State Recreation Trail.
[Resolution Authorizing Grant App for Maintenance on Fox River Valley State Trail](#)
- 11 8.4. Review and approve Resolution authorizing grant application for the Stockbridge Boat Harbor Wall Repair.
[Resolution Authorizing Grant Application for the Stockbridge Boat Harbor Wall Repair](#)
- 12 8.5. Review and approve Resolution authorizing participation by Calumet County in the state-funded Snowmobile Trail Program.
[Resolution Authorizing Participation in State-Funded Snowmobile Trail Program 2026-2027](#)

9. DEPARTMENTAL REPORTS

- 13 - 14 9.1. **DEPARTMENT OF ADMINISTRATION**
- Review and approve resolution creating 1.0 full-time equivalent (FTE) Mental Health Program Coordinator and 4.5 full-time equivalent (FTE) School Psychologists in the Calumet County Department of Special Education effective March 17, 2026.
 - Review and approve the reclassification of the Program Coordinator/Family Court Mediator in the Department of Health and Human Services from salary grade 11 to salary grade 12 effective March 8, 2026.
 - Phase 2 - 2nd floor courthouse remodel project update
 - Hiring update
- [20260310 Resolution - Mental Health Grant](#)
- 9.2. **FINANCE DEPARTMENT**
- Review and approve 2025-26 Budget Carryovers
 - Review and approve 2025 PTO To PEHP Budget Amendment
 - Review and approve Self Insured Workers Compensation Continuation
 - Review Investment and Sales Tax Summary
- 9.3. **COUNTY TREASURER**
- Update on tax foreclosures (2022 tax roll).

9.4. COUNTY CLERK

- April elections update

10. NEXT REGULAR MEETING DATE

April 14, 2026 at 8:30 AM (If necessary)

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.



Health and Human Services

**Joint Health & Human Services Board and
Administrative Services Committee
Meeting Minutes
Monday, February 9, 2026**

The Joint Meeting of the Health & Human Services Board and Administrative Services Committee of Calumet County was called to order on Monday, February 9, 2026 at 8:30 AM.

1 THE MEETING WAS PROPERLY ANNOUNCED

2 ROLL CALL

Health & Human Services Board Members present: Chair Mary Schwalenberg; Board Members Ronald Dietrich, Simeon Johnston, Bruce Laughrin, James Lowey, Anne Machesky, Sharon Rink and Judith Hartl. Youth members present: Ariana Holcomb and McKenna Maronn.

Administrative Services Committee Members present: Chair Ronald Dietrich; Committee members Matt Budde, Mike Hofberger, Joan Pagel-Holzschuh, Mary Schwalenberg, Pete Stier and Ty Stuckmann.

Staff and others present: County Board Chair, Alice Connors; John Anderson, IT Director; Kayla Bembenek, Clerk of Circuit Court; Brett Bowe, Sheriff; Lynn Brenner, Deputy Director of Health and Human Services; Adam Hernke, Facilities Director; Beth Leary, County Clerk; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Mike Stoegbauer, Finance Director; and Michelle Wright, HR Director.

3 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

4 APPROVAL OF AGENDA

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

5 APPROVAL OF MINUTES

Moved by Supervisor Pagel-Holzschuh and seconded by Supervisor Hofberger to approve the Minutes of the Administrative Services Committee January 13, 2026 meeting. Motion carried unanimously.

6 SPECIAL BUSINESS

- a) Matt Payette, Director of Operations, reviewed Phase 2 - Second Floor architectural concept design with those in attendance. Phase 2 includes the entire remodel of the second floor, including updated mechanicals. Benefits of the second floor remodel: Improved Client Navigation and Distribution to Divisions; Improved Client Service

Delivery and Security; Improved Staff Collaboration and Efficiency; and Updating Mechanical Infrastructure that is more than fifty years old.

Todd Romenesko, County Administrator, and Mike Stoegbauer, Finance Director, reviewed the proposed financing plan of using sales tax revenue for the project. There was general discussion.

