



**Beth A. Hauser, County Clerk**  
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## Administrative Services Committee Agenda

**DATE:** Tuesday, September 8, 2020  
**TIME:** 8:30 AM  
**PLACE:** Room 025, Calumet County Courthouse

### MEMBERS OF THE PUBLIC:

Due to COVID-19 and the need for social distancing, there is limited space in Room 025. If you wish to attend the Committee Meeting, you can do so via WebEx. The telephone number to call is **1-844-992-4726**. You will be asked to enter the following access code: **146 950 6393**. 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  
August 11, 2020 Meeting
- 4.1. [Administrative Services Committee - 11 Aug 2020 - Minutes - Pdf](#)
5. COMMUNICATIONS
6. PUBLIC PARTICIPATION

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## **7. SUPERVISOR REPORTS**

## **8. DEPARTMENTAL REPORTS**

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

- Building Projects Update
- Milestone Recognition and Employee Appreciation Program Update
- Hiring Update

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### **8.2. FINANCE DEPARTMENT**

- Review and approve the resolution amending the 2020 budget for the Wisconsin Department of Justice Drug Trafficking Response grant in the amount of \$24,517
- Review and approve the maintenance department's request to reallocate \$20,000 from the courthouse roofing project to the 3rd floor renovation project
- Update on the 2020 Bonding Program
- Review the Investment Report

[RES 2020-xx Accepting Drug Trafficking Grant 9-2020](#)

10 - 13

### **8.3. ECONOMIC DEVELOPMENT**

- Review and approve the CDBG Resolution in support of fair housing
- Review and approve the Resolution Authorizing Calumet County support for the City of Appleton EDA Grant Application addressing economic injury to the tourism industry

[RES 2020-xx Support of Fair Housing](#)

[RES 2020-xx Support of City of Appleton EDA grant application](#)

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### **8.4. COUNTY CLERK**

- Review and approve resolution amending the 2020 Budget for the Help America Vote Act grant in the amount of \$46,573
- Discuss grant opportunity through the Center for Tech and Civic Life
- Update on November election

[RES 2020-XX Amending Budget for Help America Vote Act grant award](#)

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

October 13, 2020 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, August 11, 2020**

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The Administrative Services Committee of Calumet County was called to order on Tuesday, August 11, 2020, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

**1 ROLL CALL**

**Committee members present:** Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**Staff and others present:** County Board Chair, Alice Connors; Interim IT Director, John Anderson; Finance Director, Dan De Bonis; County Clerk, Beth Hauser; Facilities Director, Adam Hernke; County Administrator, Todd Romenesko; HR Director, Michelle Wright; and Bryan Grunewald from Clifton, Allen, Larson (CLA).

**2 PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3 APPROVAL OF AGENDA**

**Moved** by Supervisor Barribeau 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 Stoffel to approve the minutes of the July 14, 2020 Meeting as presented. Motion carried unanimously.

**5 SUPERVISOR REPORTS**

Supervisor Connors reported that the East Central Wisconsin Regional Planning Commission named Melissa Kraemer-Badtke as the new Director.

**6 DEPARTMENTAL REPORTS**

**a) FINANCE DEPARTMENT**

- Bryan Grunewald of Clifton, Allen, Larson (CLA) presented the 2019 Audited Financial Statements to the Committee. The 2019 Audited Financial Reports are in the file and made a part of the record. (Not attached due to size of files but are available for viewing in the County Clerk's Office.)

Bryan Grunewald left the meeting at 9:07 AM

- Dan De Bonis reviewed the 2nd Quarter General Fund Account Status Reports with the Committee. The reports were provided with the agenda packet and are made a part of the record.

- Dan reviewed the July Investment Report with the Committee. A copy is attached and made a part of the record.

[July 2020 Investment Report](#)

**b) DEPARTMENT OF ADMINISTRATION**

- Todd Romenesko, County Administrator, updated the Committee on Information Technology Department Operations and Structure: John Anderson has been promoted to Information Technology Director. Rorick Olson will be promoted to Systems Administrator. The Department of Administration will continue looking at overall structure of the IT Department for the future.
- Adam Hernke, Facilities Director, provided the building projects update - the report is attached and made a part of the record.
- Michelle Wright, Human Resources Director, provided the hiring update - the report is attached and made a part of the record.

