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## Administrative Services Committee Agenda

**DATE:** Tuesday, August 8, 2023  
**TIME:** 8:30 AM  
**PLACE:** Room 017, 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: **2498 670 6809**. 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**

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4.1. [Administrative Services Committee - 13 Jun 2023 - Minutes - Pdf](#)

**5. COMMUNICATIONS**

**6. PUBLIC PARTICIPATION**

**7. SUPERVISOR REPORTS**

## **8. DEPARTMENTAL REPORTS**

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

- Courthouse Remodel Project update
- Finance and Human Resources Project update
- American Rescue Plan Project Report

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### **8.2. FINANCE DEPARTMENT**

- Review the 2024 Children’s Disability Board budget
- Review June 2023 Investment Report

[June, 2023 Investment Report](#)

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

September 12, 2023 at 8:30 AM

## **10. 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, June 13, 2023

The Administrative Services Committee of Calumet County was called to order on Tuesday, June 13, 2023, 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, Chad Doran, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

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

**4 APPROVAL OF MINUTES**

**Moved** by Supervisor Dietrich and seconded by Supervisor Irwin to approve the May 2023 Minutes as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

County Board Chair Connors updated the Committee on the status of the Shared Revenue Bill

**6 DEPARTMENTAL REPORTS**

a) **DEPARTMENT OF ADMINISTRATION**

- **Review and approve resolution amending the 2023 Budget for the expenditure of American Rescue Plan Act Funds - Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the Resolution as presented and to forward to the full County Board for consideration. Motion carried unanimously.
- Matt Payette, Director of Operations, updated the committee on the **Finance and Human Resources Project**
- **Hiring update** - currently 62 positions open. 39 are in the pre-employment process and there have been 8 full-time and 3 casual positions hired.

**b) FINANCE DEPARTMENT**

- David Maccoux, Finance Director, reviewed the General Fund Balance Policy and 2022 Unaudited Statements with the committee.
- David reviewed the April and May Investment Reports with the committee.

**c) COUNTY TREASURER**

- **Update on 2019 tax foreclosure process** - there are currently 8 properties left with a final redemption date of July 14th.
- **Update on County owned property previously acquired through tax foreclosure (Town of Stockbridge)** - US EPA to take care of the high capacity well and soil testing; afterwards it should be ready for sale.
- **Legislative update impacting County Treasurers** - Mike Schlaak, Treasurer, discussed SB 301/AB 245 regarding elimination of personal property, which is part of the shared revenue package; and Act 216 - counties cannot keep proceeds from the sale of tax foreclosed properties - liens get paid off prior to reimbursing owners or heirs and by date, not importance.

**7 NEXT REGULAR MEETING DATE**

July 11, 2023 at 8:30 AM

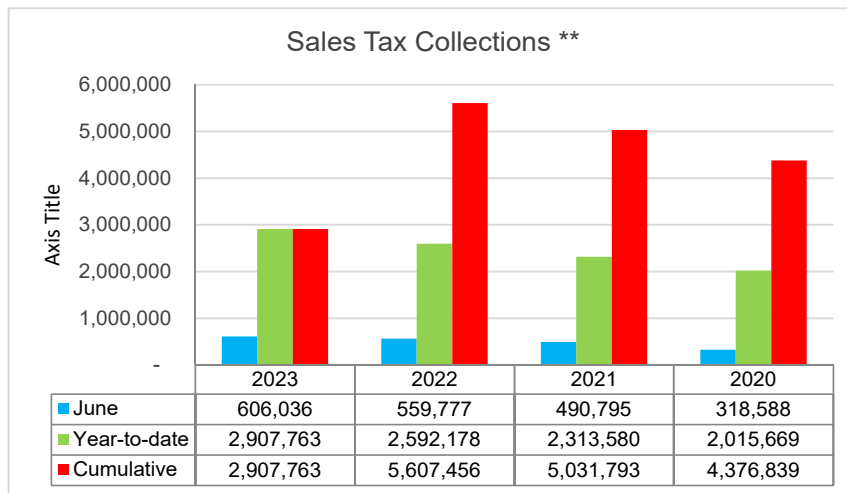
**8 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:34 AM.

Beth A. Hauser, Recording Secretary

**CALUMET COUNTY  
INVESTMENT REPORT  
June 30, 2023**

Financial Inst.	Int Rate	Amount
<b>General Investments</b>		
Nicolet National Bank - MM Acct	0.50%	\$ 146,139.81
Nicolet National Bank - ICS Account	4.92%	3,679,647.98
Local Gov Invest Pool	5.09%	21,119,392.45
Associated Bank MM Acct*	0.75%	527,146.28
BMO CDBG Planning Grant	0.00%	100.00
BMO Savings Account*	1.00%	373,007.72
BMO Harris Financial Advisors	0.71%	4,466,400.63
Sub-Total General Investments		<u>30,311,834.87</u>
<b>ARPA Investments</b>		
Local Gov Invest Pool	5.09%	7,211,447.37
Sub-Total ARPA Investments		<u>7,211,447.37</u>
<b>Bond Proceed Investments</b>		
BMO Harris Savings Account*	1.00%	207,326.49
<b>Total County Investments</b>		<u><u>\$ 37,730,608.73</u></u>



\* Collateralized investment

\*\* Represent a cash basis collection