



Administrative Services Committee Meeting Minutes

Tuesday, January 13, 2026

The Administrative Services Committee of Calumet County was called to order on Tuesday, January 13, 2026, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Dietrich; Supervisors Connors, Hofberger, Pagel-Holzschuh, Schwalenberg, Stier and Stuckmann.

Committee Member Excused: Supervisor Budde.

Staff and Others Present: Cheryl Heller, Deputy County Clerk; Adam Hernke, Facilities Director; Beth Leary, County Clerk; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Bernie Sorenson, Emergency Management Director; Mike Stoegbauer, Finance Director; and Michelle Wright, HR Director.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the December 9, 2025 meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

There were no communications.

6 PUBLIC PARTICIPATION

There was no public participation.

7 SUPERVISOR REPORTS

Supervisors reported on meetings recently attended.

8 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Review and approve Resolution Authorizing Letter of Support for State Individual Assistance Program - Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution as amended to remove reference to

"tribal", and to forward to the full County Board at its January meeting for approval and adoption. Motion carried unanimously.

- **ARPA Projects Update** - Matt Payette reviewed ARPA project updates with the Committee. Handouts from Matt's report were included in the Agenda packet.
- **Phase 2 - 2nd floor courthouse remodel project update** - Matt Payette provided an update on the 2nd floor remodel project. The special needs assessment and master plan were received on January 12 and have to be reviewed yet. The final concept will include estimates including all Health & Human Services Divisions. The Finance Director will create a funding plan. Further information will be provided to the Committee as available.
- **Hiring update** - Michelle Wright presented a hiring update to the Committee. A copy is attached.

[Hiring Update 01-08-2026 for 01-13-2026 Administrative Services Committee Meeting](#)

b) FINANCE DEPARTMENT

- Review Investment and Sales Tax Summary - Mike reviewed with the Committee. A copy is attached.
- Financial outlook - summary of year to date - Mike reviewed with the Committee. A copy is attached.

[2025 Investment Report - 2025-12](#)

c) COUNTY CLERK

- **April Elections update** - there are five supervisory districts without a candidate (Districts 1, 3, 5, 12 and 13). Our county has no primaries.

9 NEXT REGULAR MEETING DATE

There will be a joint meeting with the Health & Human Services Board on Monday, February 9, 2026 at 8:30 AM.

10 CLOSED SESSION

Moved by Supervisor Stuckmann and seconded by Supervisor Pagel-Holzschuh to go into closed session Pursuant Wis. Stat. § 19.85(1)(b), to consider the dismissal, demotion, discipline of a public employee or the investigation of charges against such person.

Roll call vote was taken and motion carried unanimously. The Committee went into closed session at 9:28 AM.

11 ADJOURNMENT

The meeting was adjourned at 9:47 AM.

Beth A. Leary, Recording Secretary

Hiring Update – January 8, 2026

Sourcing/Accepting Applications (Open until filled, unless noted):

Full-time/Part-time:

- Accounting Manager
- Child Support Specialist (Internal) – 1/10/2026
- Correctional Officer (Female)
- Deputy Sheriff
- Facilities Maintenance Technician
- HHC/Hospice RN
- Payroll Accountant
- Soil Health Specialist/Agricultural Educator

Casual/Limited-Term:

- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual)
- Meal Site Manager (Casual)
- Meal Site Manager (Part – Time)
- Night/Weekend Ranger (Seasonal) (FT & PT)
- Park Building Attendant (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Transport Officer (Casual)
- Van Driver (Casual)

Hired:

Full-time/Part-time Hires:

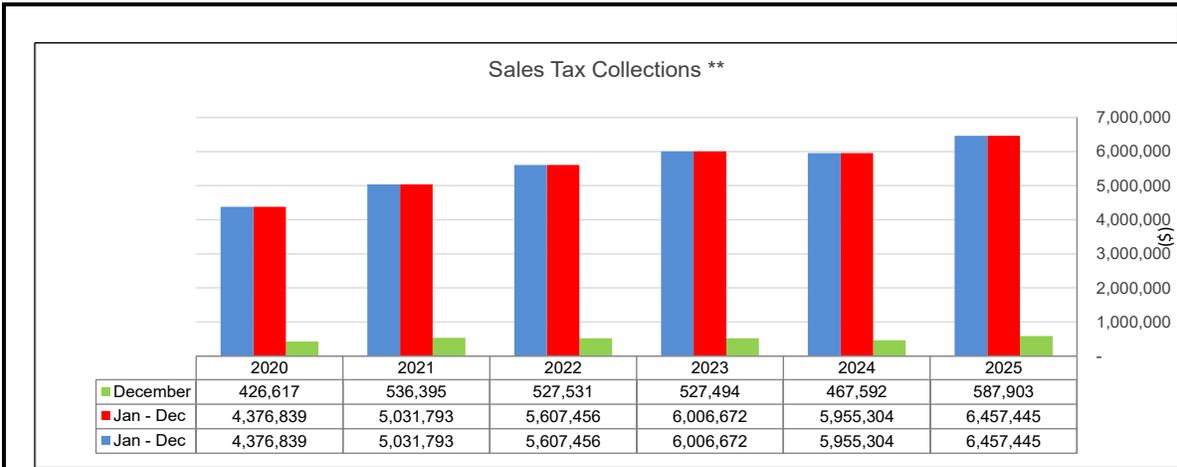
- Accountant – 1/1/26
- Administrative Assistant HHSD – 1/5/26
- Deputy Sheriff – 1/5/26
- Economic Support/Child Support Lead Worker (Internal) – 12/29/25
- Highway Maintenance Technician – 1/12/26
- Human Resources Coordinator (Internal) – 1/12/26