[August 2020 construction update](#)

[Hiring Update.8-11-20 Administrative Services Committee Meeting](#)

**c) REGISTER OF DEEDS**

- The Register of Deeds Statistical Report was provided with the agenda packet. It has been made a part of the record.

**7 NEXT REGULAR MEETING DATE**

September 8, 2020 at 8:30 AM

**8 ADJOURNMENT**

The meeting was adjourned at 9:33 AM.

**MINUTES ITEM #a)**

CALUMET COUNTY  
INVESTMENT REPORT  
July 31, 2020

General Investments	Financial Inst.	Dated	Due	Int Rate	Amount
Nicolet National Bank - MM Acct			Jul.	Rate 0.05%	145,520.45
Nicolet National Bank - ICS Account			Jul.	Rate 0.10%	3,552,659.63
Local Gov Invest Pool			Jul.	Rate 0.14%	21,365,415.54
Associated Bank MM Acct*			Jul.	Rate 0.15%	1,036,962.25
BMO CDBG Planning Grant			Jul.	Rate 0.00%	100.00
BMO Savings Account*			Jul.	Rate 0.20%	368,501.46
BMO Harris Financial Advisors			Jul.	Rate 1.35%	6,690,557.05
Sub-Total General Investments					\$ 33,159,716.38
Bond Proceed Investments					
BMO Harris Savings Account*			Jul.	Rate 0.17%	2,694,920.23
Sub-Total Bond Investments					2,694,920.23
Total County Investments					\$ 35,854,636.61
County Sales Tax Collections**			Year To Date		\$ 2,434,083.47

\* Collateralized investment  
\*\* Represent a cash basis collection

**MINUTES ITEM #b)**

**August 2020 construction update**

**Jail project**

- Roof sections are being installed on northern parts of building
- Installing spancrete ceiling in last of the jail cells and last of the vertical spancrete sections
- Floor in sally port will soon be ready to pour
- Masons are building block walls in the kitchen and basement portions of building
- Crews are installing metal grating behind cells for second floor of maintenance chases.
- Iron workers are setting beams and laying down steel decking for Sheriffs office area over Evidence storage.

**Third Floor**

- Base molding is being installed
- Rotunda's glass frame work is being painted and then the glass can be installed
- Reception desk is 85% finished
- Half of the new furniture has been delivered and installed

**MINUTES ITEM #b)**

**Hiring Update - August 11, 2020**

**Sourcing/Accepting Applications** (Applicant sourcing continues throughout the entire hiring process for all positions unless a specific sourcing end-date is noted.)

- Home Health Care/Hospice Supervisor
- Physical Therapist (Birth to Three)
- Police School Liaison Officer - posted for internal applicants only through 8/5/20

**Interviewing:**

- Finance Director - Interviews on 8/13/20 & 8/21/20
- Human Services Professional (Child Welfare Unit) – Interviews pending for week of 8/17/20
- Police School Liaison/Court Security Officer (applicant sourcing closed) – Interviews on 8/17/20
- Secretary (HHSD) (LTE) – Interview dates TBD

**Checking References/Offers Pending/Background & Pre-employment Checks in Progress:**

- Human Services Professional (Child Welfare Unit)
- Public Health Nurse (LTE)
- HHC/Hospice RN (Casual)
- Hospice Nurse Practitioner (Casual)
- Dispatcher (Certified) (Casual)
- Correctional Officer (Certified) (Casual) (Female)

**Closed/Hired:**

- Human Services Professional (Family Services Unit) – start date TBD
- Correctional Officer (Certified) (Casual/Part-time) – start date 8/17/20
- Human Services Professional (Child Welfare Unit) – start date 8/17/20
- Human Services Professional (Information & Assistance) – start date 8/10/20
- Legal Assistant (LTE) – start date 8/4/20
- Secretary (HHSD) (LTE) – start date 8/4/20
- Van Driver (PT) – start date 8/4/20
- ADRC Supervisor – start date 8/4/20
- Child Welfare Supervisor – start date 7/20/20