7 RECOMMENDATION OF HEALTH & HUMAN SERVICES BOARD

The Health and Human Services Board recommendation to the Administrative Services Committee on the 2nd floor conceptual design: Moved by Supervisor Lowey and seconded by Board Member Hartl to approve the conceptual plan as proposed. Motion carried unanimously.

8 NEXT REGULAR MEETING DATE - HEALTH AND HUMAN SERVICES BOARD

March 9, 2026 at 8:30 AM

9 HEALTH AND HUMAN SERVICES BOARD ADJOURNMENT

The Board adjourned at 9:15 AM.

10 CONTINUATION OF ADMINISTRATIVE SERVICES COMMITTEE MEETING

- a) **Moved** by Supervisor Schwalenberg and seconded by Supervisor Pagel-Holzschuh to approve a resolution amending the 2026 Budget for the expenditure of sales tax funds and to forward the resolution to the full County Board at its February Meeting. Motion carried unanimously.
- b) **Moved** by Supervisor Hofberger and seconded by Supervisor Stuckmann to approve a Resolution Authorizing Salaries for Elected Officials for the years 2027-2030 and to forward the resolution to the full County Board at its February meeting. Motion carried unanimously.

11 NEXT REGULAR MEETING DATE ADMINISTRATIVE SERVICES

March 10, 2026 at 8:30 AM

12 CLOSED SESSION

At 9:22 AM, **Moved** by Supervisor Schwalenberg and seconded by Supervisor Budde to 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. Roll call vote was taken and motion carried unanimously.

13 ADMINISTRATIVE SERVICES COMMITTEE ADJOURNMENT

The meeting was adjourned at 10:02 AM.



Medical Examiner

Michael Klaeser, Medical Examiner, CRNA (Cell 920-522-2594)
Regina Behnke, Chief Deputy, EMT-P (Cell 920-464-0574)

206 Court Street, Chilton, WI 53014
Office: (920) 849-1467 | Dispatch: (920) 849-2335
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Medical Examiner fees adjustment and implementation proposal:

REMOVAL FEES

Situation: The Medical Examiner has facilitated the removal of deceased persons from the place of death to be held at the County Morgue or at the livery service morgue in Appleton when the responsible person(s) cannot be contacted or do not make an immediate decision as to which funeral service they would want to employ.

We are billed \$275 -\$300 by the livery service that we engage (Larry's Livery Service and local funeral homes when available) to do the removal. The county has been absorbing this cost and has not passed this back on to the consumer.

The County's total expense for Medical Examiner Transportation was \$20210 in 2024 and \$21245 in 2025. (Object 525150) I have roughly estimated that approximately \$7000 of the above totals were for this type of removal and transport.

Funeral homes include a "Transfer Fee" for the removal of a body from the place of death to the funeral home either as part of their packaged services or as an itemized item in their fee structure. Funeral homes have included a removal fee when removing a body from our morgue to their funeral home.

CREMATION PERMIT FEE

Wis. Stats. 979.10 requires that a ... medical examiner has viewed the corpse ... and made personal inquiry into the cause and manner of death ... and is of the opinion that no further examination or judicial inquiry is necessary.

The current fee for issuing a cremation permit was established in 2015 at \$75.00. As a result of a statutory moratorium, 59.365, fees have not been increased. (We could have increased by the yearly CPI) The fee is billed to the funeral or cremation service which is passed on to the responsible party. Our fee is currently the lowest for our surrounding counties. (Highest in the state is \$393 for Milwaukee County)



www.calumetcounty.org

I have asked our Corporation Counsel for an opinion about the establishment of a “removal fee” and an increase in our cremation fee.

Reply from Counsel:

This is my opinion based on the following statutes:

59.36 Coroner and medical examiner; fees. The board shall set the fees for all services rendered by the coroner or medical examiner. The fees may not exceed an amount that is reasonably related to the actual and necessary cost of providing the service.

