

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