*Note: Behavioral Health Therapist recruitment on hold due to COVID-19*

**RESOLUTION 2020-xx**

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2020 BUDGET FOR THE AWARD OF THE DRUG TRAFFICKING RESPONSE GRANT**

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

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

**WHEREAS**, The Calumet County Sheriff's Office applied for and was subsequently awarded the State of Wisconsin Department of Justice Drug Trafficking Response grant; and

**WHEREAS**, The grant provides the Calumet County Drug Task force funding to purchase ballistic entry shields, a .223 rifle and associated optics, Motorola radios, all used by task force members during the course of their drug investigations; and

**WHEREAS**, The addition of this dedicated special equipment will allow task force investigators to conduct more advanced thorough and safe investigations, helping reduce the flow of drugs into our communities.

**NOW, THEREFORE, BE IT RESOLVED** That the Calumet County Board of Supervisors hereby authorizes the Calumet County Board Chair to accept the Wisconsin Department of Justice Drug Trafficking Response grant.

**BE IT FURTHER RESOLVED** That the Finance Director be authorized to amend the 2020 budget to reflect the award of the drug trafficking response grant in the amount of \$24,517

Dated this 21<sup>st</sup> day of September, 2020.

**INTRODUCED BY THE PROTECTION OF PERSONS & PROPERTY COMMITTEE**

\_\_\_\_\_  
Pete Stier, Chair

\_\_\_\_\_  
Alice Connors

\_\_\_\_\_  
Marilyn Schuh

\_\_\_\_\_  
Joe Mueller

	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-CONE			
21 WYNGAARD			



\_\_\_\_\_  
Ken Irwin

**AND INTRODUCED BY THE  
ADMINISTRATIVE SERVICES COMMITTEE**

\_\_\_\_\_  
Merlin Gentz

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Bill Barribeau

\_\_\_\_\_  
Hope Karth

\_\_\_\_\_  
Pete Stier

\_\_\_\_\_  
Mary Schwalenberg

\_\_\_\_\_  
Tom Stoffel

**COUNTERSIGNED BY**

\_\_\_\_\_  
Alice Connors, County Board Chair

**RESOLUTION 2020-xx**

**RESOLUTION REAFFIRMING SUPPORT FOR FAIR HOUSING**

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

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1st _____	Lost: <input type="checkbox"/>
2nd _____	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 participant in the CDBG Program administered by the Wisconsin Department of Administration; and

**WHEREAS**, On September 23, 2003, the Calumet County Board of Supervisors passed Ordinance 2003-12 to create Section 10-2 of the Calumet County Code adopting Wisconsin Statutes Section 106.50 relating to the equal rights of all persons to fair housing and providing means for the implementation and enforcement thereof; and

**WHEREAS**, Calumet County remains committed to the equal rights of all persons to fair housing and its implementation and enforcement.

**NOW, THEREFORE, BE IT RESOLVED**, That Calumet County reaffirms its support for fair housing opportunities for all persons as cited in Title VIII of the Federal Civil Rights Act of 1968 (Fair Housing Act), as amended, which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability.

**BE IT FURTHER RESOLVED** That within available resources of Calumet County, all persons who feel that they have been discriminated against in any housing or real estate purchase, conveyance or transaction based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability, are encouraged to seek equity under federal and state laws by filing a complaint with the Wisconsin Department of Workforce Development or the U. S. Department of Housing and Urban Development using complaint forms available upon request.

Calumet County shall publicize this Resolution; through posting and distribution, Calumet County shall cause residents, owners of real estate, builders, developers, and mortgage lenders to become aware of their respective responsibilities and rights under Federal Fair Housing legislation, and all other applicable state or local laws or ordinances.

Dated this 15th day of September 2020.