59.365 Moratorium on fee increases. *(recently amended)*

(1) From July 14, 2015, to April 17, 2017, the board may not charge an amount that exceeds the amount that was charged on April 17, 2015, for any of the following fees:

(a) Fees for services rendered by a coroner or medical examiner.

(b) Fees assessed for the signing of a death record by a coroner or medical examiner.

(c) Fees assessed related to coroner or medical examiner transportation services.

(2) If on or after April 18, 2017, the board increases the amount of any of the fees specified in sub. (1) (a) to (c), any such increase may not exceed the annual percentage change in the U.S. consumer price index for all urban consumers, U.S. city average, as determined by the U.S. department of labor, for the 12 months ending on December 31 of the year before the increase.

(3)

(a) Notwithstanding sub. (2), if a board that had been providing coroner or lay medical examiner services begins providing physician medical examiner services after December 1, 2024, the board may one-time set the fee assessed for the signing of a death record at an amount exceeding the amount that was in effect on April 17, 2015, by not more than \$100 and may one-time set the fee assessed for the issuance of a cremation permit at an amount exceeding the amount that was in effect on April 17, 2015, by not more than \$100. Fees under this paragraph may be established without regard to any change in the U.S. consumer price index.

(b) This subsection does not apply to a county with a population of more than 300,000.

You may establish a transportation fee without concerning yourself with the CPI because it is a new fee. See Wis. Stat. 59.365(3)(a), “fees...may be established without regard to any change in the US CPI.” However, see Wis. Stat. 59.36 which indicates the fees “may not exceed an amount that is reasonably related to the actual and necessary cost of providing the service.”

In addition, because Wis. Stat. 59.365 was recently amended, you would be able to increase the cremation permit fees by \$100. This is more than the CPI rate that the statute had previously indicated. (emphasis added)

My proposal:

Removal of Corpse Fee: \$325

1. Covers the current livery service fees billed to the County of \$275-300
2. The receiving funeral service would be billed.
3. County fee would be waived if the removing service waives the fee to the County
4. Our current storage fee would be billed after 48 hours
5. Increase annually by the CPI per Wis. Stats. 59.365

Cremation Permit Fee: \$175

1. Increase by the allowable limit
2. Increase annually by the CPI as per Wis. Stats. 59.365
3. Helps to cover associated costs
 - a. Investigative time (body must be viewed, records reviewed)
 - b. Travel time and mileage expense
 - c. Documentation time

Death Certificate Signing Fee: \$100

1. Billed to the responsible funeral service when a physician refuses to sign the death record.
2. It seldom happens in Calumet County.

RESOLUTION 2025-XX

**RESOLUTION AUTHORIZING GRANT APPLICATION
FOR THE CALUMET COUNTY PARK BOAT HARBOR WALL REPAIR**

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

WHEREAS, the Wisconsin Legislature has provided matching grants to assist governmental units in developing park and recreation facilities; and

WHEREAS, sections of wood on the harbor wall at Calumet County Boat Harbor need replacement. The harbor wall's wood fascia and top plate are rotten or damaged; and

WHEREAS, the project cost is estimated at \$4,500 which will be funded with \$2,250 in State grant funds, \$1,250 in matching funds from the Park's Capital Improvement Fund, and \$1,000 in in-kind labor.

NOW, THEREFORE, BE IT RESOLVED that the Calumet County Board of Supervisors herein assembled hereby authorizes and directs the County Administrator, in coordination with the Parks Department, to act on behalf of the County to submit an application to the State of Wisconsin for financial aid for the repair sections of wood on the harbor wall at Calumet County Park Boat Harbor; prepare appropriate documents; and take necessary action to undertake, direct, and complete the grant application process.

BE IT FURTHER RESOLVED that Calumet County will comply with state and federal rules for the program; will be responsible for updating plans and monitoring ongoing operations; will obtain written approval from the Wisconsin Department of Natural Resources before making changes in the project; and will maintain a record of expenditures, as required.