Casual/LTE Hires:

- Van Driver (Casual) – 12/17/25

**CALUMET COUNTY
INVESTMENT & SALES TAX REPORT
December 31, 2025**

Financial Inst.		Int YTD	Effective Rate	Cash Balance
General Investments				
Nicolet National Bank - MM Acct				\$ 147,570.28
Nicolet National Bank - ICS Account				4,155,245.01
Local Gov Invest Pool				13,783,856.83
Associated Bank MM Acct*				537,136.86
BMO CDBG Planning Grant				100.00
BMO Savings Account*				382,418.17
BMO Harris Financial Advisors				4,917,467.88
Sub-Total General Investments				<u>23,923,795.03</u>
ARPA Investments				
Local Gov Invest Pool				158,074.08
Sub-Total ARPA Investments				<u>158,074.08</u>
Total County Investments	2025 Actual Int	<u>\$ 1,176,348.58</u>	4.08%	<u>\$ 24,081,869.11</u>
	2025 Average Balance	\$ 28,818,378.93		
vs. Prior Year	2024 Actual Int	<u>\$ 1,082,361.81</u>	3.31%	
	2024 Average Balance	\$ 32,660,405.22		

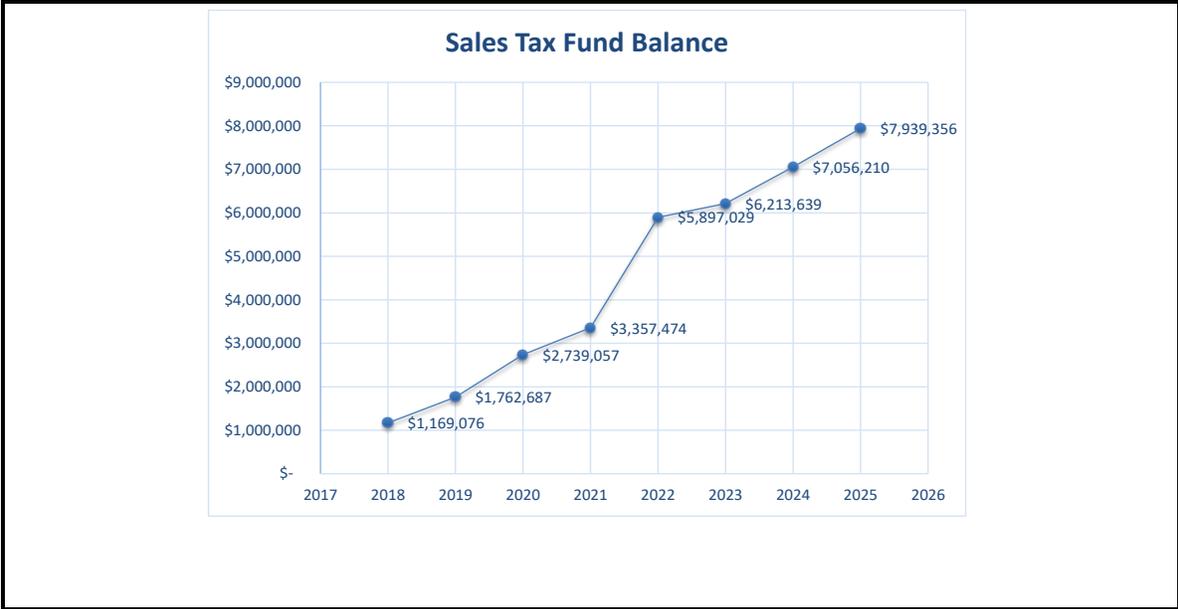


* Collateralized investment

** Represents a cash basis collection

Note: Current year sales tax projection uses a monthly weighted average over all displayed years ended.

**CALUMET COUNTY
HISTORICAL SALES TAX SUMMARY
December 31, 2025**



Year	Beg. Bal.	Revenue	Expenses	Net Collection	End. Bal.
2025	\$ 7,056,210	\$ 6,457,445	\$ 5,574,299	\$ 883,146	\$ 7,939,356
2024	\$ 6,213,639	\$ 6,200,520	\$ 5,357,949	\$ 842,571	\$ 7,056,210
2023	\$ 5,897,029	\$ 5,947,985	\$ 5,631,375	\$ 316,610	\$ 6,213,639
2022	\$ 3,357,474	\$ 5,643,664	\$ 3,104,109	\$ 2,539,555	\$ 5,897,029
2021	\$ 2,739,057	\$ 5,035,872	\$ 4,417,455	\$ 618,417	\$ 3,357,474
2020	\$ 1,762,687	\$ 4,333,613	\$ 3,357,243	\$ 976,370	\$ 2,739,057
2019	\$ 1,169,076	\$ 3,991,487	\$ 3,397,876	\$ 593,611	\$ 1,762,687
2018	\$ -	\$ 2,615,609	\$ 1,446,533	\$ 1,169,076	\$ 1,169,076