	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-CONE</u>			
21 <u>WYNGAARD</u>			

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE**

\_\_\_\_\_  
Merlin Gentz, Chair

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Bill Barribeau

\_\_\_\_\_  
Hope Karth

\_\_\_\_\_  
Pete Stier

\_\_\_\_\_  
Mary Schwalenberg

\_\_\_\_\_  
Tom Stoffel

**COUNTERSIGNED BY**

\_\_\_\_\_  
Alice Connors, County Board Chair

**RESOLUTION 2020-xx**

**RESOLUTION AUTHORIZING CALUMET COUNTY SUPPORT FOR THE CITY OF APPLETON EDA GRANT APPLICATION**

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

**WHEREAS**, Tourism in the Greater Fox Cities region including Calumet County has faced economic injury as a result of the COVID-19 pandemic; and

**WHEREAS**, The US Department of Commerce Economic Development Administration (EDA) has issued a competitive Notice of Funding Opportunity as part of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and

**WHEREAS**, The City of Appleton will submit a competitive grant application to the EDA Cares Act Program to create a Tourism Master Plan that will identify potential investments in tourism-related development that will spur economic development activities, support workforce development and help to balance the tourism portfolio in the region including the Calumet County communities in the Fox Cities Convention and Visitors Bureau area of Appleton, Menasha, Harrison, Sherwood, and Woodville; and

**WHEREAS**, The City of Appleton grant application for \$200,000 requires a 20% match, or up to \$40,000, with the match being contributed after receipt of the grant by project partners including the Fox Cities Convention and Visitors Bureau, City of Appleton, and Calumet County.

**NOW, THEREFORE, BE IT RESOLVED**, That the Calumet County Board of Supervisors assembled hereby authorize and direct the County Administrator, in coordination with the Community Economic Development Director, to support the City of Appleton’s EDA CARES Act project.

**BE IT FURTHER RESOLVED**, That Calumet County will contribute an amount not to exceed \$4,000 from the Calumet County Community Economic Development budget to be used as match for the grant.

Dated this 15th day of September 2020.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE**

\_\_\_\_\_  
Merlin Gentz

<b>Motion:</b>	Adopted: <input type="checkbox"/>
1st _____	Lost: <input type="checkbox"/>
2nd _____	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

	YES	NO	A
1 BARRIBEAU			
2 BUDE			
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-CONE			
21 WYNGAARD			

**AGENDA ITEM #8.3.**

\_\_\_\_\_  
Ronald Dietrich

\_\_\_\_\_  
Bill Barribeau

\_\_\_\_\_  
Hope Karth

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Pete Stier

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Mary Schwalenberg

\_\_\_\_\_  
Tom Stoffel

**COUNTERSIGNED BY**

\_\_\_\_\_  
Alice Connors, County Board Chair

**RESOLUTION 2020-xx**

**RESOLUTION AMENDING THE 2020 BUDGET FOR THE HELP AMERICA VOTE ACT ELECTION SECURITY SUBGRANT PROGRAM GRANT AWARD**

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

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

**WHEREAS**, The Help America Vote Act (HAVA) for election security funds were appropriated by the Federal government in 2018 and 2020 to provide states funding with additional resources to secure and improve election systems; and

**WHEREAS**, The State of Wisconsin has made these funds available to counties that have met three requirements: That the county have, or use requested funds, to upgrade to an HTTPS protocol for their website; That the county have, or use requested funds, to upgrade to a secure email service; That the county conduct, or use requested funds, to conduct a deliberate cybersecurity assessment of their election-related systems; and

**WHEREAS**, The County applied for and has been awarded a grant in the amount of \$46,573 for the purpose of implementing a secure E-mail host system, and contracting for a deliberate security risk assessment to identify potential security vulnerabilities.

**NOW, THEREFORE, BE IT RESOLVED**, By the Board of Supervisors of Calumet County herein assembled, that the County Administrator accept the Wisconsin Election Commission's Election Security Subgrant award in the amount of \$46,573.

**BE IT FURTHER RESOLVED**, That the Finance Director be authorized to amend the 2020 budget to reflect the award of this grant.

Dated this 15th day of September 2020.

**INTRODUCED BY THE ADMINISTRATIVE SERVICES COMMITTEE**

	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-CONE			
21 WYNGAARD			

\_\_\_\_\_  
Merlin Gentz, Chair

\_\_\_\_\_  
Ronald Dietrich

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Bill Barribeau

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Hope Karth

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Pete Stier

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Mary Schwalenberg

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Tom Stoffel

**COUNTERSIGNED BY**

\_\_\_\_\_  
Alice Connors, County Board Chair