Dated this 17th day of March, 2026.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMISSION
AND
INTRODUCED BY THE PARKS COMMISSION**

RESOLUTION 2025-XX

**RESOLUTION AUTHORIZING GRANT APPLICATION
FOR MAINTENANCE ON THE FOX RIVER STATE RECREATION TRAIL**

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

WHEREAS, the Fox River Trail runs from the City of Green Bay south into Calumet County adjacent to Hwy 57, and the trail segment in Calumet County is roughly five miles long; and

WHEREAS, the Federal Government and Wisconsin Legislature has provided matching grants to assist governmental units with rehabilitation and maintenance of these State trails; and

WHEREAS, the trail surface needs a herbicide treatment, the deck bridge is failing and needs replacement, and a section of Ott Road needs trees removed; and

WHEREAS, the project cost is estimated at \$37,000 which will be funded with \$32,000 in Federal and State grant funds; \$4000 in matching funds from the Trails Operating Expense Account; and \$1000 from in-kind labor.

NOW, THEREFORE, BE IT RESOLVED that the Calumet County Board of Supervisors herein assembled hereby authorizes and directs the County Administrator, in coordination with the Parks Department, to act on behalf of the County to submit an application to the State of Wisconsin for financial aid to pay the Parks Department to perform maintenance on the Fox River State Recreation Trail; prepare appropriate documents; and take necessary action to undertake, direct, and complete the grant application process.

BE IT FURTHER RESOLVED that Calumet County will comply with state and federal rules for the program; will be responsible for updating plans and monitoring ongoing operations; will obtain written approval from the Wisconsin Department of Natural Resources before making changes in the project; and will maintain a record of expenditures, as required.

BE IT FURTHER RESOLVED that revenues in the Parks Department budget are amended by the amount of the grants received; that expenditures in the Parks Department budget are amended by an amount equal to the grants; and that the Finance Director is directed to record such information in the official books of the County as may be required.

Dated this 17th day of March, 2026.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMISSION
AND
INTRODUCED BY THE PARKS COMMISSION**

RESOLUTION 2025-XX

**RESOLUTION AUTHORIZING GRANT APPLICATION
FOR THE STOCKBRIDGE BOAT HARBOR WALL REPAIR**

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

WHEREAS, the Wisconsin Legislature has provided matching grants to assist governmental units in developing park and recreation facilities; and

WHEREAS, sections of wood on the harbor wall at Stockbridge Boat Harbor need replacement. The harbor wall's wood fascia and top plate are rotten or damaged; and

WHEREAS, the project cost is estimated at \$6,000 which will be funded with \$3,250 in State grant funds, \$1,250 in matching funds from the Park's Capital Improvement Fund, and \$2,000 in in-kind labor.

NOW, THEREFORE, BE IT RESOLVED that the Calumet County Board of Supervisors herein assembled hereby authorizes and directs the County Administrator, in coordination with the Parks Department, to act on behalf of the County to submit an application to the State of Wisconsin for financial aid for the repair of sections of wood on the harbor wall at Stockbridge Boat Harbor; prepare appropriate documents; and take necessary action to undertake, direct, and complete the grant application process.

BE IT FURTHER RESOLVED that Calumet County will comply with state and federal rules for the program; will be responsible for updating plans and monitoring ongoing operations; will obtain written approval from the Wisconsin Department of Natural Resources before making changes in the project; and will maintain a record of expenditures, as required.

Dated this 17th day of March, 2026.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE
AND
INTRODUCED BY THE PARKS COMMISSION**

RESOLUTION 2025-XX

**RESOLUTION AUTHORIZING PARTICIPATION BY CALUMET COUNTY
IN THE STATE-FUNDED SNOWMOBILE TRAIL PROGRAM**

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

WHEREAS, the Wisconsin Snowmobile Aids Program provides funds for the acquisition, development, and maintenance of public snowmobile trails in eligible counties; and

WHEREAS, Calumet County is eligible to continue its participation in the Snowmobile Aids Program and has budgeted \$45,570 for a Snowmobile Trail Program to cover the costs for 151.9 miles of trail.

NOW, THEREFORE, BE IT RESOLVED that the Calumet County Board of Supervisors hereby authorizes the County Administrator, in coordination with the Parks Department, to act on behalf of the County in submitting applications for state snowmobile aids for acquisition, bridge rehabilitation, development, insurance, and maintenance costs of the county's public snowmobile trail system.

Upon completion of acquisition, development, and redevelopment of the snowmobile trails through the Snowmobile Trail Program, the trails will be designated as public snowmobile trails.

BE IT FURTHER RESOLVED that Calumet County will, subject to the limits of funds appropriated for such purposes, provide for adequate maintenance of the trails and facilities that have been funded for acquisition and maintenance through the Wisconsin Snowmobile Trail Program in accordance with DNR requirements and funding criteria; comply with state and federal rules for the program; maintain the completed project in an attractive, inviting, and safe manner; keep facilities open to the general public during reasonable hours consistent with the type of facility; and obtain approval in writing from the DNR before any changes are made in the use of the project site.

Dated this 17th day of March, 2026.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMISSION
AND
INTRODUCED BY THE PARKS COMMISSION**

RESOLUTION 2025-XX

RESOLUTION CREATING 1.0 FULL-TIME EQUIVALENT (FTE) PROGRAM COORDINATOR AND 4.5 FULL-TIME EQUIVALENT SCHOOL PSYCHOLOGISTS IN THE CALUMET COUNTY DEPARTMENT OF SPECIAL EDUCATION EFFECTIVE MARCH 17, 2026

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

WHEREAS, The Calumet County Special Education Department identified a need for a school-based mental health initiative, Together Calumet, to serve the unmet needs of 3,700 rural students; and

WHEREAS, Calumet County applied for and was awarded the School-Based Mental Health Grant S184H250087 to hire 1.0 Mental Health Program Coordinator and 4.5 School Psychologists to provide intensive mental health services and support to students in need of services, provide early intervention services to address acute concerns, and determine if intensive mental health services are needed; and

WHEREAS, under the leadership and supervision of the Calumet County Special Education Director, the 1.0 FTE Mental Health Program Coordinator and 4.5 FTE School Psychologists will provide the Together Calumet services and support in the five Calumet County school districts including Brillion, Chilton, Hilbert, New Holstein, and Stockbridge.

WHEREAS, with the addition of a 1.0 FTE Mental Health Program Coordinator position and 4.5 FTE School Psychologist positions to the Table of Organization and the Special Education Compensation Structure, Calumet County may begin the Together Calumet initiative and meet grant requirements; and

WHEREAS, the grant funds are available through December 31, 2029, the positions will be filled on a contract basis and there will be no ongoing commitment of employment beyond December 31, 2029;

WHEREAS, the job descriptions for the Mental Health Program Coordinator and School Psychologist positions and the 2025-2026 Special Education Compensation Structure are attached and made part hereof; and

WHEREAS, the Administrative Services Committee has approved the addition of the 1.0 FTE Mental Health Program Coordinator position and 4.5 FTE School Psychologist positions; and

WHEREAS, the 1.0 FTE Program Coordinator position and 4.5 FTE School Psychologist positions will be funded through the School-Based Mental Health Grant S184H250087. The fiscal County impact is zero.

NOW, THEREFORE, BE IT RESOLVED, That the Calumet County Board of Supervisors herein assembled, authorizes the creation of 1.0 FTE Mental Health Program Coordinator position and 4.5 FTE School Psychologist positions, in the Calumet County Table of Organization, effective March 17, 2026.

Dated this 17th day of March 2026.

AGENDA ITEM #9.1.

INTRODUCED BY ADMINISTRATIVE SERVICES COMMITTEE

Ronald Dietrich, Chair

Pete Steir

Matthew Budde

Ty Stuckmann

Joan Pagel-Holzschuh

Mike Hofberger

Mary Schwalenberg

COUNTERSIGNED BY:

Alice Connors, County Board Chair